



EL CAMINO COLLEGE
Division of Business

MINUTES -- Division Curriculum Committee

September 16, 2014

Present: V. Rapp, M. Chaban, D. Pahl, V. Pham, M. SomdeCerff

Absent: D. Ross, P. Lau

Recorder: L. Linka

The meeting was called to order at 1:04 p.m.

Program Review

M. Som de Cerff presented a proposal of an existing Certificate of Achievement for Business Management. The DCC members reviewed the proposal, and M. Som de Cerff highlighted the changes being made to the certificate. The catalog description has been revised, and the course requirements have been revised to focus more on management, with a decrease in total units. It was noted that the proposed certificate is a tighter program than the previous one, which sets it apart from the degree. The members approved the revised certificate, which will be forwarded to the Curriculum Advisor for screening.

M. Som de Cerff next presented a proposal of an existing A. S. degree for Business Management. The DCC members reviewed the proposal, and M. Som de Cerff highlighted the changes being made to the degree. The catalog program description was updated, and the total units remain the same. There was discussion regarding adding Business 24 as an alternative to Business 25. It was noted that Business 25 is transferrable, and Business 24 is not, so it was agreed not to add Business 24. There was also discussion regarding adding Law 4 as an alternative to Law 5. It was determined that Law 5 should remain as is, as it contains a broader range of material, and works with transferability. At that time, it was noted that the descriptive title for Law 5 had been changed from *Contracts, Sales and Commercial Paper* to *Business Law* via course review. This change will not go into effect until fall 2015; however, Dr. Rapp requested that Q. Chapman be asked if the new title could be included on the degree. [Update: Q. Chapman affirmed that we can use the name Business Law.] There was conversation regarding Recommended Electives, which include Business 1B, Business 17 and Business 19, and it was agreed to leave as is. The members approved the revised degree, which will be forwarded to the Curriculum Advisor for screening.

Discussion

Business 43: Office Procedures – D. Pahl is waiting to review textbooks for this course, so this will be tabled until the next DCC meeting.

Law 6: Agency, Corporations and Partnerships – there was discussion regarding the inactivation of this course:

- M. Botello has concerns omitting the partnership aspect of the course

- This course is repetitive, and not transferrable
- There were suggestions to create a partnership course
 - Inactivate Law 6 then revise into partnership course
 - Is there enough material for new course?
 - Expand content of Paralegal Studies 1 by incorporating Law 6 content, and make a three unit class

The final decision was to inactivate Law 6 but only together with the update of Paralegal Studies 1.

Real Estate courses – at this time, D. Grogan has not consulted with any other real estate faculty on the revisions made to the real estate courses. In addition, there are issues with the real estate SLOs being identical for every course. It was stressed that this discipline has a lot of work to do on course review and SLOs.

College Curriculum Committee: Distance Education – D. Pahl shared information from Dr. Arce regarding On-site Review. A big part of this review will focus on Distance Education; however, it is unknown what courses are being checked. The reviewers will be looking for regular and effective content. Dr. Rapp needs to check all online classes for the Business division. Online faculty must ensure that all course related correspondence with students occurs within the Etudes Course Management System.

Other Business

M. Chaban made a correction to the DCC minutes from the 9/2/14 meeting. Under **Program Review**, ‘*M. Chaban has finalized proposals for three Certificates of Achievement, and these are ready to submit to the Curriculum Advisor for review.*’ should read ‘*M. Chaban is in the process of finalizing the proposals for three Certificates of Achievement. When complete, these will be submitted to the Curriculum Advisor for review.*’

CIS 3 – M. Chaban presented information on the modification of CIS 3. This course is being revised, and will be modeled after Business 52 A/B, with a new course number of CIS 2. All CIS faculty have reviewed the updates. The Recommended Preparation will remain the same as Business 52A – English 82 and Business 60A. There was discussion regarding the textbook for the course. Dr. Rapp recommended a book previously used for Business 54 - **Microsoft Office 2010: Introductory**. An old edition was located and given to M. Chaban for reference. The new title for the course was discussed, and a tentative title was agreed upon: **Office Applications**.

The meeting was adjourned at 1:43 p.m.