EL CAMINO COLLEGE
Division of Business

MINUTES -- Division Curriculum Committee

September 24, 2015

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

Absent: M. Ahmad, S. Bennett

Recorder: L. Linka

The meeting was called to order at 1:35 p.m.

D. Pahl advised the committee of the recommendations and results from the recent CCC meeting, where Business Division proposals were reviewed. The following proposals were approved:
- Law 19
- Law 6
- Paralegal Studies 1 (with comments – assessment methods for objectives to be revised)
- Paralegal Studies A.A. Degree and Certificate of Achievement

Also discussed at the CCC meeting was a request from the Chair that information regarding Mathematics 165, which was recently included on the Business AS-T Degree, be included on the division website. V. Rapp indicated that Math 165 was discussed at the previous DCC meeting, and the minutes from that meeting are posted on the division website. This would satisfy their request.

M. SomdeCerff presented the proposal for Business 25. She advised that the representative textbook information had been updated, and other minor editorial issues were resolved. The SLOs have been added to the Course Outline of Record. After review and discussion, the committee agreed to move forward with the course proposal. L. Linka will input the information and the proposal will be submitted in CurricUNET. Once submitted, David Pahl, as Division CCC Rep, will take action in CurricUNET, on behalf of the DCC, to approve and forward the proposal to the Curriculum Advisor for screening.

M. Chaban presented the proposal for CIS 11. She advised that the representative textbook information had been updated, and minor editorial issues were resolved, including study hours. After review and discussion, the committee agreed to move forward with the course proposal. L. Linka will input the information and the proposal will be submitted in CurricUNET. Once submitted, David Pahl, as Division CCC Rep, will take action in CurricUNET, on behalf of the DCC, to approve and forward the proposal to the Curriculum Advisor for screening.

M. Chaban presented the proposal for CIS 29. She advised that the representative textbook information had been updated. Assessment methods were added to the Objectives, and the Outline of Subject Matter was expanded to include sub-topics. After review and discussion, the committee agreed to move forward with the course proposal. L. Linka will input the information

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The proposal for CIS 80 was re-visited, as it was initially presented in 2013. Since that time, the issue regarding Carnegie units has been resolved. The descriptive title and catalog description changed from a product specific course (Oracle PL/SQL) to a broader subject SQL to accommodate a larger group of CIS students. The study hours have been adjusted and the justification was revised. After review and discussion, the committee agreed to move forward with the course proposal. L. Linka will input the information and the proposal will be submitted in CurricUNET. Once submitted, David Pahl, as Division CCC Rep, will take action in CurricUNET, on behalf of the DCC, to approve and forward the proposal to the Curriculum Advisor for screening.

Two new courses were presented by M. Chaban:
CIS 118 – Project Management. It was noted this is a very timely course, and will be submitted as a Stand-Alone course at this time. This course will strengthen our programs. It was suggested that we form an alliance with PMI (Project Management Institute) and encourage students to participate. This would help prepare students for testing for PMI certification. It was suggested that this course be cross-listed to a management course; however, because this course includes labs, cross listing would not be possible, as Management instructors cannot teach labs. It was noted this does not take the place of a management class. The emphasis will be on labs and technology. It was stated that there is potential for including the course on the future Business Programming certificate. After review and discussion, the committee agreed to move forward with the course proposal. L. Linka will input the information and the proposal will be submitted in CurricUNET. Once submitted, David Pahl, as Division CCC Rep, will take action in CurricUNET, on behalf of the DCC, to approve and forward the proposal to the Curriculum Advisor for screening.

CIS 119 – Computer Security and Forensics. This course is focused on computer crimes, from virus to attack. It will introduce students to all types of breaches – from how to identify them through how to resolve them. There was concern and discussion regarding a recently CCC approved (although pending Chancellor's Office approval) Administration of Justice course – Introduction to Digital Evidence – due to the fact that it is a computer-intense course. Although the term digital relates to computer evidence, it was determined that the content of the course was acceptable. After review and discussion, the committee agreed to move forward with the course proposal. L. Linka will input the information and the proposal will be submitted in CurricUNET. Once submitted, David Pahl, as Division CCC Rep, will take action in CurricUNET, on behalf of the DCC, to approve and forward the proposal to the Curriculum Advisor for screening.

The Accounting A.S. degree and certificate were discussed, in regards to the proposal impact created by the inactivation of Law 6. It was decided that Business 4 and Business 5A, totaling seven units, would be included as part of the required core. The degree and certificate will be revised, omitting Law 6.

M. Chaban presented the Business Information Worker Certificate of Achievement. This is a statewide certificate that will prepare students for the workforce, for example, Office Administration. ECC may be one of the first to offer this certificate in the L.A. area. The Top Code information and additional labor market data are forthcoming from D. Watanabe, Deputy Sector Navigator. This is a 19-unit certificate, whereas other schools have 21 – 26 units in their

pathway. There was an inquiry about adding Introduction to Business (Bus 25). This is not necessary, as the certificate covers various levels of office work, and there is a list of preferred courses from the Chancellor's Office for this certificate. There is no need for additional courses. After review and discussion, the committee agreed to move forward with the certificate. L. Linka will forward the proposal to Q. Chapman, Curriculum Advisor.

The Real Estate Appraisal Option A.A. Degree and Real Estate Appraisal Certificate of Achievement were discussed, in regards to the proposal impact created by the inactivation of Law 6. It was suggested adding Law 5, and this was disapproved. The degree and certificate will be revised, omitting Law 6.

M. Chaban presented the new CISCO Networking Administration Certificate of Achievement. This will prepare the student for the CISCO Certificate. The committee reviewed the courses offered, and if approved, would like to add a cyber-security course to the certificate. M. Chaban advised that the following courses would be submitted for CTE review on or before the October 29 DCC meeting:
CIS 140
CIS 141
CIS 142
CIS 143
CIS 40

The agenda for the next DCC meeting, scheduled for October 8, will include proposals for Real Estate courses, Law courses, Bus 1A and Bus 1B, and additional CIS courses.

D. Pahl will follow up on the status of the Entrepreneurial Studies degree and certificate. He will also work with M. Botello regarding updates for the current Real Estate certificates.

The meeting was adjourned at 2:45 p.m.