



EL CAMINO COLLEGE Division of Business

MINUTES -- Division Curriculum Committee

September 28, 2017

Present: V. Rapp, M. Chaban, N. McGrue, D. Pahl

Absent: S. Bennett, S. Porter, M. Som de Cerff

Recorder: L. Linka

The meeting was called to order at 1:51 p.m.

CCC Update

M. Chaban presented an update from the September 26, 2017 CCC meeting:

CCC Chair, J. Young, informed the members that the 400 courses that had been backlogged in CurricUNET had been cleared up, and all active courses are now current. Law 19 course review, which had been previously submitted to CCC for approval, was used as model curriculum to demonstrate how course review should transpire. The members were given a handout entitled Proposal for New Course, which provided step by step instructions regarding the information required when submitting a new course. J. Young clarified the difference between Title V and Title 5, the former being at the federal level, and the latter is mandated by the state. There was a Course Outline of Record presentation, which can be found in CurricUNET and the CCC webpage. Course Outlines of Record should contain basic, fundamental content, and be consistent across the board. Syllabi should always be checked for correct content, in regards to SLOs, objectives and catalog description. Departments need to confer to determine that the information is correct.

Course Review

Business 15 – this course was scheduled for standard 6-year review. Minor changes will be made to the Outline of Subject Matter to align with CCC requirements regarding verb usage. End products need to be added to the assignments. After review and discussion, the committee voted to approve the course proposal, with indicated changes. L. Linka will enter the proposal information into CurricUNET. Once submitted, M. Chaban, 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.

Business 24 – this course was scheduled for 2-year CTE review. A change was made to SLO #2 – this change will be submitted and incorporated into TracDat via a separate form. After review and discussion, the committee voted to approve the course proposal. L. Linka will enter the proposal information into CurricUNET. Once submitted, M. Chaban, 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.

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Law 16 – this course was scheduled for 2-year CTE review. A minor revision was made to the catalog description. After review and discussion, the committee voted to approve the course proposal. L. Linka will enter the proposal information into CurricUNET. Once submitted, M. Chaban, 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.

Law 17 – this course was scheduled for 2-year CTE review. After review and discussion, the committee voted to approve the course proposal. L. Linka will enter the proposal information into CurricUNET. Once submitted, M. Chaban, 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.

Law 19 – this course was recently reviewed and approved by the CCC. Additional changes have been made since the approval, including a title change and the hybrid requirements. The Distance Education form has been completed. L. Linka will enter the proposal information into CurricUNET. Once submitted, M. Chaban, 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.

Real Estate 12A – this course was scheduled for 2-year CTE review. End products need to be added to the assignments. After review and discussion, the committee voted to approve the course proposal, with indicated changes. L. Linka will enter the proposal information into CurricUNET. Once submitted, M. Chaban, 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.

Real Estate 13 – this course was scheduled for 2-year CTE review. End products need to be added to the assignments. After review and discussion, the committee voted to approve the course proposal, with indicated changes. L. Linka will enter the proposal information into CurricUNET. Once submitted, M. Chaban, 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.

Real Estate 14A – this course was scheduled for 2-year CTE review. End products need to be added to the assignments. After review and discussion, the committee voted to approve the course proposal, with indicated changes. L. Linka will enter the proposal information into CurricUNET. Once submitted, M. Chaban, 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.

Cybersecurity Certificate of Achievement – this new certificate was presented by M. Chaban, who stated that it has been two years in the making, and has been a collaborative effort with the Administration of Justice department. M. Chaban fielded a question in regards to proposing a degree as well. The current CIS degree will be revised in the next year, and will be modified to add a Cybersecurity option. Existing course CIS 119 and another new course will be included, with a plan to move the degree and new course forward together. After review and discussion, the committee voted to approve the certificate proposal. L. Linka will forward the proposal to the Curriculum Advisor for screening and submittal into CurricUNET.

Other business

The next DCC meeting will be October 12, 2017.

The meeting was adjourned at 2:31 p.m.