



EL CAMINO COLLEGE
Division of Business

MINUTES -- Division Curriculum Committee

September 3, 2019

Present: V. Rapp, S. Bennett, M. Chaban, N. McGrue, D. Pahl, S. Porter, M. Som de Cerff,
J. Yeressian

Recorder: L. Linka

The meeting was called to order at 1:06 p.m.

M. Chaban advised the committee of the changes occurring to CIS 13. In spring 2019, revisions were made to the course to change the units from 3.0 to 3.5. This change would impact several degrees and certificates, of which CIS 13 is a component. The decision has been made to return the units to 3.0, revising the lecture and lab hours to conform to the C-ID. Due to this change, most degrees and certificates will not be affected and therefore not require review.

Division Plan for Fall

The Division Review Plan for Fall 2019 was distributed to the members. This list, which has been submitted to the Curriculum Advisor and Curriculum Chair, designates which courses must be reviewed by spring 2020. Each department will determine if their courses are to be presented to the DCC during fall or spring semesters.

Course Review

The proposal for CIS 13 was presented, reviewed, and approved by the committee.

The proposals to inactivate CIS 19 and CIS 30 were presented, reviewed, and approved by the committee. For CIS 30, once the change becomes effective, a student would be able to use Business 74 as a substitute where CIS 30 was a component of a degree or certificate.

These proposals will be forwarded to J. Young and L. Plum for CCC review.

Business 25 was provisionally approved by the CCC in spring 2019, pending a C-ID issue. At the recommendation of M. Som de Cerff, the committee decided to re-submit the proposal for Business 25, incorporating the required terminology in the areas of international business and information technology. The changes will be reviewed and voted on by the committee via email.

Business 29 was submitted at the end of spring 2019 semester. The proposal was rejected per IGETC course requirements due to terminology. The committee discussed making revisions to the course outline. D. Pahl will make the requested changes and forward the proposal to the committee members via email for review and voting.

J. Yernessian is currently working on creating Real Estate non-credit courses. He is hoping to present his proposals at the next DCC meeting.

Degree and Certificate Review

Proposals for the following degrees and certificates were presented, reviewed, and approved by the committee:

Business Office Administration AS Degree
CIS AS Degree
Business Office Applications Certificate of Achievement
Business Programming Certificate of Achievement

These proposals will be forwarded to J. Young and L. Plum for CCC review.

Email Voting Results

Business 25

After this meeting, M. Som de Cerff updated the course outline for Business 25 according to the committee's recommendations, and submitted via email for their review. The member vote to approve was unanimous.

Business 29

After this meeting, D. Pahl updated the course outline for Business 29 according to the committee's recommendations, and submitted via email for their review. The member vote to approve was unanimous.

These proposals will be forwarded to J. Young and L. Plum for CCC review.

The next DCC meeting is scheduled for Tuesday, September 17 at 2:00 p.m.

The meeting adjourned at 2:12 p.m.