EL CAMINO COLLEGE
Division of Business

MINUTES -- Division Curriculum Committee

September 19, 2013

Present: P. Lau, D. Pahl, T. Pao, V. Pham, M. SomdeCerff, J. Thompson

Also Present: V. Deluca (for D. Grogan)

Absent: V. Rapp, D. Grogan, D. Ross

Recorder: L. Linka

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

V. Deluca was present in D. Grogan's absence. He presented D. Pahl with a report authored by D. Grogan, which detailed status of Real Estate curriculum. None of the courses presented in the report fall into the critical timeline for catalog updates. As a result, this report was tabled until the December meeting.

Course Review
M. Som de Cerff presented a proposal for course review of Business 27. J. Thompson noted the need for a stronger business emphasis. The committee reviewed the proposal and recommended modifications, including changes to the Student Learning Outcomes, to better reflect the business aspect of the course. The proposal was approved with changes. L. Linka will enter changes into CurricUNET. Once submitted, D. 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 committee members reviewed, discussed, and approved the changes to the following course proposal:
* Computer Information Systems 18

L. Linka will input information into 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.

J. Thompson presented a proposal for new course CIS 138, Systems Administration, which the committee members discussed and reviewed. In comparing CIS 40 and CIS 138, there was discussion regarding the possible overlap between the two, and perhaps inactivating CIS 40 in favor of the new CIS 138. It was determined that there is a need for both courses. The committee members continued the review of CIS 138, and the proposal for the new course was approved.

L. Linka will input the new course information into 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.

SLO
The committee members had a brief discussion of CIS courses, which were on a "list" to be assessed:
- CIS 40
- CIS 134
- CIS 140
- CIS 143

These courses must be assessed in a timely manner.

Certificate Review
The committee members reviewed and discussed the new Business Programming Certificate of Achievement. This program will provide the students with an understanding of the latest software technology and its application in the business programming environment. After review, the members approved the proposal. This will be forwarded to the Curriculum Advisor for input into CurricUNET.

The committee members then reviewed and discussed the new Computer User Support Specialist Certificate of Achievement (previously named Helpdesk Specialist). This program will prepare students to provide technical assistance to computer users. After review, the members approved the proposal. This will be forwarded to the Curriculum Advisor for input into CurricUNET.

Other Business
Currently, the status of CIS 19 is pending. The proposal was approved by the DCC; however, after review by Q. Chapman, Curriculum Advisor, concerns were expressed by her regarding the fact that the revisions made CIS 19 a different course. At this time, the CIS department, with the exception of J. Thompson, and D. Pahl concur that the proposal should move forward as originally submitted. Discussion between D. Pahl and Q. Chapman regarding the status will continue at the Curriculum meeting on 9/20/13.

V. Pham reported that she conferred with M. Botello regarding Law 5 and Law 6. She initially considered combing the two courses, with eliminating Law 6. M. Botello maintained this may not be a good idea without increasing the units – there is too much material involved. V. Pham and M. Botello will further review the curriculum.

The proposal for Para 1 requires an update to the Outline of Subject Matter. Once this is complete, the proposal will be re-submitted for continued review.

J. Thompson stated she would present the following at the next DCC meeting on 10/17/13:
- CIS 28
- CIS 29
- CIS 72
- CIS 137

- CIS 138
- A.S. Degree – CISCO
- A.S. Degree – Computer Information Systems
- Business Application Certificate of Achievement
- Support and Network Management Certificate Achievement

D. Pahl advised the members that the committee would prioritize courses that present a 2014-2015 catalog issue. All such courses must be ready for review, approval and forwarding to CCC by 10/17/2013.

The meeting was adjourned at 2:18 p.m.