



EL CAMINO COLLEGE
Division of Business

MINUTES -- Division Curriculum Committee

September 5, 2013

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

Guests: P. Vacca

Recorder: L. Linka

The meeting was called to order at 1:05 p.m.

Course Review

M. Som de Cerff presented an update to the Business 20 Course Outline of Record. The committee reviewed the proposal and recommended modifications. The proposal was approved with changes. M. Som de Cerff will incorporate the changes and forward to L. Linka for submission 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.

In regards to D. Pahl's previous request that each department prepare a list of all courses that will be reviewed for fall 2013, the committee members presented as follows:

- Accounting
Business 2A, Business 2B and Business 5A were reviewed and approved by DCC late last spring. The proposals are being prepared for submission into CurricUNET. A proposal for Business 1A will be presented for review at the next DCC meeting.
- Real Estate
D. Grogan will advise.
- Management/Marketing
Business 27 and Business 28 will be presented for review at the next DCC meeting.
- Law/Paralegal
Law 5 and Law 6 are being reviewed for potential consolidation, with Law 6 becoming inactivated.

At this point, the discussion returned to course review of CIS 13, which was reviewed and discussed at the August 27 DCC meeting. Due to issues regarding class size, the revision of lecture and lab hours, and the impact of this on salaries, the proposal was tabled at that time. Today, the committee reviewed the summary and justifications presented by J. Thompson. P. Vacca clarified the issues regarding class size and loads, and it was noted that additional income was not being requested by the faculty. Until now, there has been nothing in writing indicating this practice, and the committee agreed this was an opportunity to get this procedure in writing and establish a standard. The committee continued review of the proposal and recommended additional modifications. The proposal was approved with changes. J. Thompson will incorporate the changes and forward to L. Linka for submission 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.

Lastly, J. Thompson led a discussion regarding Certificate Review. Two certificates, Business Programming and Computer User Support Specialist, will be presented for review and approval at the next DCC meeting on September 19. CIS 72 and CIS 139 are new courses that are tied to these certificates. In addition, the Office Administration certificate is currently being updated.

The meeting was adjourned at 2:30 p.m.