EL CAMINO COLLEGE
Division of Business

MINUTES -- Division Curriculum Committee

September 2, 2014

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

Absent: P. Lau

Also Present: D. Grogan

Recorder: L. Linka

The meeting was called to order at 1:00 p.m.

Course Review
CIS 13: Computer Information Systems – the proposal for this course was distributed via email prior to this meeting to DCC members for review. It was noted that the only change to the Course Outline of Record will be the Conditions of Enrollment – the Mathematics 23 and the Business 15 Prerequisites have been changed to Recommended Preparation. It was also noted by Dr. Rapp that this change would become effective mid-year per Dr. Arce. 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.

Business 28: Written Business Communications – this proposal is scheduled for CCC Standard Review on 9/23/14.

Law 5: Business Law – this proposal is on the CCC agenda for 9/9/14.

CIS 3: Introduction to Microcomputers and Software Applications – the intent is to use elements from CIS 13, incorporate into CIS 3, and issue a new course number. The proposal for this is being drafted by R. Yahye from Compton, with a target submission date of the next DCC meeting, scheduled for 9/16/14.

CIS 30: Introduction to eCommerce – this course will be reviewed due to cross-listing of Business 30. The courses must be identical. There will be a notation in the catalog stating "same course as" for both courses.

Law 6: Agency, Corporations and Partnerships – there is continued discussion of inactivating this course. M. Botello is against inactivation; V. Pham approves. The intent is to move content from Law 6 into Law 4 and Law 5. Dr. Rapp will discuss inactivation with M. Botello.

Program Review
M. Chaban has finalized proposals for three Certificates of Achievement, and these are ready to submit to the Curriculum Advisor for review:

- Business Programming
- CISCO Networking Administration
- Computer User Support Specialist

A Notice of Intent will be drafted by Dr. Rapp to include these and other degrees and certificates that are currently being reviewed. L. Linka will send Dr. Rapp a complete list of all programs in review. When finalized, a copy of the list will be forwarded to the College Curriculum Committee.

SLOs
K. Hull, Business Division SLO Coordinator, joined the meeting at this time to update the members on key dates. Updated SLO alignment grids for all departments are due 9/5/14. The due date for the submission of spring assessments is 9/12/14.

Discussion
It has been recommended that Business 52 A/B be inactivated and move its content to the course formerly known as CIS 3. It is anticipated that the proposal will be submitted end of October.

There was a discussion on the Business 60 keyboarding courses regarding the possibility of transitioning the three courses to a single semester as a three-unit course. Business 60A generally fills for the first eight weeks; Business 60 B & C are offered concurrently, but enrollment is usually down. D. Ross will check statistics to determine how these classes fill at Compton.

Other Business
Dr. Rapp discussed the college administration's concern about the proliferation of new courses and degrees. All new degree programs, certificates and courses will be carefully scrutinized. Proposals for new degree programs, certificates and courses must be include research (via ECC Institutional Research) to show the need. It is suggested that new courses should be offset by the inactivation of an equal number of other courses. Going forward, certificates will be evaluated by the Chancellor's Office based on job availability and employment of students in the industry related to the certificate.

M. SomdeCerff would like to work on getting Business 25 articulated. She will confer with L. Suekawa.

It was stated that M. Chaban would continue review on CIS 29 and CIS 80. These were originally slated for inactivation.

The committee reviewed two handouts, the CCC Timeline and Curriculum Procedures.

The meeting was adjourned at 2:10 p.m.