



EL CAMINO COLLEGE
Division of Business

MINUTES -- Division Curriculum Committee

August 27, 2013

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

Absent: D. Grogan

Recorder: L. Linka

The meeting was called to order at 1:12 p.m.

In regards to the updated Curriculum Procedures for course review that were distributed to all full time instructors prior to this meeting, D. Pahl addressed an additional step to incorporate into the procedures: when the originator of the proposal receives notification from CurricUNET that changes are required, the originator should notify D. Pahl and L. Linka. The committee members agreed to this addition.

D. Pahl noted that the DCC meeting schedule was prepared with the CCC timeline and proposal submission dates in mind. A DCC meeting has been scheduled for September 5th, with a September 13th submission date in CurricUNET for DCC approved and completed proposals. This gives the DCC the opportunity to submit in a timely manner. The final submission date for proposals requiring CCC approval is October 18th. Curriculum for the 2014-2015 college catalog must be CCC approved on or before Tuesday, December 3rd.

D. Pahl requested that each department prepare a list of all courses to be reviewed for fall 2013. These lists should be completed and submitted by the next DCC meeting on September 5th. The number of courses due for review this fall for the Business Division is eight.

It was determined that the CISCO courses pending review and approval need to be completed as soon as possible. The status of these courses are:

- CIS 140 – requires updating
- CIS 141 – requires updating
- CIS 142 – has been drafted
- CIS 142 – has been drafted

There was discussion of a “local” AS degree being created that lines up with the CISCO certificate.

Also, two new CIS courses are in the process of being developed: CIS 72, Computer Forensics, and CIS 139, Networking Fundamentals.

Dr. Rapp advised that Law 4 has been approved for the transfer degree; also for Cal State, Northridge. Business 1A, Financial Accounting, is provisionally approved; and Law 5 is pending. It was noted that a CID number is now mandatory.

Business 25 has been accepted for transfer at several schools, and an application for a CID number has been filed. Business 22 has been re-written, reviewed and CCC approved.

CurricUNET issues with CIS 19 and CIS 80 have been resolved, and the proposals have been forwarded for Curriculum Advisor screening.

L. Linka has created a Course Proposal Log for tracking purposes. Status of all courses currently being reviewed will be recorded and information shared with all full time faculty.

Course Review

The committee members reviewed, discussed, and approved the changes to the following course proposal:

- Computer Information Systems 16

L. Linka will input information into CurricUNET, 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.

CIS 13 was reviewed and discussed; however, due to issues regarding class size, the revision of lecture and lab hours, and the impact of this on salaries, this proposal was tabled for further discussion. Dr. Rapp will meet with P. Vacca to resolve, then advise J. Thompson.

The meeting was adjourned at 2:40 p.m.