



EL CAMINO COLLEGE
Division of Business

MINUTES -- Division Curriculum Committee

October 29, 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 2:05 p.m.

CCC Update

M. Chaban distributed a handout that was presented at the October 22 CCC meeting, which detailed the following requirements that must be included with new course proposals:

Parallel courses

Information regarding parallel courses at California Community Colleges, CSUs and UCs is required on all proposals for new courses. The institution, the title and number of the parallel course, and the number of units must be listed on the proposal. In addition, a copy of the course description from the college or university's catalog page must be attached. If the course is proposed for transfer, lower division status must be evident in the CSU or UC courses.

Justification

A justification for every new course must be stated on the proposal. The proposer must explain how the new course relates to the Mission Statement and Strategic Initiatives of the College, and explain how the course strengthens and relates to existing curriculum.

Consultation

The following personnel must be consulted in the development of the course:

- Faculty
- Counselor(s)
- Students
- Advisory Committee(s)

Additionally, other supporting consultants include the Dean, and, as an example, a CSU which requested that a course be developed.

Courses being proposed for CSU General Education or IGETC

L. Suekawa, Articulation Officer, reminds us that, based on submittal dates, it can take up to two years before a course may be offered.

Course Review

Proposals for the following CIS courses were presented, reviewed, and approved by the committee:

CIS 18
CIS 84
CIS 122
CIS 132
CIS 137

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

S. Porter presented several Accounting proposals, including three new courses and two new certificates, as well as a revision to the existing Accounting AS degree:

- Business 111 – Business Taxation
- Business 117 – Financial Auditing
- Business 119 – Accounting Ethics

These new courses were reviewed and discussed in detail. The members recommended several revisions, including alignment with parallel courses, prerequisite, expansion of subject matter, class size, justification of course, addition of assessment methods for course objectives, sample assignments, and requisite skills – matching skills from prerequisite course.

S. Porter will consider all recommendations, update all areas in question, and email to all the members the new versions of the three course proposals. The committee will vote via email. Once complete and approved, the proposals will be forwarded to J. Young and L. Plum for review.

The existing Accounting Certificate of Achievement was reviewed. There was discussion regarding total units on the certificate, and a request whether these could be less than 24. S. Porter indicated that the certificate must be no less than 24, as this is the California Board of Accountancy requirement. It was noted that other institutions offer a comparable course to Business 5A, which is part of this certificate; however, some of those courses are three units, whereas Business 5A is a four-unit course. This makes substituting a course for Business 5A difficult, as it causes the student to be short one unit for the certificate. There is the option of increasing the units on one of the new Accounting courses. Another possibility is adding another, new two-unit Accounting course to the certificate in fall 2020. S. Porter will assess these options to make a determination.

- Accounting Clerical Certificate of Achievement
- Accounting Tax Preparation Certificate of Achievement

These new Accounting certificates were reviewed and discussed in detail. Areas of concern included Master Plan information requirements, and enrollment and completion statistics for each course listed on the certificates is necessary. These proposals, once modified, will be included in the email vote for approval. Once approved, the proposals will be forwarded to J. Young and L. Plum for review.

S. Porter then presented his intent to revise the numbering of all Accounting courses. He has been in contact with L. Plum, who is assisting with this endeavor. He indicated this would be an opportunity to change all Business courses to a three-character code. S. Porter and M. Som de Cerff will confer to determine course numbers.

The meeting adjourned at 3:44 p.m.