



## EL CAMINO COLLEGE

### Division of Business

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#### MINUTES -- Division Curriculum Committee

October 7, 2014

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

**Absent:** D. Ross, P. Lau

**Recorder:** L. Linka

The meeting was called to order at 1:02 p.m.

#### **Course Review**

Business 22 – There was discussion regarding the content of this course outline as compared to those of other community colleges. The catalog description from Mira Costa is well written and ideal to use as a basis for Business 22. It was advised that L. Suekawa be involved in this proposal for her input in regards to which GE areas are applicable. It was agreed that a broader focus was desirable. After review and discussion, the committee determined that this proposal should be returned to J. Troesh for revisions that address the committee's concerns. Once the revisions are completed, the proposal will be emailed to the members for review and approval.

Business 40 – D. Pahl presented revisions to the catalog description and the descriptive title. M. Chaban recommended inclusion of social media to this course outline of record. V. Rapp agreed, as this would broaden the scope of the course. D. Pahl will amend to include social media. 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 43 – D. Pahl presented revisions to the course outline. He stated that this class is the core class of Office Administration. The revisions include a new descriptive title and a new textbook. V. Rapp shared information regarding Business Information Worker curriculum, which is basically office administration with technology courses, and will confer with D. Pahl later. 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.

CIS 2 – M. Chaban presented this new course, which will replace CIS 3 and BUS 52A/B. This course is based on word processing, with a focus in skills development. Many aspects of BUS 52A/B and CIS 13 have been incorporated into the course. After review and discussion, the committee agreed to move forward with the new 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. At the same time, we will proceed with the inactivation of CIS 3.

Paralegal Studies 1 – This course, presented by V. Pham, has been revamped to a three-unit course, due to inactivation of Law 6. Course material from Law 6 has been added to Paralegal Studies 1 for more comprehensive content for paralegals. These materials include Agency and Legal Structure of Organizational Entities. After review and discussion, the committee agreed to move forward with the course proposal. V. Pham will produce justification for the unit increase. 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. At the same time, we will proceed with the inactivation of Law 6.

### **Discussion**

V. Pham broached the subject of revising Law 19 by incorporating some content from Law 6 and increasing the units from two to three. Currently, the course is one hour lecture, two hours lab. It was unsure at this time what direction this aspect will go. The proposal for Law 19 will be forthcoming, with the possibility of making it a hybrid course.

The meeting was adjourned at 1:51 p.m.