EL CAMINO COLLEGE
Division of Business

MINUTES -- Division Curriculum Committee

March 10, 2016

Present: M. Ahmad, M. Chaban, E. Jennison, N. McGrue, D. Pahl, M. SomdeCerff

Absent: S. Bennett, B. Flameno, V. Rapp

Recorder: L. Linka

The meeting was called to order at 2:03 p.m.

Review
M. SomdeCerff presented a new course proposal for Business 73 – Project Management Fundamentals. This proposal has been merged with CIS 118 – Project Management, a new course originally proposed last fall. By merging these proposals, Business 73 will be submitted as a 4-unit course, with 3 hours lecture / 3 hours lab. This course is a better fit into the program, and what students need to get through the certificate requirements. J. Mufich is qualified to teach the class. The class will be offered along with the entrepreneurship course. After review and discussion, the committee agreed to move forward with the course proposal. Once the New Course Proposal Information page in CurricUNET has been completed, which includes Purpose of the Course, Justification for the Course, and Course Development Information, L. Linka will input and submit the proposal information into CurricUNET. Once submitted, M. Chaban, as Division CCC Rep, will take action in CurricUNET, on behalf of the DCC, to approve and forward the proposals to the Curriculum Advisor for screening.

M. Chaban presented Computer Information Systems 133 for CTE review, and discussed the changes made to the course outline of record. The catalog description has been revised to describe the course more thoroughly, which includes references to jQuery and AJAX. CIS 19 has been eliminated from the conditions of enrollment, and CIS 13 now includes "with a minimum grade of C". Representative assessment methods have been updated for the course objectives. Sub-topics for the Outline of Subject Matter have been added to include jQuery and AJAX. The language has been improved in the course assignments, and the current representative textbook has been updated. It was requested of M. Ahmad to forward this proposal to Compton CIS instructors. After review and discussion, the committee agreed to move forward with the course proposal. L. Linka will input and submit the proposal information into CurricUNET. Once submitted, M. Chaban, as Division CCC Rep, will take action in CurricUNET, on behalf of the DCC, to approve and forward the proposals to the Curriculum Advisor for screening.

N. McGrue presented LAW 20 for CTE review. The course assignments and the current representative textbook have been updated. After review and discussion, the committee agreed to move forward with the course proposal. L. Linka will input and submit the proposal information into CurricUNET. Once submitted, M. Chaban, as Division CCC Rep, will take

action in CurricUNET, on behalf of the DCC, to approve and forward the proposals to the Curriculum Advisor for screening.

CCC updates
M. Chaban shared with the members updates from the March 8 CCC meeting. Full review course proposals for Business 95 and CIS 119, and the Consent Agenda proposal for CIS 28 were reviewed and approved by the CCC members. During CIS 119 review, A. Carr stipulated that passive words should not be used in the catalog description. "Industry Standard Language" should be employed. After discussion, the DCC members agreed that during CCC review at curriculum meetings, changes to catalog descriptions in this regard could be made by M. Chaban, if necessary.

Action item updates
The dates for the next two DCC meetings are March 24 and April 14. M. Chaban requested submission dates from all departments for the balance of proposals due to CCC for review. The following dates are anticipated submissions to DCC:

Office Administration
Business 11, 27, 29, 41 (Inactivation) – 3/24/16
Business 60 A/B/C – 4/14/16
SUPV 27 (same as Business 29) – 3/24/16

Computer Information Systems
CIS 134, 140, 142, 143 – 3/24/16
CIS 30, 40 – 4/14/16
The Cybersecurity Certificate may be presented at the 3/24 DCC meeting.

Management/Marketing
All CTE review proposals for spring 2016 have been submitted. M. SomdeCerff and J. Troesh will determine which new proposals will move forward, and present this information at the 3/24 DCC meeting.

It is time to begin compiling the Fall 2016 Curriculum Plan. This will include the CTE courses that are due for two-year review, and the continuation of the current new courses and programs from the Spring 2016 Curriculum Plan.

After perusing a Curriculum Committee report from Q. Chapman, M. SomdeCerff inquired about the status of Business 36, and when the proposal will appear on the Board Agenda. M. Chaban will confirm and advise.

A Course Review Guidelines and Checklist, a DCC Technical Review Worksheet, and additional checklists to assist faculty with course review were distributed to the members. The additional checklists were reviewed and filtered by the members to encompass what is applicable to the Business Division.

Other business
M. Chaban shared information from a presentation made by an Industry and Technology professor of Cabinet Making (Construction Technology) at the March 8 CCC meeting. Titled "Encouraging Advancement", the narrative, read by M. Chaban to the members, is a steppingstone for students, and a guide toward the pathway to achievement. It would be beneficial to be utilized in all divisions.

L Jennison inquired about a subject reviewed at the first DCC meeting this spring (1/28), regarding Courses Not Offered in 3 Years. Is there a deadline for the submission of these proposals? It was recommended that L. Jennison confer with V. Rapp on this.

M. Chaban distributed a new brochure created by the Chancellor's Office for the Business Information Worker Certificate. The Business Information Worker is a job readiness pathway, or a certificate for office workers, developed in conjunction with local employers. M. Chaban requested that the Business Information Worker Pathway be conveyed to students who might be interested.

The meeting was adjourned at 2:48 p.m.