MINUTES -- Division Curriculum Committee

March 24, 2016

Present: M. Ahmad, M. Chaban, E. Jennison, N. McGrue, V. Rapp

Absent: S. Bennett, B. Flameno, D. Pahl, M. SomdeCerff

Recorder: L. Linka

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

Review
M. Chaban presented proposals for CIS 140, 142 and 143 for CTE review. Modifications included an update of the independent study hours, to ensure Carnegie Units are factored in, and an overall "facelift" of the Course Outline of Record. These proposals complete the CISCO series. After review and discussion, the committee voted to move forward with the course proposal. L. Linka will enter 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 proposal to the Curriculum Advisor for screening.

M. Chaban presented a proposal for CIS 134. The Conditions of Enrollment have been revised: CIS 13 has changed from Recommended Preparation to Prerequisite. The representative assessment methods were updated to correspond with the Course Student Learning Objectives. The Outline of Subject Matter was expanded to better reflect course content. The assignments were revised due to references to outdated technology. After review and discussion, the committee voted to move forward with the course proposal. L. Linka will enter 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 proposal to the Curriculum Advisor for screening.

Updates
CIS 30 is currently a work in progress. CIS faculty are in discussions regarding CIS 40. This is a course on personal computer maintenance with a focus on software. There is a possibility of incorporating a segment on networking. A title change is inevitable. This course is a Recommended Preparation for CIS 140.

The CIS department is considering a proposal for a new HTML course, and the Computer User Support Specialist certificate is in progress. This certificate actually ties in with a preapproved program by the LAOCRC – the IT Technician Pathway: Stage I is titled Computer Retail Sales and Support. The preapproved program application requires course information from ECC to align with the Stage I courses. Labor Market information, justification and Notice of Intent are not required. This was well received, as assembling the Labor Market information is a lot of work, and the research is time consuming. V. Rapp has requested that R. Harris check into which

of the courses listed are offered by ECC. It must be an exact match if we are to get into the Pathway. The goal is to continue on the Pathway and eventually implement all three stages of the IT Technician Pathway. This program is effective through June 2017.

It was noted that the Project Management certificate is supported by the LAOCRC. The Deputy Sector Navigators are responsible for helping to promote programs in areas where they see available jobs and pathways.

It was stated that the CISCO program is offered at certain high schools, and SCROC offers CISCO 1 and 2. The curriculum is the same, and students will go where the classes are offered and complete in a reasonable amount of time.

M. Chaban advised the members that the Business Programming Certificate of Achievement was approved at the March 2016 LAOCRC program approval meeting. The certificate will now be forwarded to the Chancellor's Office for final approval.

The CIS department is continuing to formulate the Cybersecurity Certificate of Achievement.

J. Mufich is currently working on the proposal information for Business 73. This includes purpose of the course, justification, and course development information.

The Law/Paralegal faculty are formulating a Legal Office Administration certificate. This would include Law 4 or 5, Paralegal Studies 1, Law 19, and courses in computers, keyboarding and office skills. D. Pahl is assisting with this certificate. Students completing this certificate could work as a legal secretary in a paralegal office, as a start, and work their way up.

N. McGrue is considering a new course relating to Intellectual Property (IP). In general terms, Intellectual Property is any product of the human intellect that the law protects from unauthorized use by others. He would like to develop and offer as an elective class.

Per L. Jennison, there is nothing to report from Accounting at this time. D. Pahl was unavailable for updates from Office Administration. M. SomdeCerff was unavailable for updates from Management and Marketing. V. Rapp will confer with R. Rooks regarding Real Estate issues.

The meeting was adjourned at 2:43 p.m.