



**EL CAMINO COLLEGE**  
**Division of Business**

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**MINUTES -- Division Curriculum Committee**

**March 26, 2020**

**Present:** V. Rapp, S. Bennett, M. Chaban, N. McGrue, D. Pahl, S. Porter,  
M. Som de Cerff, J. Yeressian

**Recorder:** L. Linka

M. Chaban called the meeting to order at 1:40 p.m.

**CCC Update**

The Curriculum Committee is business as usual, and continuing meetings as scheduled. Curriculog transition is postponed until fall, so we will continue to submit course review via the paper process.

The Chancellor's Office issued an executive order to clear the way for all campuses to begin online teaching. This is a temporary blanket order.

During curriculum review, the new Accounting courses, along with the Accounting certificates, were unanimously approved by the committee. The courses submitted for two-year review were approved as well. The Business Management Certificate of Achievement was pulled, as a review was not required (per J. Young, at this time there is no two-year review requirement for degrees and certificates).

Regarding course re-numbering, there is no CCC plan in place at this time. It has been suggested that we prepare the courses for re-numbering this semester and submit to the CCC during summer session. Due to the amount of work required to complete this task, we will need this time in order to submit for fall 2020 review.

During the approval process at the CCC meeting, M Chaban had an issue with the Computer Science Certificate of Achievement, submitted by the Mathematics department. She had at a past CCC meeting voiced her concerns with the title of one of the courses included in the certificate. Computer Science 14 is entitled Computer Programming in Python for Computer Science. Python Programming is used extensively as part of the Cybersecurity Program in the Business Division. The Math and Business divisions have had previous discussions regarding this, yet the certificate was still presented at the meeting. Prior to a vote, it was decided to table this certificate pending further discussion with the Mathematics department.

## **Course Review**

N. McGrue presented the following law courses for review:

- LAW 15
- LAW 16
- LAW 17
- LAW 19
- LAW 20
- PARA 1

Revisions to the course outlines included Conditions of Enrollment, clarification of typical and critical thinking assignments, and up-to-date representative textbooks. After review and discussion, the committee voted to approve, with changes to include online instruction. These proposals will be forwarded to L. Plum and J. Young for CCC review.

## **Other Business**

S. Bennet shared Counseling issues brought about by the campus closure and subsequent online classes. Students who are having difficulty with the transition are being encouraged to seek assistance from the Counselors. Currently there is no blanket withdrawal policy, but Counselors are encouraging students to not drop their classes.

Chromebooks are available to students with a \$25 cash deposit. If you know of any students who need one, please advise V. Rapp. These devices will not work for CIS students. The Library has some laptops available as well.

At this time, the Business Division is not cancelling any summer session classes; however, classes may be re-scheduled as required.

The next meeting is scheduled for Tuesday, April 7, at 1:30 p.m. via Zoom.

The meeting adjourned at 2:39 p.m.