



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

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**MINUTES -- Division Curriculum Committee**

**March 28, 2019**

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

**Absent:** S. Bennett

**Recorder:** L. Linka

The meeting was called to order at 2:05 p.m.

**CCC Update**

Acalog, the catalog management software from Digarc, will launch in time for the fall 2019 semester. It is hopeful that Curriculog, the curriculum management software, will be up and running by September 2019.

The curriculum software system that the Chancellor's Office installed two years is no longer viable, and a new system is to be implemented. The target date is being determined. Due to this new system, there will be the potential for curriculum approval delay.

**Course Review**

M. Chaban presented CIS 80 for course review. This proposal was pre-approved at the March 7 DCC meeting. At this time, the only change was to increase the lab to 3 hours; this is due to the calculation of Carnegie Units. The load will change as well. (Law 19 will also be revised in this manner to add one hour of lab). The committee approved this change, and L. Linka forward the proposal to the Curriculum Advisor for screening.

**Degree and Certificate Review**

V. Rapp stated that LMI (Labor Market Information) stats are required for degree and certificate approval, and recommended that these be requested in the early stages of a new proposal. Once the title of the degree/certificate has been determined, the data may be requested from the Center of Excellence.

The committee discussed the course changes to the Computer Information Systems A.S. Degree and the Business Programming Certificate of Achievement. The members approved the degree and the certificate. L. Linka will forward the proposals to the Curriculum Advisor for screening.

**AB 705 statement**

Due to stipulations of AB 705, the verbiage in the Conditions of Enrollment will be revised in the following course outlines:

Business 15  
Business 17  
Computer Information Systems 13

The following statement will be added: “**or qualification by appropriate assessment**”.

## **Discussion**

### CIS 30

Computer Information Systems 30, Introduction to eCommerce, offers students the fundamentals of Electronic Commerce. This course does not address programming or database issues, and there was discussion as to whether it should be designated a business course instead of a CIS course. Basically, it focuses on how business is conducted in an enterprise world. Although the Management/Marketing department was informed in the past that this course should remain within the CIS discipline, V. Rapp recommended the Management/Marketing department review the course content and make a determination. M. Som de Cerff will conduct the review with the department.

### Status of degrees and certificates pending at the Chancellor’s Office and/or Curriculum Office

In fall 2017, a revision to the Marketing Certificate of Achievement was approved. The degree proposal was submitted at the same time, yet did not follow the same approval path. There is no status information on the degree at this time. M. Chaban will follow up with L. Plum, Curriculum Advisor. The proposal for the Office Administration A.S. degree was submitted in 2017 as well, revising the two tracks: Office Systems option and Management option. These, along with the Entrepreneurial Studies degree and certificate, seem to have stalled in the Chancellor’s Office. M. Som de Cerff has submitted LMI data for Entrepreneurial Studies three times since 2012, the latest being approximately two weeks ago. Either from lack of communication, or from miscommunication between El Camino College and the Chancellor’s Office, ECC proposals appear to be at the bottom of the list. We need to keep better tabs on our submissions.

### Distance Education Expansion Project

Each department has submitted the proper forms to include online and/or hybrid options to those courses that previously did not have this designation. These addendums were DCC approved, and will be submitted to the Curriculum Office.

The next DCC meeting, if required, will be held on Thursday, May 9.

The meeting adjourned at 3:07 p.m.