



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

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**MINUTES -- Division Curriculum Committee**

**April 14, 2020**

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

**Absent:** J. Yeressian

**Recorder:** L. Linka

M. Chaban called the meeting to order at 10:02 a.m.

**Course Review**

M. Chaban advised she is currently working with J. Yeressian on the Real Estate certificates. Information is pending from Institutional Research & Planning, and once compiled, the proposals will be presented at a future DCC meeting.

D. Pahl presented Business 28 for review.

The representative textbook was updated. Otherwise, no other changes were required, as this course received GE approval last year. There was discussion regarding the discipline. The current discipline, Management AND Business Education or Business, was a direct recommendation from L. Suekawa per the Gen Ed pattern for CSU. A discipline of Office Administration may be viewed as less appealing. The subject of the term monopoly, as used in the typical assignment, was a concern of M. Som de Cerff, as monopolies are not taught in this course. After discussion, it was determined that the typical assignment remain as presented. The committee voted to approve. This proposal will be forwarded to L. Plum and J. Young for CCC review.

M. Chaban presented Computer Information Systems 28 for review.

Lab hours were changed from 2 to 3, to conform to the Chancellor's Office directive regarding Carnegie Units. The lab hours in the Outline of Subject Matter were revised to accommodate the increased lab hours. Other revisions to the course outline included adding a Distant Education addendum to include online/hybrid offering, adjusting the study hours, and updating the representative textbook. M. Chaban fielded an inquiry regarding load change. The load will increase approximately 5%. After review and discussion, the committee voted to approve. This proposal will be forwarded to

L. Plum and J. Young for CCC review.

M. Chaban presented the Technical Support and Networking Specialist Certificate of Achievement. The business division currently offers the Cisco Program as a networking certificate. The primary reason for the new certificate would be to address the students who do not want to pursue the Cisco certificate but are looking for a networking future. Currently, the business curriculum includes three networking courses (CIS 11, CIS 40, CIS 137), which are included in the new certificate. The secondary reason for the new certificate is the CIS department is considering discontinuing Cisco, so adding this new certificate is staging for the future. Cisco has recently changed their curriculum, and ECC students were not taking semester 4 of the program. Cisco has condensed their program into three semesters, and ECC needs to rewrite our Cisco curriculum.

There was a question regarding the timeline once this certificate is DCC approved:

- DCC approval
- CCC – May schedule
- CCC approval
- LAOCRC – June schedule
- LAOCRC approval
- Board of Trustees – Summer schedule
- Board of Trustees approval
- Chancellor's Office approval
- 2020-2021 catalog

M. Chaban reviewed the narrative portion of the proposal, which included:

- Goals
- Objectives
- ECC Master Plan
- Enrollment stats
- Center of Excellence information
- Advisory minutes

After review and discussion, the committee voted to approve. This proposal will be forwarded to L. Plum and J. Young for CCC review.

### **Other Business**

M. Chaban advised the committee of an upcoming proposal for revision of the Cloud Computing and Programming with Amazon Web Services Certificate of Achievement. Basically, one of the courses included in this certificate, CIS 134, is quite advanced. The plan is to make the programming component achievable for the students. An option would be to remove CIS 134 and offer either CIS 84 or CIS 133 instead. M. Chaban, K. Lu and new instructor K. Kol are currently working together to revise this certificate.

For the fall semester, the courses not yet approved for Distance Education must be revised. J. Young will be sending the list of courses that require revision.

The next meeting is scheduled for Tuesday, April 21 at 12:30 p.m. via Zoom.

The meeting adjourned at 11:11 a.m.