EL CAMINO COLLEGE
Division of Business

MINUTES -- Division Curriculum Committee

April 30, 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 12:37 p.m.

CCC Update
M. Chaban summarized information from the April 28 CCC meeting:

- Business 29/Supervision 27 were approved for CSUGE, subject area A1. The effective date for the decision is fall 2020. V. Rapp inquired as to when this will be noted in the catalog. M. Chaban will confirm with L. Plum
- C-ID designations – Business division course descriptions need to be reviewed for C-ID matches, as this will assist in articulation and make it easier for students in the application process.
- SLO reminder – SLOs can only be changed by submitting an SLO/PLO Change Form. Changes cannot be made and will not be accepted during the review process.
- Curriculog – Courses are currently being entered into Curriculog, beginning with fall 2018, and the Curriculum Office will be ready for Curriculog review in fall 2020.
- Standardization of Hours for Noncredit Courses - Total hours for noncredit courses should be divisible by three (3). In other words, total hours could be 3, 6, 9, 12, 15, 18, 21, etc. This gives faculty the flexibility to determine the total number of hours that best fits the curriculum for each course and makes sure the classes can be scheduled within our established framework. There was discussion on how this would affect load. These courses are paid hourly; they are not paid like regular load. It was noted that "short term" should be removed from the catalog description.
- DE Expansion Project: Phase Three – Final Step
  o Formally approve courses for online and/or hybrid delivery for fall.
  o Based on the list of summer courses, the list for fall is being refined and will be sent to the deans/associate deans/CCC reps/clerical next week.
  o Divisions must return the spreadsheet by Thursday May 7 and indicate "hybrid and/or online or neither" for each course on the list.
  o Addenda will immediately be developed and sent back to divisions for faculty and DCC review.

      o   DCC approved addenda for fall courses MUST be returned by Monday, May 26 for review at final CCC meeting.

M. Chaban reminded the members that information, forms and resources can be located on the CCC webpage. These resources are designed to assist with course, certificate, and degree development and review. Information about the role of the College Curriculum Committee, local standards, and Title 5 regulations are included.

Course Review
N. McGrue presented Law 19 for review. This course was previously submitted for review in March 2020. Since its approval, it was determined by the Curriculum Advisor that the lab hours did not conform to the Chancellor's Office directive regarding Carnegie Units. N. McGrue updated the lab hours and incorporated the changes in the Outline of Subject Matter. The revisions were reviewed and approved by the DCC members. This proposal will be forwarded to L. Plum and J. Young for CCC review.

N. McGrue confirmed that the software used for Law 19 is the National Society of Legal Technology (NSLT) Learning Portal. V. Rapp advised the committee that IT has lost all the software it stored for the divisions. IT has requested a comprehensive list of all the software utilized by the Business Division. All departments are asked to forward a list to V. Rapp. V. Rapp did receive a master list from D. Izaguirre of all software that was installed for spring 2020 only. We need to submit a full academic calendar list of all Business Division classes.

Other Business
J. Yeressian is continuing work on Real Estate Proposals. He will forward the completed documents to M. Chaban in the next few days. M. Chaban will review, then email all proposals to the members prior to the next DCC meeting. All members are requested to review and make suggestions via email, prior to the next meeting. All revisions will be incorporated and submitted for approval at the May 7 DCC meeting.

There were discussions concerning non-curriculum topics:

- S. Bennett inquired about any changes to the summer or fall schedule. Summer is completely online. Fall semester is still in discussion per V. Rapp. Options include holding the first 8 weeks online, then hybrid for the second 8 weeks.
- 40 students in a classroom is unacceptable for "social distancing".
- Would reducing class size help?
- Many students are not doing well online.
- ECC may be inundated with students if out-of-state students decide to stay home.
- Fall semester will be "Remote" – this term has not yet been defined.
- Faculty have been asked not to drop a student before May 8.
- Students who wish to drop must send an email to Admissions and Records.
- Faculty must send their list of students they are dropping to Lillian Justice in Admissions and Records.

- There is a summer campaign in place to promote Certificates – members were asked to advise V. Rapp of any potential certificates in their departments they may wish to be included in the campaign.
- S. Bennett asked the members to please check their emails the week before summer session begins. She believes students will be reaching out about adding classes and having legitimate reasons to do so.
- V. Rapp confirmed that block schedule classes will become mandatory by fall 2021, with very few exceptions.

The next meeting is scheduled for Thursday, May 7 at 12:30 p.m. via Zoom.

The meeting adjourned at 2:02 p.m.