



EL CAMINO COLLEGE
Division of Business

MINUTES -- Division Curriculum Committee

September 16, 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 2:33 p.m.

CCC Update

Curriculog transition is not yet 100% complete; course review submission will continue via the paper process for the time being. Curriculog training for instructors and support staff will be forthcoming.

Soon, each division will need to make a decision regarding giving part time instructors Curriculog access in order to participate in the proposal approval process. There was discussion about what degree of input should be allowed. A straw poll by the members indicated a preference that full time instructors only should be part of the approval process, with part time instructors allowed to offer their opinions on curriculum changes, without Curriculog access.

Review

The following courses were presented, and changes are noted:

Business

BUS 3 – Change course number to BUS 165A, textbook updated.

BUS 5C – Reactivate, change course number to BUS 165C, update assignments, update text requirements to OER resources.

The Business courses were reviewed and approved, and will be forwarded to L. Plum and J. Young for CCC review.

Computer Information Systems

CIS 28 – Textbook updated

CIS 29 – Conditions of Enrollment/Outline of Subject Matter lab hours adjusted to conform to the Chancellor's Office directive regarding the lecture/lab formula.

CIS 40 – Catalog description revised to include exam prep information, Outline of Subject Matter updated, textbook updated.

CIS 80 – Hours corrected in Outline of Subject Matter, textbook updated.

CIS 119 – Catalog description revised to include exam prep information.

CIS 120 – Textbook updated, alternative textbook deleted.
CIS 121 – Add new objectives, textbook updated.
CIS 150 – Catalog description revised to include exam prep information.

The first motion approved the Computer Information Systems courses as presented, excluding CIS 40. These will be forwarded to L. Plum and J. Young for CCC review. A second motion approved CIS 40 with exceptions. M. Chaban will confer with the author regarding the exam prep information to clarify the outcome of analysis of the specific certification.

Law

N. McGrue presented two new courses for the Paralegal program:

PARA 25 – Practical Law Office Management

Discussion included changes to catalog description, class size and course length. After the committee reviewed the proposal, a motion was made to approve.

PARA 30 – Business Entities for Paralegals (originally Formation of Business Entities)

Discussion included changes to descriptive title, catalog description, class size and lecture hours. After the committee reviewed the proposal, a motion was made to approve.

The new Paralegal courses were approved and will be forwarded to L. Plum and J. Young for CCC review.

Real Estate

RE 21 – Textbook updated
RE 40 – Textbook updated
RE 41 – Textbook updated

The Real Estate courses were reviewed and approved, and will be forwarded to L. Plum and J. Young for CCC review.

The remaining courses scheduled for course review must be submitted by September 28 and will be presented and discussed at the next DCC meeting on September 30.

The meeting adjourned at 4:46 p.m.