



EL CAMINO COLLEGE
Division of Business

MINUTES -- Division Curriculum Committee

September 15, 2016

Present: M. Chaban, N. McGrue, A. Milosevic-Nguyen (for B. Khoddam), M. Som de Cerff

Absent: M. Ahmad, S. Bennett, V. Rapp

Recorder: L. Linka

The meeting was called to order at 1:52 p.m.

Prior to this meeting, the proposal for Business 29/Supervision 27 was submitted by D. Pahl via email to L. Linka on May 2, 2016, and forwarded to DCC members on May 4, 2016. A majority vote by the committee via email enabled L. Linka to enter the proposal information into CurricUNET. Once submitted, M. Chaban, as Division CCC Rep, took action in CurricUNET, on behalf of the DCC, to approve and forward the proposal to the Curriculum Advisor for screening.

M. Chaban opened the meeting with an update from the recent CCC meeting:

- The following courses were approved:
 - Business 27
 - Business 29/Supervision 27
 - CIS 30
 - CIS 40
 - CIS 134
- The following certificates were approved:
 - Retail Management Certificate of Achievement (Program Revision)
 - Real Estate Assistant Certificate of Achievement (Program Inactivation)
- When reviewing courses, under the Primary Method of Evaluation and Sample Assignments on the Course Outline of Record, the Primary Method of Evaluation needs to correlate with the Critical Thinking Assignments.
- If a course is being offered at Compton, Compton faculty must be consulted on course review.
- Rationale is required on course proposals when Distance Education is being added to an existing course or being included on a new course.
- A handout of C-ID (Course Identification Numbering System) announcements was distributed at the CCC meeting, and the same report was included in this meeting's handouts. The announcements included a list of the disciplines undergoing 5-year TMC & Descriptor

Review, and the schedule of Discipline Input Group (DIG) meetings for fall 2016. These meetings are an opportunity for faculty teaching the disciplines to provide input and feedback on the creation of model curriculum (MC).

M. Chaban announced that DCC member D. Pahl would not be serving on the DCC committee for the fall 2016 term.

Review

N. McGrue presented the Legal Secretary Certificate of Achievement. He noted that this certificate was less vigorous than the Paralegal Program, therefore geared toward students who want to enter the legal field having a secretary base with a legal background. There was a discussion on whether Business 60A should be included in the certificate, since Business 60B is a requirement. It was determined that the prerequisite of a required course was not required on the certificate; the student is responsible for completing any prerequisites. Some descriptive titles and units need to be corrected on the proposal, and the title for Law 19 is forthcoming. Once review was complete, the members voted to approve the certificate, incorporating the discussed changes. N. McGrue will continue to work on the certificate to include information required by Chancellor's Office per Appendix D: Proposal Development Guide for a Certificate of Achievement.

M. Chaban presented Business 60A, 60B and 60C. 60A and 60B were reviewed and updated, and 60C is proposed for inactivation. The foremost changes to these keyboarding courses were to revise the words-per-minute requirements. Business 60A will now require 40 gross words a minute, and Business 60B will require 60 gross words a minute. After review and discussion, the committee voted to move forward with the course proposals. L. Linka will enter the proposal information into CurricUNET. Once submitted, M. Chaban, as Division CCC Rep, will take action in CurricUNET, on behalf of the DCC, to approve and forward the proposals to the Curriculum Advisor for screening.

M. Chaban presented the Database Management Certificate of Accomplishment. She stated this new certificate was a collaboration with the Advisory Board and CIS research. It will give the student proficiency in the building and management of a database. After review and discussion, the committee voted to approve the certificate. The proposal has been forwarded to the Curriculum Advisor.

Curriculum status and department updates

Business 5C must be reviewed this semester, as it is out of compliance. The ALC has requested that courses not being offered be reviewed and considered for inactivation. M. Chaban presented A. Milosevic-Nguyen (representing the Accounting department for B. Khoddam) with an idea for Business 5C, which was discussed at a previous DCC meeting. M. Chaban's idea is to include preparation to take the California Tax Education Council (CTEC) exam as an end result of the class. The course content needs to be reviewed to determine if the current curriculum will prepare the students for the exam. A. Milosevic-Nguyen will inform B. Khoddam of this recommendation.

Updates and comments were made regarding the Course Proposal Log and the Degree and Certificate Proposal Log:

- Business 11 has been forwarded to full review at the 9/27 CCC meeting.
- Originators for Business 22 will be J. Mufich and J. Escalante Troesh; this proposal is pending.
- Proposals for Business 41 and Business 43 for forthcoming from D. Pahl.
- Proposals for CIS 13, CIS 19, CIS 40, CIS 118 and CIS 136 will be presented at the 10/20 DCC meeting.

- Law 19 proposal will be presented at the 10/20 DCC meeting

M. Chaban recommended the DCC meet sooner than the next meeting scheduled for 10/20. It was decided that M. Chaban would schedule a vote approval via e-mail for the Cyber Defense course proposal.

According to M. Som de Cerff, the following proposals are on hold pending further work:

- Digital Marketing course
- Marketing degree
- Marketing certificate
- Workplace and Critical Thinking certificate

The Real Estate department is not represented at this time; M. Chaban will discuss with the Dean about whom to appoint.

It was requested that L. Linka distribute today's handouts via email.

The meeting was adjourned at 2:45 p.m.