



EL CAMINO COLLEGE
Division of Business

MINUTES -- Division Curriculum Committee

November 21, 2013

Present: M. Chaban, D. Grogan, P. Lau, D. Pahl, T. Pao, V. Pham, D. Ross, M. SomdeCerff

Absent: V. Rapp

Recorder: L. Linka

The meeting was called to order at 1:02 p.m.

Course Review Summary

D. Pahl informed the committee members that thirteen course reviews were completed this fall semester (the Business Division was required to complete four). The proposals that were begun but not finalized will be taken up in the spring. L. Linka will forward the Course Proposal Log to the committee members. The report presents the status on all proposals in process.

It was stated that the following items would be on the College Curriculum Committee agenda next Tuesday, November 26:

- CIS 13
- CIS 16
- CIS 18
- CIS 19
- CIS A.S. Degree
- Computer Support and Network Management Certificate of Achievement
- Computer Systems Applications Certificate of Achievement

The California Department of Real Estate (DRE) is now the California Bureau of Real Estate (BRE). The DRE is indicated several times in the current catalog, including some prerequisites and catalog descriptions, and needs to be changed. However, due to time constraints, the changes will not be forthcoming in the 2014-2015 catalog. A statement will be drafted reflecting the change, and this statement will appear on the Real Estate pages in the new catalog. In order to correct the current prerequisites and catalog descriptions, the College Curriculum Committee will accept an interim “name change course review”. A full course review for each of six Real Estate courses will still be required in their normally scheduled time. The courses requiring the notational change are:

- Real Estate 11
- Real Estate 12A
- Real Estate 13
- Real Estate 14A
- Real Estate 14B

- Real Estate 16
- Real Estate 19
- Real Estate 21
- Real Estate 26
- Real Estate 31
- Real Estate 40
- Real Estate 41

Spring 2014 Submissions

The Business Division is responsible for submitting four course review proposals for spring 2014. The following courses are currently being reviewed and will be completed in the spring:

- Bus 1A
- Law 5
- Law 6

CIS 80, which has been temporarily removed from the course review process, will be revisited by the CIS faculty in the spring.

The CISCO Networking Administration Certificate of Achievement, which was submitted for CCC review on October 18, has not been included on the agenda for the next CCC meeting. L. Linka has contacted the Curriculum Advisor for status on this proposal; to date there has been no response.

D. Pahl requested that the members submit an annual plan – include all courses to be considered for review in the spring.

M. SomdeCerff is working on the Management/Marketing program to determine appropriate prerequisites, and will submit the required forms to ECC Institutional Research. This process will take approximately one month.

TMC Course Update

The DCC intends to invite Lori Suekawa, Articulation Officer, to a DCC meeting in early spring, to discuss and clarify any TMC issues.

Student Learning Outcomes

T. Pao informed the committee that the site visit had been completed by the auditor. There is no outcome as of yet, and recommendations will follow. It was noted that El Camino College had done significant work on the SLO program.

Some members raised questions about accessing TracDat, and completing SLO assessments on the program. T. Pao will speak with R. Klier on the subject and advise the committee.

2015-2016 Catalog

November 14, 2014 is the deadline for DCC approved and completed proposals submitted into CurricUNET for changes to the 2015-2016 catalog.

The spring 2014 DCC schedule is as follows:

January 30
February 13
February 27

March 6
March 13
April 10

The meeting was adjourned at 1:37 p.m.