



EL CAMINO COLLEGE

Division of Business

MINUTES -- Division Curriculum Committee

October 27, 2022

Present: V. Rapp, M. Miranda, R. Miranda, N. McGrue, D. Pahl, R. Perkins, S. Porter, M. Som de Cerff, J. Yeressian

Absent: S. Bennett, R. Padilla

Recorder: L. Linka

S. Porter called the meeting to order at 2:05 p.m.

CCC Update

Highlights of the October 25 CCC meeting:

- Language for Conditions of Enrollment was clarified
- Updates on the Hyflex process were presented
 - S. Porter is on the newly-formed committee
 - The committee will address what it takes to qualify for a Hyflex class
 - The DE Addendum will be updated to include Hyflex
 - A pilot system is in place in MBA 304 with V. Pham
 - The goal for completion is spring 2023

Curriculum Review

The following Business courses were reviewed in Curriculog:

- BUS 145
- BUS 146

After review and discussion, the members unanimously approved all the proposals and made their final decisions in Curriculog.

The following CIS courses were reviewed in Curriculog:

- CIS 11
- CIS 119
- CIS 120
- CIS 121
- CIS 13
- CIS 133
- CIS 134
- CIS 136
- CIS 137
- CIS 150
- CIS 152

- CIS 154
- CIS 156
- CIS 16
- CIS 2
- CIS 26
- CIS 28
- CIS 29
- CIS 40
- CIS 80

After review and discussion, it was determined that some of the proposals required minor changes to the Conditions of Enrollment. Also, there was a descriptive title change to CIS 120, and textbooks were updated for CIS 16 and CIS 28. The members unanimously approved all the proposals, pending the revisions, and made their final decisions in Curriculog. S. Porter will incorporate the changes at the DCC Representative level in Curriculog.

S. Porter presented BUS 163 - IRS Volunteer Income Tax Assistance Program (VITA). The committee responded with concerns, suggestions and recommendations:

- Reduce class size to 22 due to LAB only status
- Need to qualify the class for LAB/LEC parity
 - Assignments and tests to grade students
- Have students submit summary of what they accomplish
- Instructor needs to prepare something for the class
- The VITA program has a liability component
- Parity – show in LAB you do a substantial amount of work
- Load factor could be affected
- Must be active in LAB
 - I.E.: Onboarding orientation (lecture)

S. Porter will rework and incorporate recommendations and bring back to committee for further review.

The meeting adjourned at 3:26 p.m.