EL CAMINO COLLEGE
Division of Business

MINUTES -- Division Curriculum Committee

February 29, 2024

Present: V. Rapp, N. McGrue, R. Padilla, D. Pahl, R. Perkins, S. Porter

Absent: S. Bennett, M. Miranda, R. Miranda, M. Som de Cerff, J. Yeressian

S. Porter called the meeting to order at 2:03 p.m.

CCC Update
Highlights of the February 27 CCC meeting:

S. Porter updated the Committee on CCC discussion regarding Cal-GETC changes.
R. Padilla clarified that the Cal-GETC changes affect whether courses can be transferred to the Cal State and UC systems as part of general education pattern. Dr. Rapp mentioned that the Cal-GETC could impact the following courses:

- BUS 108 - Written Business Communications
- BUS 109 - Oral Business Communications
- BUS 115 - Business Mathematics
- BUS 117 - Personal Finance
- SUPV 109 - Oral Business Communications

D. Pahl asked whether we could get started on any revisions as soon as possible. S. Porter will work with Lori Suekawa to find out what needs to be done through Curriculum Committee between now and December 2024.

S. Porter updated the Committee on upcoming changes due to the statewide common course numbering requirements, and will follow up with the Curriculum Office to see when and how these changes will go through. The concern is that all Business Division courses will need to be renumbered, which may be confusing since the Division recently went through a numbering change for several courses.

The Curriculum Office has requested that we compile a list of problems we have been having with Curriculog, which will be brought up with the vendor this summer. Examples include not getting notifications when something is awaiting approval in Curriculog or when comments are made on proposals, but the originator of the proposal is never notified that there are comments or questions. The hope is to find out if there are workflow or work-arounds to make sure people receive notification and comments are addressed.

Curriculum Review
Division Review Plan
The expected meeting dates for proposals were set as follows:

March 28
- BUS 565C and VITA certificate proposals
- CIS 542, CIS 659, CIS AS degree and CIS Cybersecurity Certificate

Richard Perkins will check with Roger Dellaca about CIS 51, CIS 52 and the Data Analytics certificate proposals. S. Porter will check with John Yeressian about the Real Estate non-credit certificate.

Dr. Rapp brought up the need to update our courses to allow the HyFlex course delivery method. In order to offer HyFlex courses in the fall, we will need to submit DE Addendums this semester. D. Pahl. suggested that we update DE addendums for all courses in the Business Division. Dr. Rapp agreed. S. Porter mentioned that Edwin Ambrosio said we could add the DE Addendums to our current plan and send an updated plan to Lissette Marquez. S. Porter will follow up with Laurie Linka about getting DE Addendums launched. The Committee agreed that a separate email meeting could be arranged to get these approved as soon as they are ready to ensure that the courses can be scheduled as HyFlex in fall 2024.

The meeting adjourned at 2:45 p.m.