



## EL CAMINO COLLEGE

### Division of Business

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#### MINUTES -- Division Curriculum Committee

**March 2, 2023**

**Present:** V. Rapp, R. Padilla, D. Pahl, R. Perkins, S. Porter, M. Som de Cerff,  
J. Yeressian

**Absent:** S. Bennett, M. Miranda, R. Miranda, N. McGrue

**Recorder:** L. Linka

S. Porter called the meeting to order at 2:04 p.m.

#### **CCC Update**

Highlights of the February 28 CCC meeting:

- There was discussion in regards to Hyflex courses. The template for the DE Addendum is currently a work-in-progress at the CCC level. S. Porter is on the committee to update and revise the addendum to include the Hyflex option. This will be voted on at the next CCC meeting on March 14. The Hyflex option can be added to course review beginning fall 2023. [It was asked and noted in our DCC meeting that the only training required to teach a Hyflex class will be equipment training – certification is not required. Currently, the Business Division has one classroom set up for teaching Hyflex. We are waiting for more equipment in order to include in up to 25 classrooms. The current equipment is standard, nothing state-of-the-art. It was noted that the majority of the Business Division faculty want to teach Hyflex classes.]
- Non-credit courses were discussed. The course numbering for non-credit courses will change to 500 and 600 (this will not apply to ESL classes; these will continue to be numbered as NESL-\*\*\*). [It was asked in our DCC meeting about funding for non-credit, and why non-credit courses are offered. It was noted by V. Rapp that the apportionment for non-credit courses is the same as for-credit courses. The hope is that students will become interested in the subject matter and pursue a degree or certificate. Also, a new director will soon be hired to head the Non-Credit department, and this will become a priority.]
- Curriculum Advisor L. Marquez announced that the Course Outlines of Record that will become effective in fall 2023 are available to the divisions on the Microsoft Teams site. At this time, the Course Outlines of Record will not be made public; this is a work-in-progress.

## **Curriculum Review**

The following proposals, both titled “IRS Volunteer Income Tax Assistance Program (VITA)” were presented by S. Porter:

- BUS 163
- BUS 563

These courses, which are, respectively, For-Credit and Non-Credit, were originally launched in fall 2022. The courses will provide students with real life hands-on practice in tax preparation. After review and discussion, the members unanimously approved the proposals, along with the DE Addendums, and made their final decisions in Curriculog.

J. Yeressian presented proposals for two Non-Credit Real Estate courses:

- RE 501 - Real Estate License Exam Preparation Review Course 1
- RE 502 - Real Estate License Exam Preparation Review Course 2

These courses will prepare the student to successfully pass the State of California real estate license examination and the real estate broker’s license examination, respectively. After review and discussion, the members unanimously approved the proposals and made their final decisions in Curriculog. L. Linka will launch the DE Addendums after the meeting, and advise the members when these will be available for review and approval.

## **Program Review**

D. Pahl presented a certificate proposal titled “Business Essentials Certificates Plan”. The idea of this Plan is to allow students the opportunity to explore course offerings as they progress toward their academic goals. The program will pair courses to provide a foundation for the student. There was concern with the title of the certificate, as we offer a similar-sounding Business Fundamentals certificate. After review and discussion, it was decided that D. Pahl would continue to work on this plan and present his updates at the next DCC meeting on March 30.

The dates for the remaining meetings for spring semester are:

- March 30
- April 6

The meeting adjourned at 3:17 p.m.