



EL CAMINO COLLEGE
Division of Business

MINUTES -- Division Curriculum Committee

April 20, 2021

Present: V. Rapp, S. Bennett, M. Chaban, N. McGrue, D. Pahl, S. Porter,
M. Som de Cerff, J. Yeressian

Recorder: L. Linka

M. Chaban called the meeting to order at 2:35 p.m.

Course Review

Business 165A has been launched in Curriculog for review; however, the Accounting department must reach a 51% approval in order to move forward to DCC review and approval. Since the sole revision was a course number change, the DCC members motioned for a tentative approval pending department approval. The motion was unanimously passed. S. Porter will ensure the Accounting Department faculty are trained and comfortable using Curriculog.

CIS 140 – this proposal will be tabled until CIS Department review is complete. It is in the process of being inactivated. Once departmental review is complete, the proposal will be presented and DCC approved via email.

M. Chaban presented proposals for CIS 141, CIS 142 and CIS 143. These have been modified to align with the changes Cisco has made to their courses. Components of CIS 140 have been incorporated into these three courses. After review and discussion, the DCC members made their decisions to approve in Curriculog. The proposals have now moved on to CCC Rep approval.

M. Chaban noted that Business 118 is at the CCC comment/approval level.

M. Chaban presented proposals for NCIS 42 and NCIS 159. These are new, Non-Credit courses that prepare students for the CompTIA A+ Core 2 Certification Exam and the AWS Cloud Practitioner Certification Exam, respectively. After review, the DCC members motioned for a tentative approval pending department approval. The motion was unanimously passed.

The scheduled review of the new Law course proposals was tabled due to the absenteeism of N. McGrue.

Degree/Certificate Review

The scheduled review of the CTEC Certificate and the Accounting AS Degree was tabled pending review and approval of new Accounting courses.

M. Chaban presented a proposal for the Cisco Certificate of Achievement. The significant revisions were name changes to CIS 141, CIS 142 and CIS 143, and removing CIS 140 due to inactivation. There were also modifications to the Semester/Year Sequence.

The Computer Information Systems AS Degree was presented. The changes include the same revisions made to the Cisco Certificate of Achievement, as well as adding CIS 137 as a requirement for the Networking track. A new option was added for Cloud Computing.

After review and discussion, both proposals were approved. They will be forwarded to L. Plum and J. Young for CCC review.

Other business

S. Bennett asked if it was possible to compile a solution matrix for course substitutions, for Counselors to utilize when assisting students. M. Chaban explained this was very difficult, as the instructors would need to review a student's transcript, since the substitution would depend on what track the student is on.

D. Pahl announced he will present a proposal at the May DCC meeting for a new certificate titled Workplace Communication [backstory from 3/30/21 DCC minutes: *V. Rapp requested that D. Pahl review a certificate authored by J. Escalante Troesh titled Workplace Communication. This certificate was reviewed by the Center of Excellence, and they felt the content was aimed more at office support than management, therefore more fitting to an Office Administration discipline. D. Pahl will review and make a determination.*].

M. Som de Cerff is in the process of initiating number changes for the Management/Marketing courses. These should be complete for the 2021-2022 catalog.

M. Chaban reviewed and updated the Spring Plan.

The next DCC meeting is May 4, 2021 at 2:00 p.m.

The meeting adjourned at 3:55 p.m.