

PASADENA CITY COLLEGE
CURRICULUM AND INSTRUCTION COMMITTEE
MINUTES OF MEETING
THURSDAY, APRIL 25, 2019

CALLED TO ORDER: 1:29 p.m.

CO-CHAIRPERSONS: Sharon Bober
Tamara Knott-Silva

The following Curriculum and Instruction Committee members were present:

FACULTY CHAIRPERSONS

Sharon Bober
Tamara Knott-Silva

INSTRUCTIONAL UNITS

Kimberly Shediak, Business and Engineering Technology
Rohan Desai, Counseling
Keith Williams, English
Sebrenia Law, Health Sciences
Michael Terrill, Kinesiology, Health and Athletics
Laura Godio, Languages
Walter Butler, Library
Richard Abdelkerim, Mathematics & Computer Science
John Hanley, Natural Sciences
Rhonda Williams, Noncredit
Henry Shin, Performing & Communication Arts
Andrea Murray, Social Sciences

DIVISION DEANS

Julie Kiotas
Natalie Russell
Carrie Starbird

MEMBERS EX-OFFICIO

Terry Giugni, VP / Asst. Superintendent, Instruction
Homa Nelson, Classified Senate
Sharis Amirian, Articulation Officer

STUDENTS

Andrew Mendoza, ASB Representative

In accordance with the Ralph M. Brown Act and SB 751, the minutes of the Curriculum and Instruction Committee of Pasadena City College record the votes of all committee members as follows: (1) Members not present are presumed not to have voted; (2) the names of members of minority or abstaining votes are recorded; (3) all other members are presumed to have voted in the majority.

VISITORS

Lynora Rogacs
Brennan Wallace
Jeffrey Cole
Xiaodan Leng
Miriam Hartman

I. WELCOME

Self-introductions were made.

II. PUBLIC COMMENT

Regarding the planned agenda item discussion of PHSC 005, the following public comments were made.

Jeff Cole, Natural Sciences faculty member, commented that he is in favor of adding PHSC 005 because it is needed to support other courses, such as a BioInformatics course he teaches.

Brennan Wallace, Natural Sciences faculty member, commented he is in favor of adding PHSC 005 because it is needed to support other courses, such as a GIS course he teaches.

III. APPROVAL OF MINUTES

Meeting Minutes for April 11, 2019.

ON MOTION by John Hanley and seconded by Walter Butler, the committee voted to approve the minutes of meeting 7, Spring 2019. ABSTENTIONS = 3 (Homa Nelson, Richard Abdelkerim, and Kimberly Shediak)

Note: Andrea Murray, Terry Giugni, Rhonda Williams, and Carrie Starbird arrived after this vote.

IV. COMMITTEE DISCUSSION

ON MOTION by Walter Butler and seconded by Kimberly Shediak, the committee voted to approve the modifications of BIT 106, BIT 107, and BIT 108. (1 abstention by Rohan Desai)

Note: Andrea Murray, Terry Giugni, Rhonda Williams, and Carrie Starbird arrived after this vote.

ON MOTION by Walter Butler and seconded by Richard Abdelkerim, the committee voted to approve the modifications of Distance Education for BIT 106, BIT 107, and BIT 108. (1 abstention by Rohan Desai)

Note: Andrea Murray, Terry Giugni, Rhonda Williams, and Carrie Starbird arrived after this vote.

ON MOTION by Kimberly Shediak and seconded by John Hanley, the committee voted to approve the modifications of BIT 105, BIT 109, BIT 117, BIT 128, and BIT 133. (1 abstention by Rohan Desai)
Note: Andrea Murray, Terry Giugni, Rhonda Williams, and Carrie Starbird arrived after this vote.

ON MOTION by Walter Butler and seconded by Richard Abdelkerim, the committee voted to approve the modifications to the prerequisites of BIT 105, BIT 109, BIT 117, BIT 128, and BIT 133. (1 abstention by Rohan Desai)
Note: Andrea Murray, Terry Giugni, Rhonda Williams, and Carrie Starbird arrived after this vote.

ON MOTION by Michael Terrill and seconded by Richard Abdelkerim, the committee voted to approve the modifications of Distance Education for BIT 105, BIT 109, BIT 117, BIT 128, and BIT 133. (1 abstention by Rohan Desai)
Note: Andrea Murray, Terry Giugni, Rhonda Williams, and Carrie Starbird arrived after this vote.

ON MOTION by John Hanley and seconded by Walter Butler, the committee voted to approve the modification of HOSP 001. (1 abstention by Rohan Desai)
Note: Andrea Murray, Terry Giugni, Rhonda Williams, and Carrie Starbird arrived after this vote.

ON MOTION by Homa Nelson and seconded by Richard Abdelkerim, the committee voted unanimously to table the modification of the Associate Degree in Arts in Anthropology for Transfer Degree until no sooner than May 2, 2019.
Note: Rhonda Williams and Carrie Starbird arrived after this vote.

The committee discussed signature sheet revisions.

The committee discussed PHSC 005 Programming for Scientists and heard from faculty author Xiaodan Leng regarding the rationale for this proposed new course.

ON MOTION by Richard Abdelkerim and seconded by Sharis Amirian, the committee voted unanimously to take a 5-minute recess.

The committee discussed the Reciprocity Policy.

The committee conducted Technical Review.

The committee reviewed and worked on a list of Occupational Skills Certificates for the purpose of identifying units for each.

The committee was informed Tech Review would occur in the form of homework assignment to members.

V. ANNOUNCEMENTS

Andrew Mendoza was accepted to UC Berkeley, UCLA, and UCI.

By acclamation, the committee unanimously approved Carrie's new coiffure.

VI. ADJOURNMENT

ON MOTION by Homa Nelson and seconded by Richard Abdelkerim, the meeting adjourned at 3:25 p.m.

ADDENDUM

BUSINESS AND ENGINEERING TECHNOLOGY

MODIFICATION – DE renewal, prereq (remove BIT 106), texts, NCN – Effective Summer 2020

BIT 105 BUSINESS SOFTWARE-MICROSOFT ACCESS

2 units

Intermediate to advanced relational database concepts to create database tables, forms, business reports, macros, and queries. No credit if taken after BIT 105B. Total of 36 hours lecture.

Grade Mode: L

Rationale: Course is being submitted for DE renewal, textbook update, registration capacity to 40, remove pre-requisite of BIT 106 (no longer necessary).

MODIFICATION – DE renewal, texts, NCN – Effective Summer 2020

BIT 106 BUSINESS SOFTWARE-INTRODUCTION TO MICROSOFT OFFICE SYSTEM

3 units

Comprehensive overview of the Microsoft Office System applications including Word, Excel, PowerPoint, and Access; integration of applications to create reports and presentations. Total of 54 hours lecture.

Grade Mode: L

Rationale: Faculty reviewed course and no changes are recommended to the course content. Course is being submitted for DE renewal, textbook update, and class size increased to 40 (from 32).

MODIFICATION – DE renewal, texts, NCN – Effective Summer 2020

BIT 107 BUSINESS SOFTWARE-WINDOWS

1 unit

Use and management of the environment and file system within the Windows operating system on both local and cloud systems. Concepts and terminology; end-user techniques for searching and for basic diagnostic and trouble-shooting procedures. Total of 18 hours lecture.

Grade Mode: L

Rationale: Faculty reviewed course and no changes are recommended to the course content. Course is being submitted for DE renewal, textbook update, and registration capacity increased to 40.

MODIFICATION – DE renewal, texts, NCN – Effective Summer 2020

BIT 108 MICROSOFT OUTLOOK AND PRODUCTIVITY TOOLS

1 unit

Use and features of business communication software, email software, and emerging business technologies including Microsoft Outlook and Google Drive. Electronic document routing, organizers, calendars, meeting and facility schedulers, and collaborative techniques. Total of 18 hours lecture.

Grade Mode: L

Rationale: Faculty reviewed course and no changes are recommended to the course content. Course is being submitted for DE renewal, textbook update, and registration capacity increased to 40.

MODIFICATION – DE renewal, prereq (remove BIT 106), texts, NCN – Effective Summer 2020

BIT 109 BUSINESS SOFTWARE-MICROSOFT POWERPOIN

2 units

Concepts and use of presentation graphics software to plan and develop effective business presentations. Total of 36 hours lecture.

Grade Mode: L

Rationale: Course is being submitted for DE renewal, textbook update, increase registration capacity to 40, and remove prerequisite of BIT 106 (no longer necessary).

MODIFICATION – DE renewal, SLOs, prereq (remove BIT 107), texts, NCN – Effective Summer 2020

BIT 117 COLLABORATIVE WEB-BASED WORKSPACES

1 unit

Prerequisite: Enrollment in or completion of BIT 107.

Introduction to web-based collaborative workspace software to enhance work, data, and content collaboration in an organizational environment. Emphasis on working as a team, and on workspace sites, workflows, content publication, discussion boards, document libraries, tracking tasks, blogs, wikis, and managing users and permissions. Projects include the design and creation of customized workspaces to solve specific business needs. Total of 18 hours lecture.

Grade Mode: L

Rationale: Faculty reviewed course and made minor modification to wording of SLOs. There was no change to SPOs or CCOs. Course is being submitted for DE renewal, textbook update, increase registration capacity to 40, remove prerequisite of BIT 107.

MODIFICATION – DE renewal, prereqs (remove BIT 106 and 011), NCN – Effective Summer 2020

BIT 128 BUSINESS SOFTWARE-MICROSOFT WORD

2 units

Application of intermediate to advanced word processing concepts to create, edit, and format business documents such as memos, forms, newsletters, reports, tables, and templates. Topics include mail merge, images, complex tables, macros, collaboration tools, and master documents. No credit if taken after BIT 128B. Total of 36 hours lecture.

Grade Mode: L

Rationale: Course is being submitted for DE renewal, textbook update, increase registration capacity to 40, remove prerequisite of BIT 106, and remove prerequisite of BIT 011.

MODIFICATION – DE renewal, prereq (remove BIT 106), texts, NCN – Effective Summer 2020

BIT 133 BUSINESS SOFTWARE-MICROSOFT EXCEL

2 units

Application of intermediate to advanced spreadsheet software to prepare budgets, record accounting information, and conduct financial analysis. Topics include formula and function creation, PivotTables and PivotCharts, macros, data analysis, what-if analysis, and charts. No credit if taken after BIT 133B. Total of 36 hours lecture.

Grade Mode: L

Rationale: Course is being submitted for DE renewal, textbook update, increase registration capacity to 40, and remove prerequisite of BIT 106.