

PASADENA CITY COLLEGE  
CURRICULUM AND INSTRUCTION COMMITTEE  
MINUTES OF MEETING  
THURSDAY, NOVEMBER 1, 2018

CALLED TO ORDER: 1:25 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 & Computer Technology  
Jeff Hupp, Counseling and Career Services  
Wendy Lucko, Engineering & Technology  
Sebrenia Law, Health Sciences  
Lindsey Ruiz, Languages  
Richard Abdelkerim, Mathematics and Computer Science  
John Hanley, Natural Sciences  
Henry Shin, Performing & Communication Arts  
Andrea Murray, Social Sciences  
Masood Kamandy, Visual Arts and Media Studies

*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.*

## DIVISION DEANS

Joseph Futtner  
Sonia Wurst  
Armando Duran

## STUDENTS

Andrew Mendoza, ASB Representative

## MEMBERS EX-OFFICIO

Homa Nelson, Classified Senate  
Sharis Amirian, Articulation Officer

## VISITORS

Melissa Anderson  
Seung Yang  
Lynora Rogacs  
Saeed Abedzadeh

### I. WELCOME

Self-introductions were made.

### II. PUBLIC COMMENT

Melissa Anderson informed the committee this is her last day until her return in the Spring.

### III. APPROVAL OF MINUTES

Meeting Minutes for October 25, 2018.

ON MOTION by Richard Abdelkerim and seconded by Joseph Futtner, the committee voted to approve as amended the minutes of meeting 9.

#### IV. COMMITTEE DISCUSSION

ON MOTION by Wendy Lucko and seconded by Masood Kamandy, the committee voted unanimously to approve the modifications of CIS 014, CIS 040, and CIS 041.

ON MOTION by Wendy Lucko and seconded by Andrew Mendoza, the committee voted unanimously to approve the prerequisites of CIS 014 and CIS 040.

ON MOTION by Sonia Wurst and seconded by Richard Abdelkerim, the committee voted unanimously to approve the addition of Distance Education to CIS 014.

ON MOTION by Masood Kamandy and seconded by Sonia Wurst, the committee voted unanimously to approve the modifications of Distance Education to CIS 040 and CIS 041.

ON MOTION by Kimberly Shediak and seconded by Joseph Futtner, the committee voted unanimously to approve the modifications of CIS 042, CIS 045, and CIS 137.

ON MOTION by Sonia Wurst and seconded by Masood Kamandy, the committee voted to approve, as amended, separate votes for the prerequisites of CIS 042, CIS 045, and CIS 137. (1 abstention – Joseph Futtner)

ON MOTION by Sonia Wurst and seconded by Kimberly Shediak, the committee voted unanimously to approve the prerequisite of CIS 042.

ON MOTION by Sonia Wurst and seconded by Andrea Murray, the committee voted to approve the prerequisite of CIS 045.

(2 abstentions – Homa Nelson, Jeff Hupp)

ON MOTION by Sonia Wurst and seconded by Kimberly Shediak, the committee voted unanimously to approve the prerequisite of CIS 137.

ON MOTION by Sonia Wurst and seconded by Richard Abdelkerim, the committee voted unanimously to approve the modifications of Distance Education to CIS 042, CIS 045, and CIS 137.

ON MOTION by Richard Abdelkerim and seconded by Masood Kamandy, the committee voted unanimously to approve the modifications of CIS 151, CIS 163, and CIS 164.

ON MOTION by Richard Abdelkerim and seconded by Sonia Wurst, the committee voted unanimously to approve the prerequisites of CIS 151 and CIS 163.

ON MOTION by Sonia Wurst and seconded by Richard Abdelkerim, the committee voted unanimously to approve the modifications of Distance Education to CIS 151, CIS 163, and CIS 164.

ON MOTION by Sonia Wurst and seconded by Wendy Lucko, the committee voted unanimously to approve the modification of ELTY 250.

ON MOTION by Masood Kamandy and seconded by Richard Abdelkerim, the committee voted unanimously to approve the modification of LIB 120.

ON MOTION by Masood Kamandy and seconded by Joseph Futtner, the committee voted unanimously to approve the modification of Archives and Digital Collections Assistant - Certificate of Achievement.

ON MOTION by Joseph Futtner and seconded by Masood Kamandy, the committee voted unanimously to approve the addition of MUSP as a new discipline in Performing and Communication Arts.

ON MOTION by Andrea Murray and seconded by Andrew Mendoza, the committee voted unanimously to approve the modification of DANC 021A.

ON MOTION by Joseph Futtner and seconded by Andrea Murray, the committee voted unanimously to approve the addition of the Associate in Arts in Philosophy for Transfer Degree.

The vote for the addition of SPCH 001H to the AA/AS local GE will be reconsidered no sooner than 11/15/2018.

The vote for the addition of the Associate in Arts Degree in Economics for Transfer will be reconsidered no sooner than 11/8/2018.

The committee discussed the alignment of courses to C-ID. See attached.

Regarding AP 4100 section 3, the committee discussed that elimination of local degrees is a disservice to our students who have no desire to transfer.

#### V. ANNOUNCEMENTS

Sharon Bober shared a suggested deadline of March 1, 2019 for proposals with an effective date of Summer 2020.

#### VI. ADJOURNMENT

ON MOTION by Richard Abdelkerim and seconded by Jeff Hupp, the meeting adjourned at 4:05 p.m.

## ADDENDUM

### BUSINESS

MODIFICATION – SLOs, SPOs, MOIs, MOEs, assignments, catalog description, prerequisite (add “or equivalent), grading option, NCN, texts, addition of Distance Education – Effective Summer 2019

#### CIS 014 C++ PROGRAMMING

3 units

Prerequisite: CIS 012 or equivalent.

Application development using C++ programming language. Coverage of object-oriented programming principles and techniques. Topics include C++ basics, control structures, functions, arrays, pointers, classes, overloading, data abstraction, encapsulation, inheritance, polymorphism, virtual functions, file processing, templates, exceptions, and STL (Standard Template Library). Preparation for the C++ Institute’s C++ Certified Associate Programmer (CPA) and C++ Certified Professional Programmer (CPP) exams. Total of 36 hours lecture and 54 hours laboratory.

Transfer Credit: CSU; UC

Grade Mode: L

Rationale: To align this course with industry certifications; C++ Institute’s C++ Certified Associate Programmer. (CPA) and C++ Certified Professional Programmer (CPP). To update SLOs, SPOs, MOIs, MOEs, assignments, catalog description, prerequisite, certificate, NCN, grading option, textbook, Form B, and add Form D.

MODIFICATION – SLOs, SPOs, CCOs, MOIs, MOEs, assignments, catalog description, contact hours (from 54 to 72 hours lab), prerequisite (add CIS 011 and certification), remove recommended prep, NCN, texts, modify Distance Education – Effective Summer 2019

#### CIS 040 UNIX/LINUX ADMINISTRATION

3 units

Prerequisite: CIS 011 or valid CompTIA A+ certification or equivalent.

Installation, configuration, and troubleshooting of Unix/Linux operating systems in a small or enterprise environment: types of installation, device drivers, kernel, process management, scripting, packages, networking services, system services, storage, cloud computing, remote management, updates, monitoring, system and data recovery, authorization and authentication, and advanced management tools. Preparation for the CompTIA Linux+, LPIC-1: Certified Linux Administrator, and LPIC-2: Certified Linux Engineer certification exams. Total of 36 hours lecture and 72 hours laboratory.

Transfer Credit: CSU

Grade Mode: L

Rationale: To update SLOs, SPOs, CCOs, MOIs, MOEs, assignments, catalog description, prerequisite, certificates, NCN, textbook, Form B, and Form D. To change lab hours from 54 to 72; this course covers the topics for multiple industry Linux certifications, and requires more lab hours. This change doesn't increase the units. Prerequisite change from Recommended Prep: CIS 011 to Prerequisite: CIS 011 or valid CompTIA A+ certification or equivalent.

MODIFICATION – SLOs, SPOs, MOIs, MOEs, assignments, catalog description, grading option, texts, modify Distance Education – Effective Summer 2019

#### CIS 041 CCNA R&S: INTRODUCTION TO NETWORKS

3 units

Recommended Preparation: CIS 011.

Architecture, structure, functions, components, and models of the Internet and other computer networks. Principles and structure of IP (Internet Protocol) addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for further study of computer networks. Use of the OSI (Open Systems Interconnection) and TCP/IP (Transmission Control Protocol / Internet protocol) layered models to examine the nature and roles of protocols and services at the application, network, data link, and physical layers. Preparation for the CompTIA Network+, Cisco CCENT and CCNA Routing & Switching certification exams. No credit if taken after CIS 161. Total of 36 hours lecture and 54 hours laboratory.

Transfer Credit: CSU

Grade Mode: L

Rationale: To update SLOs, SPOs, MOIs, MOEs, assignments, catalog description, certificate, textbook, grading option, Form B, and Form D.

MODIFICATION – SLOs, SPOs, MOIs, MOEs, assignments, catalog description, grading option, prerequisite (remove CIS 161), texts, modify Distance Education – Effective Summer 2019

#### **CIS 042 CCNA R&S: ROUTING AND SWITCHING ESSENTIALS**

3 units

Prerequisite: CIS 041.

Configuration and troubleshooting of static routing, Routing Information Protocol (RIP), Open Shortest Path First (OSPF), Virtual LANs (VLANs), Inter-VLAN routing, Access Control Lists (ACLs), Dynamic Host Configuration Protocol (DHCP), and Network Address Translation (NAT). Preparation for the Cisco CCENT and CCNA Routing & Switching certification exams. No credit if taken after CIS 162. Total of 36 hours lecture and 54 hours laboratory.

Transfer Credit: CSU

Grade Mode: L

Rationale: To update SLOs, SPOs, MOIs, MOEs, assignments, catalog description, prerequisite, Certificate, textbook, grading option, Form B, and Form D. Prerequisite change from CIS 041 or CIS 161 to CIS 041. CIS 161 has been deleted.

MODIFICATION – SLOs, SPOs, CCOs, MOIs, MOEs, assignments, catalog description, prerequisite (add certificate prep), recommended prep (delete), texts, modify Distance Education – Effective Summer 2019

#### **CIS 045 MCSA: MICROSOFT WINDOWS SYSTEM ADMINISTRATION 1**

4 units

Prerequisites: CIS 011 or valid CompTIA A+ certification or equivalent; and CIS 042 or equivalent.

Deploy, configure, maintain, troubleshoot, and support server hardware and server software technologies in a small to enterprise environment, including a cloud computing environment with an emphasis on the administration of Microsoft Windows Server operating systems infrastructure; storage solutions, server virtualization using Hyper-V, failover clustering. ADDS, DNS, DHCP, WDS, WSUS, IPAM, DirectAccess, VPNs, IPv6 transition technologies, system and data recovery. Preparation for the CompTIA Server+ and Microsoft MCSA Windows Server certification exams. Total of 54 hours lecture and 54 hours laboratory.

Transfer Credit: CSU

Grade Mode: L

Rationale: To update SLOs, SPOs, CCOs, MOIs, MOEs, assignments, catalog description, prerequisite, certificate, NCN, Form B, and Form D. Prerequisite change: - removed recommended preparation. - added: CIS 011 or valid CompTIA A+ certification or equivalent; and CIS 042 or equivalent

MODIFICATION – SLOs, SPOs, MOIs, MOEs, assignments, grading option, prerequisite (add CIS 011 and certificate prep), recommended prep (delete), NCN, modify Distance Education – Effective Summer 2019

## CIS 137 MCSA: MICROSOFT WINDOWS CLIENT OPERATING SYSTEMS

3 units

Prerequisites: CIS 011 or valid CompTIA A+ certification or equivalent.

Installation, configuration, and troubleshooting of Microsoft Windows client operating systems in a small or enterprise environment: different types of installation, device drivers, networking services, storage, apps, remote management, updates, monitoring, system and data recovery, authorization and authentication, and advanced management tools. Preparation for the Microsoft Certified Solutions Associate (MCSA): Windows client operating systems certification exam. Total of 36 hours lecture and 54 hours laboratory.

Grade Mode: L

Rationale: To update SLOs, SPOs, MOIs, MOEs, assignments, prerequisite, certificate, NCN, grade option, Form B, and Form D. Prerequisite change: - removed Recommended Prep: CIS 011 - added Prerequisite: CIS 011 or valid CompTIA A+ certification or equivalent.

MODIFICATION – Title, SLOs, SPOs, CCOs, MOIs, MOEs, assignments, catalog description, grading option, prerequisite (add certificate prep), NCN, modify Distance Education, texts, TOP code – Effective Summer 2019  
CIS 151 VCP-DCV: VMWARE VSPHERE ADMINISTRATION

3 units

Prerequisites: CIS 011 or valid CompTIA A+ certification or equivalent.

Installation, configuration and management of VMware vSphere which includes VMware ESXi hosts and VMware vCenter server. Topics include cloud computing architecture, vSphere virtual infrastructure, vCenter Server architecture, virtual machines, virtual networks, virtual storage, resource management and monitoring, high availability, fault tolerance, distributed resource scheduler, and update manager. Preparation for the VMware Certified Professional – Data Center Virtualization (VCP-DCV) certification exam. Total of 36 hours lecture and 54 hours laboratory.

Grade Mode: L

Rationale: VMware, Inc. has updated VMware Certified Professional – Data Center Virtualization (VCP-DCV) certification. This proposal aligns this course with the updated VCP-DCV certification. To update title, SLOs, SPOs, CCOs, MOIs, MOEs, assignments, description, top code, certificate, textbook, prerequisite, NCN, Form B, and Form D.

MODIFICATION – SLOs, SPOs, CCOs, MOIs, MOEs, assignments, catalog description, prerequisite (remove CIS 162), modify Distance Education, texts – Effective Summer 2019

## CIS 163 CCNA R&S: SCALING NETWORKS

3 units

Prerequisite: CIS 042.

Installation, configuration and management of scaling networks. Topics include: VLAN Trunking Protocol (VTP), Extended VLANs, Dynamic Trunking Protocol (DTP), Spanning Tree Protocols (STP), Link Aggregation, Hot Standby Router Protocol (HSRP), Enhanced Interior Gateway Routing Protocol (EIGRP), and Multi-area Open Shortest Path First (OSPF). Preparation for the CCNA Routing & Switching certification exam. Total of 36 hours lecture and 54 hours laboratory.

Grade Mode: L

Rationale: To align with new Cisco Networking Academy's CCNA R&S Scaling Networks curriculum. To update SLOs, SPOs, CCOs, MOIs, MOEs, assignments, catalog description, prerequisite, certificate, textbook, Form B, and Form D. Prerequisite change from CIS 042 or CIS 162 to CIS 042. CIS 162 has been deleted.

MODIFICATION – SLOs, SPOs, CCOs, MOIs, MOEs, assignments, catalog description, modify Distance Education, texts – Effective Summer 2019

## CIS 164 CCNA R&S: CONNECTING NETWORKS

3 units

Prerequisite: CIS 163.

Installation, configuration and management of connecting networks using WAN access and remote access technologies. Topics include: Point-to-Point Protocol (PPP), PPP over Ethernet (PPPoE), Virtual Private Networks (VPNs), Generic Routing Encapsulation (GRE), Internal Border Gateway Protocol (iBGP), Advanced Access Control Lists (ACLs) configurations, network monitoring troubleshooting tools. Preparation for the CCNA Routing & Switching certification exam. Total of 36 hours lecture and 54 hours laboratory.

Grade Mode: L

Rationale: To align with new Cisco Networking Academy's CCNA R&S Connecting Networks curriculum. To update SLOs, SPOs, CCOs, MOIs, MOEs, assignments, catalog description, certificate, textbook, Form B, and Form D.

## ENGINEERING AND TECHNOLOGY

MODIFICATION – SLOs, SPOs, CCOs, MOIs, MOEs, catalog description, grading option, NCN – Effective Summer 2019

### ELTY 250 INTRODUCTION TO PHOTOVOLTAIC SYSTEMS

4 units

Photovoltaic terminology, concepts, vocabulary, techniques and safety. History, applications and benefits of the different PV systems. Basic electrical theories related to photovoltaic. PV system sizing and cost estimating. Voltage, current, resistance and power calculation and measurements. Specification of the components such as inverter, charge controller, combiner, battery and generator. Required instructional trips. Total of 54 hours lecture and 54 hours laboratory.

Grade Mode: L

Rationale: Change 2 of the SLOs. Modification of CCOs, SPOs, MOIs, MOEs, catalog description, grading mode (from L,A to L only). Remove recommended math course. Reduce the NCN to 16 for the following reasons: 1. It is very hard for one instructor to attend and assess more than 16 students during the lab experiments. Maximum of 16 students will provide a much better learning environment and SLOs. 2. Some of the labs will be utilizing 120/208 VAC power source and needs constant monitoring of the students' activities for safety and assessment. 3. Due to limited number of space and equipment, the lab activities cannot be done in groups of more than four students. 4. For some of the hands-on projects, the students will be divided in to two groups. By having maximum of 16 students, each group will be limited to eight students. Please note that more than two groups are not feasible with one instructor in the lab. 5. There are only 12 computers in the room with room for 4 additional computers. 6. Currently Classroom IT 230 is utilized for both lab and lecture for this course. Most of the room is occupied with students' desks and lab equipment. Less than 100 ft<sup>2</sup> is available for students' lab activities. This will give approximately 6 ft<sup>2</sup> per student during lab activities.

## LIBRARY

MODIFICATION – TOP code, SAM code – Effective Summer 2019

### LIB 120 INTRODUCTION TO ARCHIVES & SPECIAL COLLECTIONS

3 units

Recommended Preparation: LIB 101.

Basic archival principles and practices including: handling, storing, describing, organizing, and preserving documents and data. Use of Describing Archival Collections (DACs) for discovery of archival collections.



Survey of current online systems for managing archival materials. For students interested in working in archives or special collections. Total of 54 hours lecture.

Grade Mode: L

Rationale: Correct TOP code from 160100 Library Science, General to 160200 Library Technician. SAM code changes from E to C.

MODIFICATION – Program outcomes – Effective Summer 2019

ARCHIVES AND DIGITAL COLLECTIONS ASSISTANT – Certificate of Achievement

16 units

As libraries and other types of organizations begin digitizing their local and special collection materials, this frequently means that librarians and library assistants find themselves working with archival and manuscript materials for which they have no training. Understanding how archival collections are appraised, handled, arranged, described, and preserved better prepares library staff for working with these unique materials. Similarly, libraries and other cultural heritage organizations today must ensure that digital information of long term value, both “born digital” and reformatted content, is preserved to remain accessible and usable over time. This Certificate of Achievement expands on the coursework of the Digitization Skills Certificate to include archival practices, digital image editing and digital preservation skills sets that will better prepare students for work in archives, special collections and the digitization field.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

Required Courses

LIB 120 – Introduction to Archives & Special Collections (3)

LIB 121 – Technologies & Processes for Digital Collections (3)

LIB 122 – Introduction to Metadata for Digital Objects (3)

LIB 123 – Introduction to Copyright Issues for Digital Collections (1)

LIB 124 – Survey of Digital Preservation (2)

PHOT 002 – Digital Photography II (3)

LIB 126 – Digitization Internship (1)

Recommended Electives

BIT 025 – Survey of Computer Technology in Business (3)

PHOT 003 – Production 1 (3)

Rationale: Minor modifications to Program outcomes to better align with course outcomes and incorporate higher-order skills.

## PERFORMING AND COMMUNICATION ARTS

MODIFICATION – SLOs, SPOs, CCOs, MOIs, MOEs, assignments, catalog description, texts – Effective Summer 2019

DANCE 021A DANCE HISTORY: CULTURAL AND SOCIAL HERITAGE

3 units

Survey of world dance forms, including analysis of styles, forms and roles of dance in diverse cultures, from earliest rituals to contemporary and global developments. Examination of folk, popular, theatrical and social dance traditions and evaluation as these forms relate to geography, folklore, cultural identity, aesthetics, and social values. Total of 54 hours lecture.

Transfer Credit: CSU; UC

Grade Mode: L, A

Rationale: Revision of SLOs, SPOs, CCOs, Teaching Methods, Methods of Evaluation, Assignments, Textbook. Modification of catalog description.

## SOCIAL SCIENCES

ADDITION – Effective Summer 2019

Associate of Arts in Philosophy for Transfer (AA-T) Degree

18 units

Philosophy includes the study of ethics, political theory, logical argumentation, theories of knowledge and belief formation, metaphysics, aesthetics, and individual and social values. The Philosophy Program at Pasadena City College enables successful students to develop logical thinking skills, interpret complex texts, and understand and apply philosophical content, theories, and methodology to real-world scenarios. The Associate of Arts in Philosophy for Transfer degree is designed to assist students in transferring to a CSU major in Philosophy.

The Associate of Arts in Philosophy for Transfer degree requirements:

1. Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University.
2. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
3. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
4. Obtainment of a minimum grade point average of 2.0.
5. All courses in the major must be completed with a grade of “C” or better.
6. A “P” (Pass) grade is not acceptable grade for courses in the major. (Students completing this degree are not required to fulfill additional local graduation requirements.)

Associate in Arts in Philosophy for Transfer Degree

REQUIRED CORE (SELECT TWO, 6 UNITS):

PHIL 030 – Introduction to Logic (3)

or PHIL 033 – Symbolic Logic (3)

PHIL 001 – Introduction to Philosophy (3)

or PHIL 001H – Honors Introduction to Philosophy (3)

or PHIL 003 – Ethics (3)

LIST A (SELECT ONE, 3 UNITS):

ANY REQUIRED CORE COURSE NOT ALREADY USED

PHIL 020A – History of Ancient Philosophy (3)

or PHIL 020B – History of Modern Philosophy (3)

LIST B (SELECT TWO, 6 UNITS):

ANY LIST A COURSE NOT ALREADY USED

HIST 001A – History of European Civilization to 1715 (3)

HIST 001B – History of European Civilization from 1715 (3)

PHIL 037 – Philosophy of Religion (3)

LIST C (SELECT ONE, 3 UNITS):

Any LIST A or LIST B course not already used

REQUIRED SUBTOTAL 18

CSU General Education or IGETC CSU Pattern 39-37

Transferable Electives (as needed to reach 60 transferable units)

DEGREE TOTAL 60