

PASADENA CITY COLLEGE
CURRICULUM AND INSTRUCTION COMMITTEE
MINUTES OF MEETING
THURSDAY, OCTOBER 25, 2018

CALLED TO ORDER: 1:26 p.m.

CO-CHAIRPERSONS: Sharon Bober
Tamara Knott-Silva

The following Curriculum and Instruction Committee members were present:

FACULTY CHAIRPERSONS
Tamara Knott-Silva

INSTRUCTIONAL UNITS
Kimberly Shediak, Business & Computer Technology
Jeff Hupp, Counseling and Career Services
Sebrenia Law, Health Sciences
Lindsey Ruiz, Languages
Walter Butler, Library Services
Richard Abdelkerim, Mathematics and Computer Science
John Hanley, Natural Sciences
Henry Shin, Performing & Communication Arts
Julie Kiotas, 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
Carrie Starbird

STUDENTS

Andrew Mendoza, ASB Representative

MEMBERS EX-OFFICIO

Homa Nelson, Classified Senate

VISITORS

Elaine Fong
Melissa Anderson

I. WELCOME

Self-introductions were made.

II. PUBLIC COMMENT

None.

III. APPROVAL OF MINUTES

Meeting Minutes for October 18, 2018.

ON MOTION by Masood Kamandy and seconded by Richard Abdelkerim, the committee voted to approve as amended the minutes of meeting 8.

IV. COMMITTEE DISCUSSION

ON MOTION by Richard Abdelkerim and seconded by Joseph Futtner, the committee voted unanimously to approve the modification of HOSP 001.

ON MOTION by Walter Butler and seconded by Jeff Hupp, the committee voted unanimously to add to the agenda HOSP 001 for the addition of Distance Education.

ON MOTION by Jeff Hupp and seconded by Wendy Lucko, the committee voted unanimously to approve the addition of Distance Education to HOSP 001.

ON MOTION by Masood Kamandy and seconded by Andrew Mendoza, the committee voted unanimously to approve the modifications of PLGL 145B, 146, and 150.

ON MOTION by Sonia Wurst and seconded by Richard Abdelkerim, the committee voted unanimously to approve the addition of Distance Education to PLGL 150.

ON MOTION by Richard Abdelkerim and seconded by Kimberley Shediak, the committee voted unanimously to approve the modification of DT 114. (1 abstention)

Regarding AP 4100, the committee discussed the overlap of the three general education patterns PCC offers: PCC local GE Pattern, CSU IGETC, and CSU GE.

Julie Kiotas asked do we as the committee just approve pre-req/co-reqs per Title 5? When conducting tech review, if a course has a prereq or coreq the committee is essentially saying students will not be successful in the course without it. The committee could ask the author for clarification.

V. ANNOUNCEMENTS

None.

VI. ADJOURNMENT

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

ADDENDUM

BUSINESS

MODIFICATION – CCOs, MOIs, MOEs, assignments, catalog description, NCN, add Distance Education – Effective Summer 2019

HOSP 001 INTRODUCTION TO THE HOSPITALITY INDUSTRY

3 units

Overview of the structure and operation of the hospitality industry with an emphasis on hotels, restaurants, casinos, and resorts. History of the industry; relationship between various components of the hospitality industry. Total of 54 hours lecture.

Transfer Credit: CSU

Grade Mode: L, A

Rationale: Updating the curriculum and book, adding form D. Prior curriculum was missing MOE's, MOI's and Assignments. Modification to catalog description and CCOs. NCN changed from 30 to 35.

MODIFICATION – Course title (from Computer Aided Research), SLOs, SPOs, CCOs, MOIs, MOEs, assignments, catalog description, SAM code (from B to C) – Effective Summer 2019

PLGL 145B COMPUTER AIDED LEGAL RESEARCH

1 unit

Prerequisite: Enrollment in or completion of PLGL 134 and 145A.

On-line legal research using online legal databases and other information available. Composing queries and researching case law, statutes, and legal periodicals. Total of 9 hours lecture and 27 hours laboratory.

Grade Mode: L, A, P

Rationale: Revise and update of SLO's, SPO's, CCO, course title, and course description; and add MOI's, MOE's, and Student Assignments to reflect current course content. Change SAM code from B to C.

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

PLGL 146 COMPUTER USE FOR THE LAW OFFICE

2 units

Prerequisite: PLGL 134.

Use of software programs in the law office. Applications include software for word processing, Judicial Council forms, jury instruction preparation, legal calendaring, case management, trial preparation, time keeping, billing, and accounting. Recommended basic word processing skills. Total of 36 hours lecture and 18 hours laboratory.

Grade Mode: L, A, P

Rationale: Revise and update of SLO's, SPO's, and CCO, and add MOI's, MOE's, Catalog Description, and Student Assignments to reflect current course content.

MODIFICATION – SLOs, SPOs, CCOs, MOIs, MOEs, assignments, catalog description, add Enrollment Limitation, SAM code (from C to B), add Distance Education – Effective Summer 2019

PLGL 150 PARALEGAL STUDIES GRADUATE SEMINAR

1 unit

Prerequisite: Enrollment in or completion of final semester of Paralegal Studies courses.

Designed to help Paralegal Studies students bridge the gap between the educational institution and the workplace. Resume writing, interviewing for employment, and professional networking. Intended for students

in the last semester of the Paralegal Studies Program and earning the Certificate of Achievement. Total of 18 hours lecture.

Grade Mode: A, P

Rationale: Update of course curriculum; revised Student Learning Outcomes and Student Performance Objectives; modified CCOs, addition of Methods of Instruction and Methods of Evaluation. Modification of assignments and catalog description. Addition of Enrollment Limitation. Change of SAM code from C to B. Adding Form D to instruct course in online and hybrid formats.

ENGINEERING AND TECHNOLOGY

MODIFICATION – MOIs, MOEs, assignments, CCOS, Units (from 4 to 3), contact hours (from 36/08 to 36/54), NCN, texts, – Effective Summer 2019

DT 114 BUILDING INFORMATION MODELING DESIGN (BIM DESIGN)

3 units

Prerequisite: DT 118.

Introduction to parametric building information modeling (BIM) and its integration in design, construction, management, operation, and maintenance of buildings for sustainable design. Total of 36 hours lecture and 54 hours laboratory.

Grade Mode: L, A

Rationale: We are reducing the unit count from 4 to 3 and modifying the lecture/lab hours accordingly. This is based on similarly offered courses at other community colleges as well as evaluation of this specific capstone course and curriculum not needing as much lab time as originally anticipated. Students will be able to meet the SLO's and SPO's within the allotted lecture/lab distribution within a 3 unit course. We have also had problems in the past finding appropriate industry professionals best suited to teach this course due to the extra hours associated with the 4th unit. We are reducing the max class size (NCN) from 24 to 20 due to the capstone curriculum and advanced project & portfolio development of the students. As a capstone course, each student is required to develop their own building information modeling project and physical prototypes with one-on-one assessment time with the faculty. This course also will be integrating project-based learning activities to prepare students entry into the workforce. 20 students in the class will allow for easier access to professional offices, provide a more intimate and manageable experience with outside presenters and guest lecturer/critiques.