

PASADENA CITY COLLEGE  
CURRICULUM AND INSTRUCTION COMMITTEE  
MINUTES OF MEETING  
THURSDAY, OCTOBER 18, 2018

CALLED TO ORDER: 1:27 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

Jeff Hupp, Counseling and Career Services  
Tom Thoen, Engineering & Technology  
Sebrenia Law, Health Sciences  
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  
Walter Butler, Library Services  
Kimberly Shediak, Business & Computer Technology  
Mike Terrill, Kinesiology, Health & Athletics  
Laura Godio, Languages

*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  
Natalie Russell  
Sonia Wurst  
Carrie Starbird

## STUDENTS

Andrew Mendoza, ASB Representative

## MEMBERS EX-OFFICIO

Homa Nelson, Classified Senate  
Boglarka Kiss, Articulation Officer

## VISITORS

Lan Truong  
Sharis Amirian  
Roberta Shaw  
Thea Alvarado  
Deyra Ojeda  
Betsy Porter  
Melissa Anderson

### I. WELCOME

Self-introductions were made.

### II. PUBLIC COMMENT

Lan Truong, Counselor, spoke and made recommended changes to AP 4100. Her suggestions and comments were as follows:

1. Remove “no more than 6 units completed at another college after the student’s last enrollment at PCC.”
  - a. Requirement adds barrier for students to complete.
  - b. We do not limit the number of units new students may transfer to PCC, why should we limit the number of units students can transfer back to PCC?
  - c. A student who completes all major, GE, and unit requirements at another college comes to PCC and wants to get our degree, this student currently only needs to complete 15 units of random degree applicable units to get a PCC degree.
    - i. When reversed, why would we deny a student a PCC degree if the student completed 53 units at PCC but takes their last 7 units at another college? Instead, we add an obstacle and additional requirement by asking these students to:
      1. Come back to PCC to take at least 1 unit so that they can transfer back 7 units?
      2. Or we require students to submit a petition to approve more than 6 units. Although many of these petition are approved, not everyone knows that they may petition. And if petitions are usually approved, why do we have this policy to add another obstacle?
  - d. Students who leave PCC and take their remaining units at another college do so because of their personal situation, we should not punish them for what they must do.
  - e. We already have a residency requirement (currently require 15 units at PCC) so why do we have a max 6 unit rule?

- f. If we do not want a student to take a majority of their classes at another college, we can instead add a 50% rule on major classes similar to other colleges, which may be more fitting to ensure we grant a “PCC” degree.
2. LOVE the idea that we will allow students to get the AS degree using the CSU or IGETC GE pattern. However, I recommend the removal of the “full certification” requirement.
  - a. Certification is mainly needed by students who transfer to the CSU and UC. We do not certify our AS and AA GE so we do not need to certify the IGETC and CSU GE patterns for our degrees.
  - b. Once partial IGETC certification is given, students cannot return to get full IGETC certification. So if full certification is required for a PCC degree, then these students can never get our ADT degrees using the IGETC GE. And for our AS or AA degrees we add an obstacle by requiring them to switch to the PCC GE patterns and take additional classes even if they already met the requirements of IGETC using their university credits.
  - c. Students who are missing classes for the CSU GE and then transfer to a CSU cannot use their CSU classes to complete our CSU GE pattern since we do not allow reverse CSU certifications.
    - i. However, if the student transfers to a non-CSU campus, they can use their classes at the university to transfer back to PCC to fulfill the CSU GE pattern and get our AA/AS/ADT degrees. Students who wish to get a PCC degree should be able to get our degree regardless of where they transfer to next.
3. Page 3 under PCC Local GE Requirements - According to how the policy is written, it appears to only refer to students following the PCC local GE pattern.
  - a. So does this mean that students who are following IGETC and CSU GE may use more than 4 units of physical activity towards their 60 degree units?
  - b. IF this policy applies to all degrees, I recommend this policy be lumped together at the beginning. Include all the components that are required for all degrees in one area, maybe at the beginning so it is not repeated multiple times. Such as:
    - i. 2.0 GPA and 60 degree applicable units
      1. among courses numbered 1-99 for AA and ADTs degrees
      2. among courses numbered 1-399 for AS degrees
    - ii. Max 4 units of physical activity towards their 60 degree units
    - iii. 12 units of residency units (LOVE this new update recommendation) taken at PCC
    - iv. Major requirements
    - v. General education pattern
  4. 6 units for American Institutions – does that mean there’s a change for the AS GE pattern? Students can’t take only 3 units (AMER 125)?
  5. It is not clear that students may get multiple AS, AA, ADT degrees. Currently students may receive multiple AA and ADT degrees but are limited to the number of AS degrees. May this be change to allow multiple degrees for all our options.
  6. May we post occupational skills certificates on the PCC transcript as a footnote? Many students request this since it will appear more official and it will help PCC document and count the number of occupational skills certificates.

### III. APPROVAL OF MINUTES

Meeting Minutes for October 11, 2018.

ON MOTION by Richard Abdelkerim and seconded by Boglarka Kiss, the committee voted to approve the minutes of meeting 7. (3 abstentions – Sonia Wurst, Walter Butler, Kimberly Shediak)

### IV. COMMITTEE DISCUSSION

ON MOTION by Boglarka Kiss and seconded by Sonia Wurst, the committee voted unanimously to approve the modification of DANC 005B.

ON MOTION by Andrew Mendoza and seconded by Richard Abdelkerim, the committee voted unanimously to approve the modifications of LIB 124 and LIB 126.

ON MOTION by Richard Abdelkerim and seconded by Walter Butler, the committee voted unanimously to approve the prerequisite of LIB 126.

ON MOTION by Walter Butler and seconded by Homa Nelson, the committee voted unanimously to delay consideration of Archives and Digital Collections Assistant – Certificate of Achievement until no earlier than November 1, 2018.

ON MOTION by Andrew Mendoza and seconded by Masood Kamandy, the committee voted unanimously to approve the modification of Digitization Skills for Libraries and Cultural Heritage Organizations – Occupational Skills Certificate.

ON MOTION by Sonia Wurst and seconded by Walter Butler, the committee voted unanimously to approve the modification of Library Technology – Certificate of Achievement

ON MOTION by Natalie Russell and seconded by Julie Kiotas, the committee voted unanimously to approve the modification of SOC 002.

ON MOTION by Richard Abdelkerim and seconded by Julie Kiotas, the committee voted unanimously to approve the addition of Distance Education to SOC 002.

#### INFORMATION ITEMS

LIB 124 – DE Update

Extend DE for two years, expires Summer 2021.

Regarding AP 4100, the committee discussed the student's choice to decline the award of a degree with the implementation of auto awarding of degrees; modification to the GE pattern of the local CTE degree to include the addition of the CSU IGETC or CSU GE pattern to the local GE pattern; and maintaining the Diversity competency as a local degree requirement; however, possibly renaming this competency. Related to the Diversity competency, there was a recommendation to review the list of courses identified as "Ethnic Studies" in the college catalog.

During the tech review discussion, the topic of unit increase and additional prerequisites were discussed, for courses that have or will get C-ID approval, and the impact unit increases have on ADTs.

#### IV. ANNOUNCEMENTS

Boglarka Kiss announced her departure from the C&I committee. She has accepted a position with the Chancellor's Office.

#### V. ADJOURNMENT

ON MOTION by John Hanley and seconded by Masood Kamandy, the meeting adjourned at 4:04 p.m.

## ADDENDUM

### PERFORMING & COMMUNICATION ARTS

MODIFICATION – SLOs, SPOs, CCOs, MOIs, MOEs, assignments, catalog description, course title (from "Social Dance" to "Social Dance II."), Grade Mode (from L, A to L,A, P), removed repeatability – Effective Summer 2019

#### DANC 005B SOCIAL DANCE II

1 unit

Intermediate skills in popular social dances of the late 19th to mid-20th century, providing a chronological survey. Topics include: Cha Cha, Charleston, Foxtrot, Mambo, Merengue, Polka. Rhumba, Swing, Samba, Salsa, Tango, Waltz. Trains continuing social dancers in more complex partnering skills, providing further information and experience in vernacular genres of American dance, including their cultural and historical origins. Total of 54 hours laboratory.

Transfer Credit: CSU; UC credit limitations. See counselor.

Grade Mode: L, P, A

Rationale: Updates course SLOs, SPOs, CCOs, Methods of Instruction, Methods of Evaluation, Assignments, Catalogue Description. Changed course title from "Social Dance" to "Social Dance II." Grade Mode changed from L, A to L,A, P. Removed repeatability. Provides further development of dance skills with historical and cultural roots, positive social interaction skills, fitness and lifelong physical exercise skills, and continued practice within a variety of historical and contemporary dance styles and musical genres. The spectrum of styles that comprise social dance provide an embodied and scholastic opportunity to better understand the multi-cultural nature of American dance, music and society. Dance Students work toward proficiency in partnering skills, and in vernacular genres of American dance.

### LIBRARY

MODIFICATION – TOP code – Effective Summer 2019

#### LIB 124 SURVEY OF DIGITAL PRESERVATION

2 units

Prerequisite: Enrollment in or completion of LIB 121 and LIB 122, or equivalent skills as demonstrated through placement based on the Library Technology Assessment process

Examination of core components and functions of a digital preservation program. Topics include digital preservation strategies, tools, and policies that work effectively for a variety of data types and cultural heritage organizations. For students interested in working in the digital preservation program, but open to all students.

Total of 36 hours of lecture.

Grade Mode: L

Rationale: Correct TOP code from 160100 Library Science, General to 160200 Library Technician.

MODIFICATION – Course title, SPOs, CCO, prerequisite (added LIB 120), corequisite (added LIB 124), assignments – Effective Summer 2019

#### LIB 126 ARCHIVES & DIGITAL COLLECTIONS INTERNSHIP

1 unit

Prerequisites: LIB 120, 121, and 122.

Corequisites: LIB 124.

Enrollment Limitation: Instructor approval.

Supervised practical experience working in an approved archives, specialized collection or digital project in a library, museum, or other type of organization. Pass/no pass grading. Requires 60 hours of non-paid work or 75 hours of paid work for one semester unit.

Grade Mode: A, P

Rationale: Modify course title, SPOs, CCO, and assignments for use with new Archives & Digital Collections Assistant to incorporate option for internship at archives or special collections in addition to digital project. Add prerequisites related to Archives. Update existing Form Bs to reflect updated SPOs.

MODIFICATION – Program outcomes change – Effective Summer 2019

## **DIGITIZATION SKILLS FOR LIBRARIES AND CULTURAL HERITAGE ORGANIZATIONS**

8 units

This curriculum prepares students to work in digital repositories found in libraries, archives, museums, and business settings. Instruction includes: project planning, digitization, metadata, copyright, and end user access to digital materials. Students will gain practical experience using industry standards in order to prepare them for entering the workforce.

An Occupational Skills Certificate is awarded upon successful completion of all required courses with a grade of C or better.

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 126 - Digitization Internship (1)

Rationale: Minor modification to program outcome.

MODIFICATION – Course addition to required electives (CIS 010) - Effective Summer 2019

## **LIBRARY TECHNOLOGY**

19 units

The Library Technology Program prepares students for entry level Library Assistant and more specialized higher-level Library Technician positions in all types of libraries under the supervision of a librarian. Coursework includes hands-on instruction in library operations and services, including training in the use of specialized automated library systems, library service principles, and essential workplace customer service, technology, and workplace communication skills. The program highlights job-related skills and practices needed to enter and succeed in the library workplace as well as continuing education opportunities for those currently employed. PCC's Certificate of Achievement program is aligned with the American Library Association's Library Support Staff Certification (LSSC - <http://ala-apa.org/lssc/>).

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

Requirements for the Certificate of Achievement (19 units):

LIB 001 - College Research Skills (1)

LIB 101 - Introduction to Library Services for Support Staff (3)

LIB 102 - Introduction to Reference Services (3)

LIB 103 - Introduction to Library Access Services (3)

LIB 104 - Introduction to Library Technical Services (3)

LIB 105A - Descriptive Cataloging Procedures in Online Environments (3)

### **Required electives**

One of the following courses – 3 units

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

BIT 106 - Business Software-Introduction to Microsoft Office System (3)

CIS 001 - Introduction to Computers (3)

CIS 010 - Introduction to Information Systems (3)

### **Recommended electives**

LIB 106 - Library Technology Internship (1)  
SPCH 010 - Interpersonal Communication (3)  
CHDV 118 - Language and Literacy in Early Childhood (3)  
CHDV 011 - Infant and Toddler Development (3)  
CHDV 024C - Special Topics in Child Development - The Young Child (2)  
PLGL 145A - Legal Research (3)  
PLGL 145B - Computer Aided Research (1)  
LIB 020 - Independent Study (1)

Rationale: CIS 010 added back to list of alternatives to BIT 025 requirement

## SOCIAL SCIENCES

MODIFICATION – SLOs, SPOs, MOEs, MOIs, CCOs, assignments, textbooks, add DE – Effective Summer 2019

### SOC 002 CONTEMPORARY SOCIAL PROBLEMS

3 units

Identification and analysis of major social problems: inequality, poverty and welfare, incarceration, education.  
Total of 54 hours lecture.

Transfer Credit: CSU; UC. C-ID: SOCI 115

Grade Mode: L, A, P

Rationale: Addition of Form D. Revision of SLOs and SPOs, MOIs, CCOs, assignments, textbooks updated.  
Detail added to MOEs.