

PASADENA CITY COLLEGE
CURRICULUM AND INSTRUCTION COMMITTEE
MINUTES OF MEETING
THURSDAY, OCTOBER 4, 2018

CALLED TO ORDER: 1:31 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
Mary Wahl, Library Services
Richard Abdelkerim, Mathematics
John Hanley, Natural Sciences
Henry Shin, Performing & Communication Arts
Masood Kamandy, Visual Arts and Media Studies

DIVISION DEANS

Carrie Starbird
Joseph Futtner
Natalie Russell

STUDENTS

Andrew Mendoza, ASB Representative

MEMBERS EX-OFFICIO

Homa Nelson, Classified Senate
Boglarka Kiss, Articulation Officer

VISITORS

Sharis Amirian

I. WELCOME

Self-introductions were made.

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.

II. PUBLIC COMMENT

None.

III. APPROVAL OF MINUTES

Meeting Minutes for September 27, 2018.

ON MOTION by Andrew Mendoza and seconded by Masood Kamandy, the committee voted to approve the minutes of meeting 6. (2 abstentions)

IV. COMMITTEE DISCUSSION

ON MOTION by Richard Abdelkerim and seconded by Wendy Lucko, the committee voted unanimously to approve the modification of BUS 116.

ON MOTION by Wendy Lucko and seconded by Masood Kamandy, the committee voted unanimously to approve the modification of MRKT 150.

ON MOTION by Joseph Futtner and seconded by Masood Kamandy, the committee voted unanimously to approve the modification of MA 109.

ON MOTION by Wendy Lucko and seconded by Jeff Hupp, the committee voted unanimously to approve the modification of MA 111A.

ON MOTION by Wendy Lucko and seconded by Lindsey Ruiz, the committee voted unanimously to postpone discussion of DANC 005A until 10/11/2018.

ON MOTION by Wendy Lucko and seconded by Andrew Mendoza, the committee unanimously voted to postpone discussion of DANC 004H until 10/11/2018.

INFORMATION ITEMS

BUS 116

MRKT 020

MRKT 123

MRKT 150

Extend DE for two years, expires Summer 2021.

The chairs discussed the importance of staying at the C&I meeting until adjourned.

The subgroups reported on work on the C&I Bylaws, the C&I reference guide, and AP 4100. These are all works in progress.

The chairs also discussed C-ID approval and how to review Forms B and D. The C-ID descriptor provides a general course description, the recommended prerequisites/corequisites/advisories, course content, course objectives, and minimum units for the listed course. When a PCC course is being modified to apply or renew the C-ID designation, the course proposal is reviewed and compared to the C-ID descriptor during the C & I tech review process. This review is particularly important for courses listed on ADT's because additional

prerequisites and/or unit increases in excess of those listed on the C-ID descriptor may affect the award of renewal of an ADT.

IV. ANNOUNCEMENTS

Catalogs for representatives are available in Liz's office.

V. ADJOURNMENT

ON MOTION by Wendy Lucko and seconded by Masood Kamandy, the meeting adjourned at 3:53 p.m.

ADDENDUM

BUSINESS AND COMPUTER TECHNOLOGY DIVISION

MODIFICATION – SAM Code, renew DE – Effective Summer 2019

BUS 116 ENTREPRENEURSHIP

3 units

Fundamental aspects of an entrepreneurial mindset as an essential life skill. Application of proven principles of successful entrepreneurship and the steps necessary to identify and create opportunities. Development of the process of identifying problems, finding solutions, and making business connections beyond the classroom. Total of 54 hours lecture.

Grade Mode: L, A, P

Rationale: Renewal for 2-year cycle. Updating date on the Form D. Minor typo changes. SAM code change (from D to C).

MODIFICATION – SAM Code, renew DE – Effective Summer 2019

MRKT 150 SOCIAL MEDIA MARKETING FOR BUSINESS

3 units

Foundation of what social media is and how it can be used to grow a business. Focus on developing a social media strategy and how to leverage social media platforms to promote a brand and/or business to prospective customers. Total of 54 hours lecture.

Grade Mode: L

Rationale: Updating Form D. Change SAM Code from D to C.

HEALTH SCIENCES

MODIFICATION – SLO SPOS, course content, MOIs, MOEs, assignments, catalog description, enrollment limitation – Effective Summer 2019

MA 109 HEALTH INFORMATION TECHNOLOGY

1 unit

Practical use of Electronic Health Records (EHRs) in actual medical settings, which cover the cycle of health care delivery in a physician's office including front office, back office, and medical billing/coding. Real-life scenarios will be given to practice the creation of electronic charting. Total of 9 hours lecture and 27 hours laboratory.

Grade Mode: L

Rationale: Course has not been updated in over 10 years. Modifications made to: Update SLOs, SPOs, CCOs, MOIs, MOEs, assignments, catalog description, addition of enrollment limitation, and update textbook.

MODIFICATION – SLOs, SPOs, course content, MOIs, MOEs, contact hours, assignments, catalog description, enrollment limitation – Effective Summer 2019

MA 111A MEDICAL OFFICE PROCEDURES I

4 units

Enrollment Limitation: Acceptance into the Medical Assisting Program.

Basic office procedures for medical assistants. Topics include: patient reception, human relations, therapeutic communication, appointment scheduling, accuracy and maintenance of patient records, telephone techniques,

computer data entry, initial processing of managed care patients, legal implications, and ethical considerations. Total of 54 hours lecture and 54 hours laboratory.

Grade Mode: L

Rationale: Course has not been updated in over 10 years. Modifications made to: SLOs, SPOs, CCOs, MOIs, MOEs, lecture / lab hours adjusted, assignments, catalog description, addition of enrollment limitation, and update textbook.