I. WELCOME

Self-introductions were made.

II. PUBLIC COMMENT

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.
III. APPROVAL OF MINUTES

Meeting Minutes for September 13, 2018

ON MOTION by Boglarka Kiss and seconded by Masood Kamandy, the committee voted to approve the minutes of meeting 3.

IV. COMMITTEE DISCUSSION

ON MOTION by Richard Abdelkerim and seconded by Boglarka Kiss, the committee voted unanimously to reorder the agenda.

ON MOTION by Joseph Futtner and seconded by Earlie Douglas, the committee voted unanimously to approve the modification of BUS 011A.

ON MOTION by Jeff Hupp and seconded by Masood Kamandy, the committee voted unanimously to table discussion of the AA-T in Communication Studies until October 11 or later.

INFORMATION ITEMS

BUS 002 – Renewal
BUS 011A – Renewal
BUS 016 – Renewal
Extend DE two years, expires Spring 2021

The committee discussed by-laws with respect to quorum.

There was discussion on the anticipated number of proposals to come to C&I this fall.

The committee discussed the modifications of AP 4100.

V. ANNOUNCEMENTS

None.

V. ADJOURNMENT

ON MOTION by Homa Nelson and seconded by Wendy Lucko, the meeting adjourned at 2:31 p.m.
ADDENDUM

BUSINESS AND COMPUTER TECHNOLOGY DIVISON

MODIFICATION – MOIs, MOES, assignment, catalog description, renew DE – Effective Summer 2019

BUS 011A  BUSINESS COMMUNICATIONS

3 units

Prerequisite: ENGL 001A, 001AH, or 001AS.
Principles of effective business writing and oral communication skills. Develop writing skills for goodwill, negative news, persuasive, employment messages, report writing and documents using Web sources. Prepare business presentations and practice professionalism. Total of 54 hours lecture.
Transfer Credit: CSU. *C-ID BUS 115

Grade Mode: L

Rationale: BUS 011A is being modified for MOI, MOE, Assignments, catalog description, and renewal of Form D.