

**PASADENA CITY COLLEGE
CURRICULUM AND INSTRUCTION COMMITTEE
MINUTES OF MEETING
THURSDAY, SEPTEMBER 20, 2018**

CALLED TO ORDER: 1:28 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

Earlie Douglas, Business & Computer Technology
Jeff Hupp, Counseling and Career Services
Wendy Lucko, Engineering & Technology
Sebrenia Law, Health Sciences
Laura Godio, Languages
Walter Butler, Library Services
Richard Abdelkerim, Mathematics
Henry Shin, Performing & Communication Arts
Andrea Murray, Social Science
Masood Kamandy, Visual Arts and Media Studies

DIVISION DEANS

Dyan Miller, Kinesiology, Health and Athletics
Joseph Futtner, Visual Arts and Media Studies

MEMBERS EX-OFFICIO

Homa Nelson, Classified Senate
Boglarka Kiss, Articulation Officer

VISITORS

Sharis Amirian

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.

None.

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 DIVISION

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.