

PASADENA CITY COLLEGE
CURRICULUM AND INSTRUCTION COMMITTEE
MINUTES OF MEETING
THURSDAY, NOVEMBER 3, 2016

CALLED TO ORDER: 1:25 p.m.

CO-CHAIRPERSONS: Janis Dwyer
Alicia Vargas

The following Curriculum and Instruction Committee members were present:

FACULTY CHAIRPERSONS

Janis Dwyer
Alicia Vargas

INSTRUCTIONAL UNITS

Jason Huh, Business and Computer Technology
Jeffrey Hupp, Counseling and Career Services
Ruoyi Wu, English
Walter Butler, Library
Karyn Skiathitis, Health Sciences
Wendy Lucko, Engineering and Technology
Lindsey Ruiz, Languages
Tamara Knott-Silva, Kinesiology, Health and Athletics
Sharon Bober, Mathematics
Kerin Huber, Natural Science
Liliana Martinez-Kaufman, Noncredit
Brad Steed, Performing and Communication Arts
Paul Price, Social Science
Michael Cranfill, Visual Arts and Media Studies

DIVISION DEANS

Rocco Cifone, Career and Technical Education
Carrie Starbird, Natural Science
James Arnwine, Fine Arts

STUDENTS

Julie Ngov, ASB Representative

MEMBERS EX-OFFICIO

Terry Giugni, VP/Asst Superintendent, Instruction
Homa Nelson, Classified Senate
Edward Martinez, Interim Articulation Officer
Katie Datko, Distance Education

RESOURCE EXPERTS

None

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.

VISITORS

Vahid Zardoost
Kwan Ho Ryan Chen
Anne Ostrander
David Evans
Seung Yang
Melissa Anderson
Ryan Chen

I. WELCOME

Self-introductions were made.

II. PUBLIC COMMENT

None.

III. APPROVAL OF MINUTES

Meeting Minutes for October 27, 2016

ON MOTION by Ruoyi Wu and seconded by Walter Butler, the committee voted unanimously to approve the minutes of meeting 7.

IV. COMMITTEE DISCUSSION (with vote)

ON MOTION by Charlotte Williams and seconded by Michael Cranfill, the committee voted unanimously to approve the modification of Acct 104C.

ON MOTION by Katie Datko and seconded by Homa Nelson, the committee voted to approve the modification of Bus 009.

ON MOTION by Michael Cranfill and seconded by Karyn Skiathitis, the committee voted unanimously to approve the modification of Auto 050.

RDT 270 was pulled from the agenda and will be considered at a later date.

V. COMMITTEE DISCUSSION

Dr. Giugni reported back from the statewide CIO meeting. CIOs will certify that the units and contact hours of credit courses will be in accordance with the Program and Course Approval Handbook (PCAH). The certification concerns non-substantial changes of existing courses and programs. This will result in faster approval of course and program modifications at the CO. New courses and programs will still need to be fully approved by the Chancellor's Office (CO).

Dr. Giugni also pointed out that all additions, modifications, and deletions of courses and programs need to be approved by the Board of Trustees.

Seung Yang, Jason Huh, Vahid Zardoost, and David Evans gave a presentation on the proposals that will be coming to C&I from the CIS department.

VI. ANNOUNCEMENTS

Janis and Alicia asked the committee members to talk to their respective departments and report back to them on the quantity of proposals that may be coming through next semester.

VII. ADJOURNMENT

ON MOTION by Rocky Cifone and seconded by Jeff Hupp, the meeting adjourned at 3:06 p.m.

ADDENDUM

BUSINESS AND COMPUTER TECHNOLOGY

Modification – Title (from Microcomputer Applications-Income Tax Preparation), SLOs, SPOs, content, addition of MOIs, MOEs, texts – Effective Summer 2017

ACCT 104C INCOME TAX PREPARATION

3 units

Introduction to federal and California individual tax preparation. The curriculum follows the guidelines developed by the California Tax Education Council. Total of 54 hours lecture and 18 hours laboratory.

Rationale: This course qualifies the student for the California Registered Tax Preparer's license. As such, the course is subject to accreditation from the California Tax Education Council (CTEC). CTEC requires the curriculum to be periodically reviewed and updated. Modified Course title, SLOs, SPOs, CCOs, Method of Instruction, Method of Evaluation, and textbooks

Modification – SLOs, SPOs, content – Effective Summer 2017

BUS 009 INTRODUCTION TO BUSINESS

3 units

Survey of U.S. business stressing fundamental concepts in the areas of entrepreneurship, marketing, advertising, decision making, ethics, finance, human resources, global business, legal and regulatory issues, technology, and business policies and practice. Total of 54 hours lecture.

Transfer Credit: CSU; UC

Rationale: To update BUS 009 for changes to SLOs, SPOs, CCOs, to align better with C-ID.

ENGINEERING AND TECHNOLOGY

Modification – SLOs, SPOs, content, MOIs, MOEs, assignment, prereq (remove Auto 032, add Auto 200) – Effective Summer 2017

AUTO 050 AUTOMOTIVE ELECTRICAL SYSTEMS

3 units

Prerequisite: *Auto 200 and Eltn 130.*

Theory, maintenance and operations of basic automotive electrical systems; circuits and lights, electronic devices, starting motors, charging systems, batteries and indicating devices. Preparation for the Automotive Service Excellence (ASE) certification program. Total of 36 hours lecture and 72 hours laboratory.

Transfer Credit: CSU

Rationale: AUTO 32 was removed as a prerequisite with the replacement of AUTO 200 which is supported by the faculty, students, advisory board and has NATEF standards attached to the SLOs and assignments. Simplify the SLOs and align SPOs. Expand on CCOs.