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 Skaithitis, 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.
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.