

**PASADENA CITY COLLEGE  
CURRICULUM AND INSTRUCTION COMMITTEE  
MINUTES OF MEETING  
THURSDAY, SEPTEMBER 1, 2016**

**CALLED TO ORDER:** 1:27 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  
Walter Butler, Library Services  
Karyn Skiathitis, Health Sciences  
Wendy Lucko, Engineering and Technology  
Tamara Knott-Silva, Kinesiology, Health & Athletics  
Sharon Bober, Mathematics  
Kerin Huber, Natural Science  
Mariella Baldo, Noncredit  
Brad Steed, Performing and Communication Arts  
Charlotte Williams, Social Science

**DIVISION DEANS**

Carrie Starbird, Natural Science  
James Arnwine, Fine Arts

**MEMBERS EX-OFFICIO**

Terry Giugni, VP/Asst. Superintendent, Instruction  
Armando Duran, Dean, Counseling/Student Success Services  
Homa Nelson, Classified Senate  
Katie Datko, Distance Education  
Edward Martinez, Articulation Officer

**RESOURCE EXPERTS**

**Susan Bricker, Director, Admissions and Records**

**VISITORS**

Rajen Vurdien  
Krista Goguen  
Kathy Scott

*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.*

Andrea Lane  
Dyan Miller  
Natalie Russell  
Liliana Martinez-Kaufman  
Amy Ulmer

## **I. WELCOME**

Self-introductions were made.

Dr. Vurdien welcomed the committee and thanked us for our dedication to curriculum at PCC. He wished us a great semester and a great year.

Dr. Giugni also welcomed the committee. He said curriculum is the backbone of any institution of higher learning. He is glad we have the Learning Assistance Committee to team with C&I.

## **II. PUBLIC COMMENT**

None.

## **III. APPROVAL OF MINUTES**

Meeting Minutes for April 14, 2016

**ON MOTION** by Karyn Skiathitis and seconded by Mariella Baldo, the committee voted unanimously to approve the minutes of the last meeting of spring, 2016.

## **IV. COMMITTEE DISCUSSION**

Janis and Alicia gave a Powerpoint presentation on the curriculum process and the course outline of record. They also discussed the roles of the C&I rep. (A copy of these presentations are attached to the official copy of these minutes.)

The committee also discussed modifications/updates to AP 4020, the procedures of the C&I Committee. The committee will vote on these changes at the next meeting.

The September 22 meeting of C&I is cancelled. For proposals originally scheduled for that date, the vote is moved to the following Thursday, September 29.

## **IV. ANNOUNCEMENTS**

Next week's meeting will include a discussion on the various levels of review in webcms.

## **V. ADJOURNMENT**

**ON MOTION** by Edward Martinez and seconded by Karyn Skiathitis, the meeting adjourned at 3:27 p.m.