

**PASADENA CITY COLLEGE
CURRICULUM AND INSTRUCTION COMMITTEE
MINUTES OF MEETING
THURSDAY, OCTOBER 10, 2019**

CALLED TO ORDER: 1:24 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

Wendy Lucko, Business, Engineering & Technology
Jeff Hupp, Counseling and Career Services
Sebrenia Law, Health Sciences
Mary Wahl, Library
Richard Abdelkerim, Mathematics and Computer Science
John Hanley, Natural Sciences
Rhonda Williams, Noncredit
Henry Shin, Performing & Communication Arts
Bakhtawar Bhadha, Social Sciences
Masood Kamandy, Visual Arts & Media Studies

DIVISION DEANS

Julie Kiotas
Isela Ocegueda
Lynora Rogacs
Natalie Russell

MEMBERS EX-OFFICIO

Sharis Amirian, Articulation Officer
Terry Giugni, Assistant Superintendent/VP, Instruction

RESOURCE EXPERT

Leslie Tirapelle, Distance Education

VISITORS

Matthew Henes
Jacob Tucker
Tanysha Laney
Janis Dwyer
Alicia Vargas

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

There was no public comment.

III. APPROVAL OF MINUTES

Meeting Minutes for October 3, 2019.

ON MOTION by John Hanley, and seconded by Isela Ocegueda, the committee voted to approve the minutes from meeting 6. ABSTAIN = 5 (Masood Kamandy, Jeff Hupp, Bakhtawar Bhadha, Julie Kiotas, Mary Wahl)

(Note: Rhonda Williams and Wendy Lucko arrived after this vote.)

IV. COMMITTEE DISCUSSION

ON MOTION by Lynora Rogacs and seconded by Masood Kamandy, the committee voted unanimously to approve the modification of BIT 124.

(Note: Rhonda Williams and Wendy Lucko arrived after this vote.)

ON MOTION by Bakhtawar Bhadha and seconded by Masood Kamandy, the committee voted unanimously to approve the update of Distance Education of BIT 124.

(Note: Rhonda Williams and Wendy Lucko arrived after this vote.)

ON MOTION by Natalie Russell and seconded by Masood Kamandy, the committee voted unanimously to accept a friendly amendment to BUS 114

(Note: Rhonda Williams and Wendy Lucko arrived after this vote.)

ON MOTION by Richard Abdelkerim and seconded by Bakhtawar Bhadha, the committee voted unanimously to approve the amended modification of BUS 114.

(Note: Rhonda Williams and Wendy Lucko arrived after this vote.)

ON MOTION by Lynora Rogacs and seconded by Julie Kiotas, the committee voted unanimously to approve the update of Distance Education of BUS 114.

(Note: Rhonda Williams and Wendy Lucko arrived after this vote.)

ON MOTION by Julie Kiotas and seconded by Richard Abdelkerim, the committee voted unanimously to approve the modification of DT 150.

ON MOTION by Richard Abdelkerim and seconded by Jeff Hupp, the committee took a 5-minute break.

ON MOTION by Masood Kamandy and seconded by John Hanley, the committee voted unanimously to approve the modification of DT 230.

ON MOTION by Wendy Lucko and seconded by Masood Kamandy, the committee voted unanimously to approve the removal of the prerequisite from DT 230.

ON MOTION by Bakhtawar Bhadha and seconded by Richard Abdelkerim, the committee voted unanimously to approve the modification of DT 240.

ON MOTION by Julie Kiotas and seconded by Bakhtawar Bhadha, the committee voted unanimously to approve the deletion of ENGR 017.

ON MOTION by Masood Kamandy and seconded by John Hanley, the committee voted unanimously to approve the modification of LIBRARY TECHNOLOGY AS/Certificate of Achievement.

ON MOTION by John Hanley and seconded by Sebrenia Law, the committee voted unanimously to approve the deletions of BIOL 010L and BIOL 010S.

ON MOTION by Lynora Rogacs and seconded by Masood Kamandy, the committee voted unanimously to approve the deletions of PSYC 110 and PSYC 120.

ON MOTION by Lynora Rogacs and seconded by Bakhtawar Bhadha, the committee voted unanimously to approve the modification of SOC 015.

ON MOTION by Sebrenia Law and seconded by Masood Kamandy, the committee voted unanimously to approve amendments made to BP 4100.

ON MOTION by Wendy Lucko and seconded by Richard Abdelkerim, the committee voted unanimously to table discussion of AP 4020 to no sooner than October 17, 2019.

The committee reviewed and discussed the following:

Discipline Placement Policy

Tech Review Discussion

Tech Review of Proposals

V. ANNOUNCEMENTS

Tammy Knott-Silva announced her acceptance of a position at Mt SAC as Associate Dean of Kinesiology, Athletics, and Dance and Associate Director of Athletics. She will begin her new position on November 14.

VI. ADJOURNMENT

ON MOTION by John Hanley and seconded by Wendy Lucko, the meeting adjourned at 3:38 p.m.

ADDENDUM

BUSINESS AND ENGINEERING TECHNOLOGY

MODIFICATION – catalog description, Distance Education, texts – Effective Summer 2020

BIT 124 ADMINISTRATIVE BUSINESS PROCEDURES

3 units

Administrative support procedures, task organization, time management, team concepts and customer service skills, business travel and meeting arrangements, effective personal interactions to facilitate office work flow, and making ethical choices in the office. Career success and job finding skills. Total of

54 lecture hours.

Grade Mode: L, A

Rationale: Updating the Form D. Catalog description modification. Update texts.

MODIFICATION – texts, Distance Education – Effective Summer 2020

BUS 114 BUSINESS MATHEMATICS

3 units

Mathematical processes and techniques currently used in the fields of business and finance. Emphasis on solving business problems related to financial decision-making and the management of cash flow. Calculate percentages, trade and cash discounts, markups and markdowns, simple and compound interest, bank discounts, present and future value of annuities and sinking funds. Total of 54 hours lecture.

Grade Mode: L

Rationale: The COR and the Distance Learning Supplemental Form have been reviewed and updated where appropriate. The following changes have been made: 1) Summer 2020 is the semester of first offering. 2) Textbooks have been updated to current editions. 3) Language including PCC Connect has been added to the Distance Learning supplement.

DELETION – Effective Summer 2020

ENGR 017 DYNAMICS

3 units

Rationale: ENGR 012 is the modified version of this course and is C-ID aligned for the ADT. This course can be archived.

LIBRARY

MODIFICATION – removed CIS 001 - Effective Summer 2020

LIBRARY TECHNOLOGY – AS / Certificate of Achievement

The Library Technology Program prepares students for entry level Library Assistant and more specialized higher-level Library Technician positions in all types of libraries under the supervision of a librarian. Coursework includes hands-on instruction in library operations and services, including training in the use of specialized automated library systems, library service principles, and essential workplace customer service, technology, and workplace communication skills. The program highlights job-related skills and practices needed to enter and succeed in the library workplace as well as continuing education opportunities for those currently employed. PCC's Certificate of Achievement program is aligned with the American Library Association's Library Support Staff Certification (LSSC - <http://ala-apa.org/lssc/>).

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

Required Units in the Major: 19

Required Courses

- LIB 001 - College Research Skills (1)
- LIB 101 - Introduction to Library Services for Support Staff (3)
- LIB 102 - Introduction to Reference Services (3)
- LIB 103 - Introduction to Library Access Services (3)
- LIB 104 - Introduction to Library Technical Services (3)
- LIB 105A - Descriptive Cataloging Procedures in Online Environments (3)

Required Electives

One of the following courses - 3

- BIT 025 - Survey of Computer Technology in Business (3)
- or BIT 106 - Business Software-Introduction to Microsoft Office System (3)
- or CIS 010 - Introduction to Information Systems (3)

Recommended Electives

- LIB 106 - Library Technology Internship (1)
- SPCH 010 - Interpersonal Communication (3)
- CHDV 118 - Language and Literacy in Early Childhood (3)
- CHDV 011 - Infant and Toddler Development (3)
- CHDV 024C - Special Topics in Child Development - The Young Child (2)
- PLGL 145A - Legal Research (3)
- PLGL 145B - Computer Aided Legal Research (1)
- LIB 020 - Independent Study (1)

Rationale: Removing CIS 001 as they are no longer offering it starting Summer 2020.

NATURAL SCIENCES

DELETIONS – Effective Summer 2020

BIOL 010L LEADERSHIP IN THE BIOLOGICAL SCIENCES

1 unit

Rationale: This course has not been offered in 8 years and there is no longer any student demand for it. The faculty have agreed we will not offer it again and should be archived.

BIOL 010S BIOLOGY SEMINAR

1 unit

Rationale: This course was last offered 2 years ago and has chronically low enrolled. There is no longer student demand for this course. The faculty have agreed we will not offer it again and should be archived.

SOCIAL SCIENCES

MODIFICATION – SLOs, SPOs, CCOs, MOIs, MOEs, assignments, texts, NCN (increase 35 to 40) – Effective Summer 2020

SOC 015 CRIME, DELINQUENCY AND SOCIETY

3 units

Analysis of crime theories, social control, and punishment. Examines the sociological impact, functions, and roles of the criminal and juvenile justice systems in the U.S. Emphasis on the sociological process and impact of law enforcement, courts, and correctional components of the criminal justice and juvenile justice process. Focuses on the interaction between the citizen, the community, and the components of the justice system. Total of 54 hours lecture.

Transfer Credit: CSU; UC

Grade Mode: L, A

Rationale: Update to SLOs, SPOs, CCOs to meet C-ID Transfer Model Curriculum. Increase NCN from 35 to 40. Modification to assignment, update texts, addition of MOIs and MOEs.

DELETIONS – Effective Summer 2020

PSYC 110 SKILLS FOR COLLEGE SUCCESS IN PSYCHOLOGY

1 unit

Rationale: The course is no longer being offered and needs to be archived.

PSYC 120 PARENTING

3 units

Rationale: The course is no longer being offered and needs to be archived.