

**PASADENA CITY COLLEGE
CURRICULUM AND INSTRUCTION COMMITTEE
MINUTES OF MEETING
THURSDAY, OCTOBER 17, 2019**

CALLED TO ORDER: 1:22 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
Manuel Perea, English
Sebrenia Law, Health Sciences
Walter Butler, Library
Richard Abdelkerim, Mathematics and Computer Science
John Hanley, Natural Sciences
Henry Shin, Performing & Communication Arts
Bakhtawar Bhadha, Social Sciences
Masood Kamandy, Visual Arts & Media Studies

DIVISION DEANS

Isela Ocegueda
Lynora Rogacs
Natalie Russell

MEMBERS EX-OFFICIO

Sharis Amirian, Articulation Officer
Armando Duran, Counseling & Student Success Services
Terry Giugni, Assistant Superintendent/VP, Instruction

VISITORS

Matthew Henes
Elaine Fong

I. WELCOME

Self-introductions were made.

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.

II. PUBLIC COMMENT

There was no public comment.

III. APPROVAL OF MINUTES

Meeting Minutes for October 10, 2019.

ON MOTION by Jeff Hupp, and seconded by Richard Abdelkerim, the committee voted to approve the minutes from meeting 7. ABSTAIN = 2 (Walter Butler, Manuel Perea)

IV. COMMITTEE DISCUSSION

ON MOTION by Richard Abdelkerim and seconded by John Hanley, the committee voted to approve the modifications of AUTO 170, AUTO 205, AUTO 206A, and AUTO 206B. (NO=1, Lynora Rogacs)

ON MOTION by John Hanley and seconded by Richard Abdelkerim, the committee voted unanimously to approve the modification of prerequisites to AUTO 205.

ON MOTION by John Hanley and seconded by Richard Abdelkerim, the committee voted to approve the modification of prerequisites to AUTO 206B. (NO=1, Lynora Rogacs)

ON MOTION by Masood Kamandy and seconded by Sebrenia Law, the committee voted unanimously to approve the modification of BIT 011.

ON MOTION by Jeff Hupp and seconded by Masood Kamandy, the committee voted unanimously to approve the update of Distance Education to BIT 011.

ON MOTION by Jeff Hupp and seconded by Wendy Lucko, the committee voted unanimously to approve the modification of BUS 012A.

ON MOTION by Masood Kamandy and seconded by Richard Abdelkerim, the committee voted unanimously to approve the addition of Distance Education to BUS 012A.

ON MOTION by Masood Kamandy and seconded by Sebrenia Law, the committee voted unanimously to approve the modifications of PLGL 135A, PLGL 139, and PLGL 148.

ON MOTION by Richard Abdelkerim and seconded by Jeff Hupp, the committee voted unanimously to approve the deletion of HOSP 130.

ON MOTION by Richard Abdelkerim and seconded by John Hanley, the committee voted unanimously to approve the deletion of ANTH 110.

Sharon Bober informed the committee of the following courses as information items:

AUTO 100
AUTO 200
AUTO 201
AUTO 203
AUTO 208
ENGR 012

The committee reviewed and discussed the following:
Discipline Placement Policy

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

The committee reviewed and discussed the following:
BP/AP 4020
Tech Review Discussion

ON MOTION by Richard Abdelkerim and seconded by Masood Kamandy, the committee voted unanimously to table discussion of AP 4025 to no sooner than October 24, 2019.

V. ANNOUNCEMENTS

None.

VI. ADJOURNMENT

ON MOTION by Jeff Hupp and seconded by Wendy Lucko, the meeting adjourned at 3:29 p.m.

ADDENDUM

BUSINESS AND ENGINEERING TECHNOLOGY

MODIFICATION – SAM code, repeatability, grade mode – Effective Summer 2020

AUTO 170 WORK EXPERIENCE INTERNSHIP

4 units

Enrollment Limitations: 40 or more units in AUTO courses. DMV license in good standing (no points). Supervised unpaid work experience in an established professional Dealership or Independent repair facility. Designed for students accomplishing the All Automotive Systems Certificate to assist in employment transition. Analysis of professional and technical style and performance outcomes. Occupational Work Experience Education: This work experience course of supervised employment is designed to assist students to acquire career awareness, work habits, attitudes and skills related to the student's college major. Credit may be accrued at the rate of 1 to 8 units per semester for a total of 16 units. Additionally, students must work 60 non-paid hours per unit earned. Total of 240 hours field practice.

Grade Mode: L, A, P

Rationale: This course was reviewed by all full-time auto faculty (SDiaz, Dcook, WLucko) for completeness and any updates needed. 2 year CTE review completed Fall 2019. SAM code change to 'apprentice' change to Pass/fail, added repeatability.

MODIFICATION – prerequisites (removal of AUTO 032 & ELTN 130) – Effective Summer 2020

AUTO 205 AUTOMOTIVE BRAKE SYSTEMS

4 units

Prerequisite: AUTO 200 and AUTO 206A

Theory of operation, diagnosis, and repair of ABS systems using ABS scanners. Emphasis is placed on complete brake services including related machine operations. Prepares students for the ASE A5 exam, ASE Student Certification testing is completed in this class. No credit if taken after AUTO 224. Total of 36 hours lecture and 108 hours laboratory.

*C-ID: AUTO 150X

Grade Mode: L, A

Rationale: This course was reviewed by all full-time auto faculty (SDiaz, Dcook, WLucko) for completeness and any updates needed. 2 year CTE review completed Fall 2019. Removal of prerequisites (AUTO 032 and ELTN 130).

MODIFICATION – NCN (from 20 to 16), enrollment limitation – Effective Summer 2020

AUTO 206A BASIC AUTOMOTIVE ELECTRICAL SYSTEMS

4 units

Enrollment Limitations: Valid DMV license (printout) required and uniform

Fundamentals of electrical theory and how it is applied in modern vehicles. Understanding of basic automotive electrical systems: circuits and lights, electronic devices, starting motors, charging systems, batteries and indicating devices. Building of automotive circuits, testing and repair of DC automotive circuits. Introduction to reading schematics, and troubleshooting. First level course in the preparation

for the Automotive Service Excellence (ASE) A6 certification program. No credit if taken after AUTO 050. Total of 54 hours lecture and 54 hours laboratory.

Grade Mode: L, A

Rationale: This course was reviewed by all full-time auto faculty (SDiaz, Dcook, WLucko) for completeness and any updates needed. 2 year CTE review completed Fall 2019. NCN changes from 20 down to 16 due to lack of space and equipment. Modification of Enrollment Limitation.

MODIFICATION – prerequisites (removal of AUTO 032 & ELTN 130), NCN (from 20 to 16)– Effective Summer 2020

AUTO 206B AUTOMOTIVE ELECTRICAL SYSTEMS

4 units

Prerequisites: AUTO 200 and AUTO 206A

Theory, operation, and maintenance of microprocessor-based automotive control systems. Electronic fuel injection ignition, body computer modules and on-board diagnostic systems are covered. Use of digital scan tools, oscilloscopes and trouble-shooting procedures are practiced. This course prepares the student for the ASE A6 Electrical test. No credit if taken after AUTO 151. Total of 54 hours lecture and 54 hours laboratory. Formerly AUTO 151.

Grade Mode: L, A

Rationale: This course was reviewed by all full-time auto faculty (SDiaz, Dcook, WLucko) for completeness and any updates needed. 2 year CTE review completed Fall 2019. CAP reduction due to lack of equipment and size of shop. Removal of prerequisites (AUTO 032 and ELTN 130). NCN changed from 20 to 16.

MODIFICATION – DE update – Effective Summer 2020

BIT 011 BUSINESS DOCUMENT PROCESSING

2 units

Production of business documents using word processing software, including proofreading and proper grammar and punctuation. Development of computer keyboarding technique, speed, and accuracy. No credit if taken after BIT 011B. Total of 36 hours lecture.

Transfer Credit: CSU

Grade Mode: L

Rationale: Course is being submitted for DE renewal.

MODIFICATION – DE addition, texts – Effective Summer 2020

BUS 012A BUSINESS LAW

3 units

Development and functions of common law. Definitions and classification of law, court systems and procedures. Law of torts: intentional torts, negligence, defenses, strict liability. Law of intellectual property and cyberlaw. Criminal law and procedures. Law of Contracts: requirement for enforceable agreements, defenses, third parties, performance and remedies. Law of sales and lease contracts: formation, title, risk, insurable interest, performance, remedies and warranties. Constitutional Law and Business. Business ethics. Business entities and agency. Total of 54 hours lecture.

Transfer Credit: CSU; UC credit limitations. See counselor. *C-ID: BUS 125

Grade Mode: L, A, P

Rationale: Addition of Form D and updating book edition. No other changes.

MODIFICATION – MOIs, MOEs, assignments – Effective Summer 2020

PLGL 135A WILLS, TRUSTS, PROBATE ADMINISTRATION

3 units

Prerequisite: Enrollment in or completion of PLGL 134

Overview of property, wills and general estate planning; overview of probate and probate court, guardianships, conservatorships, elder law, tax-related issues, probate alternatives; probate litigation. Total of 54 hours lecture.

Grade Mode: L, A, P

Rationale: Review of course; reduce number of sample assignments for brevity; MOIs, MOEs.

MODIFICATION – SLOs, SPOs, CCOs, MOIs, MOEs, assignments – Effective Summer 2020

PLGL 139 TORT LAW AND CLAIMS INVESTIGATION

3 units

Prerequisite: Enrollment in or completion of PLGL 134

Intentional torts and negligence, including insurance claims procedures; evaluation of personal injury claims and pleadings used in law offices either in settlement or litigation. Total of 54 hours lecture.

Grade Mode: L, A, P

Rationale: The course outline needs revision and updating of SLO's and SPO's. Addition of Methods of Instruction, Methods of Evaluation, and Assignments.

MODIFICATION – SLOs, SPOs, CCOs, MOIs, MOEs, assignments – Effective Summer 2020

PLGL 148 IMMIGRATION LAW

3 units

Prerequisite: Enrollment in or completion of PLGL 134

Historical background; administration of immigration law; citizenship and nationality; immigration preference system; non-immigrants; visas; removal; refugees and asylum. Total of 54 hours lecture.

Grade Mode: L, A, P

Rationale: Update and modification of SLO's, SPO's, and CCO. Addition of MOI's, MOE's, and Assignments.

DELETION – Effective Summer 2020

HOSP 130 HOSPITALITY MARKETING, SALES, AND ADVERTISING

3 units

Rationale: The reason for this proposal is to archive this course due to lack of industry and competitive certificate relevance.

SOCIAL SCIENCES

DELETION – Effective Summer 2020

ANTH 110 SKILLS FOR COLLEGE SUCCESS IN ANTHROPOLOGY

1 unit

Rationale: Course has not been offered for more than 10 years.