

**PASADENA CITY COLLEGE
CURRICULUM AND INSTRUCTION COMMITTEE
MINUTES OF MEETING
THURSDAY, OCTOBER 24, 2019**

CALLED TO ORDER: 1:25 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
Charlene Potter, Languages
Walter Butler, Library
Margaret Boles, Mathematics and Computer Science
John Hanley, Natural Sciences
Rhonda Williams, Noncredit
Henry Shin, Performing & Communication Arts
Bakhtawar Bhadha, Social Sciences
Dice Yamaguchi, Visual Arts & Media Studies

DIVISION DEANS

Julie Kiotas
Lynora Rogacs
Natalie Russell

MEMBERS EX-OFFICIO

Sharis Amirian, Articulation Officer
Armando Duran, Counseling & Student Success Services

VISITORS

Matthew Henes
Elaine Fong
Jacob Tucker
Kevin McKenna
Sonia Wurst
Cara Burres-Jones

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.

Kaitzer Puglia
Jeff Archibald
Robert Bell (via Zoom videoconference)

I. WELCOME

Self-introductions were made.

II. PUBLIC COMMENT

There was no public comment.

III. APPROVAL OF MINUTES

Meeting Minutes for October 17, 2019.

ON MOTION by Walter Butler, and seconded by John Hanley, the committee voted to approve the minutes from meeting 8. ABSTAIN = 1 (Margaret Boles)

IV. COMMITTEE DISCUSSION

ON MOTION by Walter Butler and seconded by Sebrenia Law, the committee voted unanimously to approve the modification of BIT 135. (Rhonda Williams was not in attendance for this vote.)

ON MOTION by Walter Butler and seconded by Jeff Hupp, the committee voted unanimously to approve the removal of the prerequisite to BIT 135. (Rhonda Williams was not in attendance for this vote.)

ON MOTION by Wendy Lucko and seconded by Jeff Hupp, the committee voted unanimously to approve the Distance Education update to BIT 135. (Rhonda Williams was not in attendance for this vote.)

ON MOTION by Julie Kiotas and seconded by Wendy Lucko, the committee voted unanimously to approve the modifications of BLDG 212 and BLDG 214. (Rhonda Williams was not in attendance for this vote.)

ON MOTION by Bakhtawar Bhadha and seconded by Natalie Russell, the committee voted unanimously to approve the modifications of ELTY 217 and ETLTY 248A. (Rhonda Williams was not in attendance for this vote.)

ON MOTION by Wendy Lucko and seconded by Jeff Hupp, the committee voted unanimously to approve the modification of MIT 101 and PLGL 134. (Rhonda Williams was not in attendance for this vote.)

ON MOTION by John Hanley and seconded by Walter Butler, the committee voted unanimously to approve the modification of ANAT 115. (Rhonda Williams was not in attendance for this vote.)

ON MOTION by John Hanley and seconded by Jeff Hupp, the committee voted unanimously to approve the modification of the prerequisite to ANAT 115. (Rhonda Williams was not in attendance for this vote.)

ON MOTION by Walter Butler and seconded by Bakhtawar Bhadha, the committee voted unanimously to approve the addition (one semester only) of Distance Education to SLPA 107. (Rhonda Williams was not in attendance for this vote.)

ON MOTION by Jeff Hupp and seconded by Bakhtawar Bhadha, the committee voted unanimously to approve the deletions of CHDV 110 and CHDV 196. (Rhonda Williams was not in attendance for this vote.)

ON MOTION by Walter Butler and seconded by Bakhtawar Bhadha, the committee voted unanimously to approve the modifications to of ART 011A, ART 022A, and ART 022B. (Rhonda Williams was not in attendance for this vote.)

The committee reviewed and discussed the following:

Discipline Placement Policy

AP 4020

ON MOTION by Lynora Rogacs and seconded by Charlene Potter, the committee voted unanimously to keep Interdisciplinary Studies as a discipline. (Rhonda Williams was not in attendance for this vote.)

ON MOTION by John Hanley and seconded by Margaret Boles, the committee voted unanimously to approve the Discipline Placement Policy as amended. (Rhonda Williams was not in attendance for this vote.)

ON MOTION by Natalie Russell and seconded by John Hanley, the committee voted unanimously to approve the AP 4020 as amended. (Rhonda Williams was not in attendance for this vote.)

The committee reviewed and discussed the following:

SPEA Program – Special Education Paraprofessional – Level 1

Tech Review Discussion

V. ANNOUNCEMENTS

Henry Shin announced the PCC Orchestra will be performing a concert on Friday, October 25th at 8:00pm in the Westerbeck Recital Hall.

VI. ADJOURNMENT

ON MOTION by Wendy Lucko and seconded by John Hanley, the meeting adjourned at 3:30 p.m.

ADDENDUM

BUSINESS AND ENGINEERING TECHNOLOGY

MODIFICATION – prerequisite (removal), SPOs, MOIs, MOEs, Form D update, NCN (increase) – Effective Summer 2020

BIT 135 BUSINESS SOFTWARE - CUSTOMER RELATIONSHIP MANAGEMENT 2 units

Introduction to Customer Relationship Management software to compile, format, and report sales, marketing, and customer service information. Emphasis will be on CRM software to track sales leads, organize marketing campaigns, and track customer interactions. Total of 36 hours lecture.

Grade Mode: L

Rationale: This course is part of the Business Information Worker II Pathway developed by the Information Communications Technologies and Digital Media Sector Navigator as part of the Doing What Matters initiative. Removal of prerequisite (MRKT 020). NCN increased to 40 (from 32). Modification of SPOs, MOIs, and MOEs. Update Form D.

MODIFICATION – catalog description, SPOs, CCOs, assignments, texts, TOP code – Effective Summer 2020

BLDG 212 PRINT READING FOR CONSTRUCTION 3 units

Interpret working drawings in the field of building construction. Topics include: reading print specifications, materials, and symbols on construction documents; and analyzing multi-view, sectional, and isometric drawings. Total of 54 hours lecture.

Grade Mode: L, A

Rationale: BLDG 212 – Print Reading for Construction has not been updated since 2008. In compliance with the review process at Pasadena City College and by the state of California, BLDG 212 has been reviewed and updated. Students preparing for careers in Construction Inspection take this course, or are required to by the Building Construction – Construction Inspection program. Changed TOP code, SPOs, CCOs, assignments, texts, catalog description.

MODIFICATION – title, catalog description, SLOs, SPOs, CCOs, MOEs, MOIs, assignments, texts – Effective Summer 2020

BLDG 214 MATERIALS & PROCESSES OF CONSTRUCTION: SUB GRADE TO ROOF FRAMING 3 units

Building materials and construction techniques and methods used in most residential and commercial construction. Structural plan reading, site layout, site grading, foundations, walls, and roof framing principles used by the building construction inspector. Accessibility, seismic design, energy construction, and hazardous materials in building construction examined. Total of 54 hours of lecture.

Grade Mode: L, A

Rationale: In compliance with the review process at Pasadena City College and by the state of California, BLDG 214 has been reviewed and updated. It was previously approved by C&I in 2008. Upon review, it has been determined that the number of lecture hours is sufficient in BLDG 214 to cover materials and process from sub grade to roof framing. Upon approval of BLDG 214, BLDG 215 will be archived to avoid any duplication of content. Students, preparing for careers in Construction Inspection take this course, or are required to by the Building Construction Inspection program. Course title change. Addition of assignments. Modification of SLOs, SPOs, catalog description, MOEs, MOIs, CCOs, update texts.

MODIFICATION – catalog description, recommended preparation (addition), SPOs, SLOs, CCOs, MOIs, MOEs, assignments, TOP code – Effective Summer 2020

ELTY 217 ELECTRICAL INSPECTION AND CODES

2 units

Recommended Preparation: ELTY 248A or ELTY 248B or familiarity with basic residential Wiring and successful completion of a first year algebra course.

Residential wiring requirements based on current National Electrical Code (NEC) with emphasis on the importance of safety and quality workmanship. Inspection criteria based on National Electrical Code. Plan reading, residential service sizing, wiring method, and grounding and bonding for electrical wiring. NEC requirements for photo-voltaic solar systems. No credit if taken after ELTY 217A or 217B. Total of 36 hours lecture.

Grade Mode: L, A

Rationale: Routine Course review to update SLOs, SPOs, CCOs, Methods of Instruction/evaluation, and assignments. There are major changes in all sections. Modification to catalog description, addition of recommended preparation, assignment, MOIs, MOEs. Modification of TOP code (from 093400 to 095220)

MODIFICATION – catalog description, SLOs, SPOs, CCOs, MOIs, MOEs, assignments, TOP code, SAM code, grade mode – Effective Summer 2020

ELTY 248A INTRODUCTION TO ELECTRICAL TECHNOLOGY

4 Units

Recommended Preparation: High school algebra

Fundamental theory and application of DC circuits for the electrical industry. Explanation of electrical terms, codes and components. Measuring electrical parameters with state-of-the-art measurement instruments. Hands-on laboratory assignments with instruments, test techniques, troubleshooting procedures and schematic reading. Instructional field trips. Total of 54 hours lecture and 54 hours laboratory.

Grade Mode: L

Rationale: Update SLOs, SPOs, CCOs, Methods of Instruction/evaluation, and assignments. Modification to TOP code, SAM code, grading method, and catalog description.

MODIFICATION – SPOs, CCOs, assignments, texts – Effective Summer 2020
MIT 101 INTRODUCTION TO ROBOTICS

4 units

Introduction to the field of manufacturing and industrial technologies. Production of a complete electro-mechanical solution using industrial fabrication, Computer-Aided Design, electronics and programming to achieve an autonomous solution for career exploration. Total 27 hours lecture and 144 hours laboratory.

Grade Mode: L, P

Rationale: This proposal is in response to the 2-year review cycle for CTE courses. The following changes have been made: 1. Student Performance Objectives (SPO) 2c; 2. Course Content Outline (CCO); I.c, VI.a; 3. Assignments; 2b, 2c, 3b (removed), 3c (removed); 4. Book 1; (removed). This course is now using Open Educational Resources (OER) in the form of Handouts; 5. Book 2; (removed). This course is now using Open Educational Resources (OER) in the form of handouts. In addition, all remaining curriculum sections were reviewed and it was determined that no further changes were required at this time.

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

PLGL 134 INTRODUCTION TO PARALEGAL STUDIES

3 units

Investigation of the paralegal career. Relationship of attorney and paralegal in decision making and systems procedures. Introduction to law; composition, location and jurisdiction of courts; legal terminology; bibliography, social forces and effect of law. Total of 54 hours lecture.

Grade Mode: L, A

Rationale: Review and update of course content. Modification of SLOs, SPOs, MOIs, MOEs, CCOs, and Assignments, catalog description, texts.

NATURAL SCIENCES

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

ANAT 115 HEAD AND NECK ANATOMY, HISTOLOGY AND EMBRYOLOGY

3 units

Prerequisites: ANAT 025 and PYSO 001.

Enrollment Limitation: Enrollment in the Dental Hygiene Program.

Anatomy, histology and embryology of the head and neck with emphasis on the structures of the oral cavity. Total of 36 hours lecture and 54 hours laboratory.

Grade Mode: L, A, P

Rationale: Past due for 6-year update. SLOs need re-writing and updating. SPOs need re-aligning with new SLOs. CCOs need updating. Need to list MOIs and MOEs. Assignments need updating. Textbooks need updating.

PERFORMING AND COMMUNICATION ARTS

MODIFICATION – Distance Education (addition – one semester only) – Effective Summer 2020 SLPA 107 PHONETICS, ARTICULATION, AND PHONOLOGY

3 units

Prerequisite: SLPA 018.

Enrollment Limitation: Admission to the SLPA program.

Speech sound production and disorders, including a study of the International Phonetic Alphabet for classification, analysis, and transcription. Consideration for cultural and linguistic variations.

Approaches and procedures for screening and intervention of speech sound disorders. Includes guided observation of 3 hours of speech therapy sessions. Total of 54 hours lecture and 18 hours laboratory.

Grade Mode: L

Rationale: Create a hybrid course with distance education portions and traditional face to face portions. Addition of Form D for Distance.

SOCIAL SCIENCES

DELETIONS – Effective Summer 2020

CHDV 110 SKILLS FOR COLLEGE SUCCESS IN CHILD DEVELOPMENT

1 unit

Rationale: We have not offered this course in over six semesters. Archive/Delete this course.

CHDV 196 CHILD DEVELOPMENT LABORATORY

1 unit

Rationale: Archive the course. This course has not been offered in over 6 semesters

VISUAL ARTS AND MEDIA STUDIES

MODIFICATION – CCOs, MOIs, MOEs, texts, grade mode – Effective Summer 2020

ART 011A FOUNDATION DRAWING

3 units

Introduction to principles, elements, and practices of drawing, employing a wide range of subject matter and drawing media. Focus on perceptually based drawing, observational skills, technical abilities, and creative responses to materials and subject matter. Total of 36 hours lecture and 72 hours laboratory.

Transfer Credit: CSU; UC. *C-ID: ARTS 110

Grade Mode: L

Rationale: Art 11A is one of four required core classes for Studio Arts AA-T. This proposal is to maintain qualification and alignment with current statewide articulation of AA-T and AS-T degrees. Grade mode changed to letter grade only. Texts updated. CCOs modified. Modification of MOIs, MOEs, assignments.

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

ART 022A BEGINNING WATERCOLOR PAINTING

3 units

Prerequisite: Enrollment in or completion of ART 011A or placement based on the art assessment process.

Introduction to the fundamentals of watercolor painting. Emphasis on the basic techniques and principles of watercolor painting. Total of 36 hours lecture and 72 hours laboratory.

Transfer Credit: CSU; UC

Grade Mode: L, A

Rationale: Modification - at least 6 years since last updated CHANGED: Course title change; EMPs; SPOs; SLOs, MOIs, MOEs, CCOs, Assignments, textbooks.

MODIFICATION – catalog description, SLOs, SPOs, MOIs, MOEs, assignments, texts – Effective Summer 2020

ART 022B INTERMEDIATE WATERCOLOR PAINTING

3 units

Prerequisite: ART 022A.

Investigation of watercolor techniques and experimental uses of watercolor painting. Total of 36 hours lecture and 72 hours laboratory.

Transfer Credit: CSU; UC

Grade Mode: L, A

Rationale: Course has not been updated for 11 years. Added course assignments, updated text book, updated SLOS and SPOs, MOEs, MOIs, course description.