

**PASADENA CITY COLLEGE
CURRICULUM AND INSTRUCTION COMMITTEE
MINUTES OF MEETING
THURSDAY, MARCH 26, 2020**

CALLED TO ORDER: 1:19 p.m.

CO-CHAIRPERSON: Sharon Bober

The following Curriculum and Instruction Committee members were present:

FACULTY CHAIRPERSON

Sharon Bober

INSTRUCTIONAL UNITS

Salvador Diaz, Business, Engineering & Technology
Jeff Hupp, Counseling and Career Services
Sebrenia Law, Health Sciences
Mike Terrill, Kinesiology, Health and Athletics
Maria Pehlivanova, Languages
Walter Butler, Library
Richard Abdelkerim, Mathematics and Computer Science
John Hanley, Natural Sciences
Henry Shin, Performing & Communication Arts
Daisuke Yamaguchi, Visual Arts & Media Studies

DIVISION DEANS

Lynora Rogacs
Natalie Russell
Isela Ocegueda
Julie Kiotas

MEMBERS EX-OFFICIO

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

VISITORS

Matthew Henes
Tanysha Laney
Melissa Anderson
Katharina Rodriguez

I. WELCOME

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.

Self-introductions were made.

II. PUBLIC COMMENT

None

III. APPROVAL OF MINUTES

Meeting Minutes for March 19, 2020.

ON MOTION by Richard Abdelkerim and seconded by Jeff Hupp, the committee voted to approve the minutes from meeting 4. ABSTAIN = 1 (Terry Giugni)

IV. COMMITTEE DISCUSSION

BY UNANIMOUS CONSENT the committee approved the following information items:

Modification

PLGL 145A No changes

Distance Education

BUS 128 Renewal

BUS 117 Renewal

BUS 152 Renewal

The committee reviewed and discussed the following:

BP/AP 4260

Discipline Placement/Min Quals – PHSC 002, ENVS 001 (see attached)

ON MOTION by John Hanley and seconded by Sharis Amirian, the committee voted unanimously to take a 10-minute break.

The meeting resumed, and the committee reviewed and discussed the following:

Curriculum FAQs

Updated Curriculum Resources

Technical Review

V. ANNOUNCEMENTS

Liz Wood reminded everyone of the May 14 deadline for Fall 2020 proposal submissions. This is the last day to submit any course or program proposal (new or modified) to be guaranteed review during the fall cycle of C&I.

VI. ADJOURNMENT

ON MOTION by John Hanley and seconded by Sharis Amirian, the meeting adjourned at 3:39 p.m.

ADDENDUM

BUSINESS AND ENGINEERING TECHNOLOGY

MODIFICATION – 2-year CTE review / NO Changes – Effective Summer 2021

PLGL 145A LEGAL RESEARCH

3 units

Prerequisite: Enrollment in or completion of PLGL 134.

Introduction to the technical skills of legal research through the use of a case digest, interpretation of statutes, Shepardizing authorities, and prioritizing authorities. Total of 54 hours lecture.

Grade Mode: L, A, P

Rationale: CTE biannual review; no changes.

MODIFICATION – DE renewal – Effective Summer 2021

BUS 117 HUMAN RELATIONS/ORGANIZATIONAL BEHAVIOR

3 units

Study of the interpersonal skills needed to succeed in the business environment. How people work and relate at the individual, group and organizational level. Special attention is given to appropriate communication skills in the workplace, team work, motivation, leadership skill and how to handle organizational change. Total of 54 hours lecture.

Grade Mode: L

Rationale: No changes other than updating the Form D and book edition.

MODIFICATION – DE renewal – Effective Summer 2021

BUS 128 HUMAN RESOURCES MANAGEMENT

3 units

Human resource administration of public and private organizations including personnel administration, supervision and training. Emphasis on actual personnel problems; principles and methods involved in recruitment, selection and placement of employees with regard to affirmative action programs, training, experience and aptitudes. Total of 54 hours lecture.

Grade Mode: L, A, P

Rationale: No changes other than updating the Form D and book edition.

MODIFICATION – DE renewal – Effective Summer 2021

BUS 152 PRINCIPLES OF IMPORTING AND EXPORTING

3 units

Overview of importing and exporting as drivers of globalization. Explores the benefits, costs, and risks of importing and exporting, as well as trade regulations involved. Covers cross-culture comparisons of foreign business, legal and political practices, trade patterns, and markets as a means of implementing successful import/export plans. Total 54 hours lecture.

Grade Mode: L, A

Rationale: No changes other than updating the Form D and book edition.