

**PASADENA CITY COLLEGE
CURRICULUM AND INSTRUCTION COMMITTEE
MINUTES OF MEETING
THURSDAY, APRIL 23, 2020**

CALLED TO ORDER: 1:20 p.m.

CO-CHAIRPERSONS: Sharon Bober
John Hanley

The following Curriculum and Instruction Committee members were present:

FACULTY CHAIRPERSONS

Sharon Bober
John Hanley

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
Henry Shin, Performing & Communication Arts
Bakhtawar Bhadha, Social Sciences

DIVISION DEANS

Natalie Russell
Julie Kiotas
Isela Ocegueda
Carrie Starbird
Liesel Reinhart

MEMBERS EX-OFFICIO

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

RESOURCE EXPERT

Matthew Henes, President, Academic Senate

VISITORS

Tanysha Laney
Melissa Anderson

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

None

III. APPROVAL OF MINUTES

Meeting Minutes for April 9, 2020.

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

IV. COMMITTEE DISCUSSION

ON MOTION by Sharis Amirian and seconded by Walter Butler, the committee unanimously approved the modification of PLGL 137.

ON MOTION by Julie Kiotas and seconded by Walter Butler, the committee unanimously approved the deletion of HOSP 001.

ON MOTION by Natalie Russell and seconded by Richard Abdelkerim, the committee unanimously approved the addition of Distance Education to ASL 001.

ON MOTION by Sebrenia Law and seconded by Maria Pehlivanova, the committee approved the addition of Distance Education to BUSN 2601A and BUSN 2601B. ABSTAIN = 1 (Julie Kiotas)

ON MOTION by Bakhtawar Bhadha and seconded by Julie Kiotas, the committee unanimously approved the modifications of ART 012A and ART 012B.

BY UNANIMOUS CONSENT the committee approved the following information items:

BUSINESS AND ENGINEERING TECHNOLOGY

Modification

BIT 025 – DE Renewal

BUS 011A – DE Renewal

BUS 151 – DE Renewal

PLGL 142 – No changes

The committee reviewed and discussed the following:

Distance Education Addenda

ON MOTION by Richard Abdelkerim and seconded by Mike Terrill, the committee unanimously approved the edits made to the Temporary Online Education Addendum (TOEA) form.

AP 4260

ON MOTION by Sharis Amirian and seconded by Mike Terrill, the committee unanimously approved the previously made edits to AP 4260.

ON MOTION by Mike Terrill and seconded by Bakhtawar Bhadha, the committee unanimously approved postponing discussion of the following items to no sooner than April 30, 2020.

Top Code and Min Quals
Technical Review

V. ANNOUNCEMENTS

Sharon Bober and Sharis Amirian announced the changes made to the Local GE pattern based on the updates to AP 4100. A memo will be shared with committee members in advance of its discussion at next week's meeting.

VI. ADJOURNMENT

ON MOTION by Bakhtawar Bhadha and seconded by Sharis Amirian, the meeting was adjourned at 3:36 p.m.

ADDENDUM

BUSINESS AND ENGINEERING TECHNOLOGY

MODIFICATION – CCOs – Effective Summer 2021

PLGL 137 LEGAL WRITING AND DRAFTING

3 units

Prerequisites: PLGL 134 or PLGL 145A.

Advanced legal drafting and writing and special research projects. Preparation of specific court papers and general legal papers. Total of 54 hours lecture

Grade Mode: L,A,P

Rationale: Modifications and updates to CCO's to reflect the current course content.

DELETION – Effective Summer 2021

HOSP 001 INTRODUCTION TO THE HOSPITALITY INDUSTRY

3 units

Rationale: HOPS 001 Introduction to Hospitality Management's goals did not include the (1) National Restaurant Association's ServSafe Manager Certification and the (2) necessary instruction to attempt the examination. The Certification is an industry standard designation that benefits student job and industry success.

LANGUAGES

MODIFICATION – addition of Distance Education – Effective Summer 2020

ASL 001 ELEMENTARY AMERICAN SIGN LANGUAGE

4 units

Basic study of American Sign Language as used by Deaf individuals; development of receptive and expressive skills. Introduction to Deaf culture. Maximum credit for ASL 010A and ASL 001 is 4 units. Total of 72 hours lecture.

Transfer Credit: CSU; UC

Grade Mode: L, A, P

Rationale: Addition of new Form D.

NONCREDIT

MODIFICATION – addition of Distance Education – Effective Summer 2020

BUSN 2601A COMPUTER KEYBOARDING A

Develop basic skills in keyboarding to improve accuracy and speed and achieve a minimum of 30 net words per minute. Total of 18 to 36 hours of lecture.

Grade Mode: P, N

Rationale: Adding a distance education Form D only.

MODIFICATION – addition of Distance Education – Effective Summer 2020

BUSN 2601B COMPUTER KEYBOARDING B

Emphasis on the development of speed and accuracy and correct formatting of business documents to produce documents that meet business standards. For students with prior keyboarding experience, 30 to 45 net words per minute is recommended. Total of 36 to 45 hours lecture.

Grade Mode: P, N

Rationale: Adding a distance education Form D only.

VISUAL ARTS AND MEDIA STUDIES

MODIFICATION – catalog description, SPOs, MOIs, MOEs – Effective Summer 2021

ART 012A BEGINNING LIFE DRAWING

3 units

Prerequisite: ART 011A or placement based on the art assessment process.

Drawing the human figure from observation using a wide variety of drawing media and techniques. Descriptive and interpretative approaches of figure drawing. Total of 36 hours lecture and 72 hours laboratory.

Transfer Credit: CSU; UC. C-ID: ARTS 200

Grade Mode: L, A

Rationale: Modification of SPOs, MOIs, MOEs, catalog description, update SPO numbering on Form B

MODIFICATION – Catalog description, SPOs, MOIs, MOEs – Effective Summer 2021

ART 012B LIFE DRAWING

3 units

Prerequisite: ART 012A.

Continued study in drawing of the human figure from direct observation. Total of 36 hours lecture and 72 hours laboratory.

Transfer Credit: CSU; UC

Grade Mode: L, A

Rationale: Modification to SPOs, MOEs, MOIs, catalog description, updated SPO numbering on Form B.

CONSENT AGENDA / INFORMATION ITEMS: 2 YR REVIEW

BUSINESS AND ENGINEERING TECHNOLOGY

DISTANCE EDUCATION RENEWALS – Effective Summer 2021

BIT 025 SURVEY OF COMPUTER TECHNOLOGY IN BUSINESS

BUS 011A BUSINESS COMMUNICATIONS

BUS 151 INTERNATIONAL MARKETING

PLGL 142 LAW OFFICE PROCEDURES AND ETHICS