

**PASADENA CITY COLLEGE
CURRICULUM AND INSTRUCTION COMMITTEE
MINUTES OF MEETING
THURSDAY, MAY 7, 2020**

CALLED TO ORDER: 1:19 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
Manuel Perea, English
Sebrenia Law, Health Sciences
Mike Terrill, Kinesiology, Health and Athletics
Maria Pehlivanova, Languages
Walter Butler, Library
Richard Abdelkerim, Mathematics and Computer Science
Katharina Rodriguez, Natural Sciences
Henry Shin, Performing & Communication Arts
Bakhtawar Bhadha, Social Sciences
Daisuke Yamaguchi, Visual Arts & Media Studies

DIVISION DEANS

Natalie Russell
Julie Kiotas
Martha House
Lynora Rogacs

MEMBERS EX-OFFICIO

Sharis Amirian, Articulation Officer

RESOURCE EXPERT

Matthew Henes, President, Academic Senate

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.

VISITORS

Joseph Futtner
Melissa Anderson
Carrie Starbird
Stephanie Marshall
Susan Bower
Monica Coto
Paul Price
Mariella Baldo
David Machen

I. WELCOME

Self-introductions were made.

II. PUBLIC COMMENT

None

III. APPROVAL OF MINUTES

Meeting Minutes for April 30, 2020.

ON MOTION by Lynora Rogacs and seconded by Jeff Hupp, the committee voted to approve the minutes from meeting 9. ABSTAIN = 3 (Martha House, Manuel Perea, Richard Abdelkerim).

IV. COMMITTEE DISCUSSION

ON MOTION by Walter Butler and seconded by Richard Abdelkerim, the committee unanimously approved the modification of ACCT 108A.

ON MOTION by Mike Terrill and seconded by Julie Kiotas, the committee unanimously approved the modification of Distance Education renewal for PLGL 150.

ON MOTION by Bakhtawar Bhadha and seconded by Sebrenia Law, the committee unanimously approved the modification of GERO 022.

ON MOTION by Sebrenia Law and seconded by Walter Butler, the committee unanimously approved the Distance Education renewal of GERO 022.

ON MOTION by Bakhtawar Bhadha and seconded by Walter Butler, the committee unanimously approved the modification of BIOL 016.

ON MOTION by Sebrenia Law and seconded by Richard Abdelkerim, the committee unanimously approved the additions of BUSN 7302 and BUSN 7303.

ON MOTION by Henry Shin and seconded by Bakhtawar Bhadha, the committee unanimously approved the modification of SPCH 010.

ON MOTION by Bakhtawar Bhadha and seconded by Henry Shin, the committee unanimously approved the Distance Education renewal of SPCH 010.

BY UNANIMOUS CONSENT the committee approved the following information items:

BUSINESS AND ENGINEERING TECHNOLOGY
PLGL 147

The committee reviewed and discussed the following:

Distance Education Addenda
BP 4025
AP 4025

ON MOTION by Jeff Hupp and seconded by Daisuke Yamaguchi, the committee unanimously approved a 7-minute break.

Technical Review

V. ANNOUNCEMENTS

None

VI. ADJOURNMENT

ON MOTION by Mike Terrill and seconded by Jeff Hupp, the meeting was adjourned at 3:48 p.m.

ADDENDUM

BUSINESS AND ENGINEERING TECHNOLOGY

MODIFICATION – Course title, CCOs, MOIs, MOEs, grade mode – Effective Summer 2021

ACCT 108A VOLUNTEER INCOME TAX ASSISTANCE (VITA), TAX PREPARATION

1 unit

Prerequisite: *ACCT 106A or the equivalent.*

Preparation of tax returns for low-income and elderly taxpayers according to the Volunteer Income Tax Assistance (VITA) program guidelines. Students must be VITA certified in order to enroll. Pass/No Pass grading. Total of 54 hours laboratory.

Grade Mode: A, P

Rationale: Two-year review. We want to make the course Auditable. Revised course title, CCOs, Methods of Instructions, Methods of Evaluations.

MODIFICATION – Course title, CCOs, MOIs, MOEs, grade mode – Effective Summer 2021

PLGL 150 PARALEGAL STUDIES GRADUATE SEMINAR

1 unit

Prerequisite: *Enrollment in or completion of final semester of Paralegal Studies courses.*

Designed to help Paralegal Studies students bridge the gap between the educational institution and the workplace. Resume writing, interviewing for employment, and professional networking. Intended for students in the last semester of the Paralegal Studies Program and earning the Certificate of Achievement. Total of 18 hours lecture.

Grade Mode: A, P

Rationale: CTE review; no changes. Review Form D.

HEALTH SCIENCE

MODIFICATION –Catalog description, prereq (removal of GERO 001), SPOs, CCOs, MOIs, MOEs, Distance Education, assignments, texts – Effective Summer 2021

GERO 022 DIRECTED STUDIES IN GERONTOLOGY

3 units

Grouping of short current topics designed to provide students with the latest ideas in a specific area of concentration in gerontology. Content is thematic in nature, with the foundation in advocacy. Each topic/presentation differs from other offerings in the same course. Total of 54 hours lecture.

Transfer Credit: CSU

Grade Mode: L, A

Rationale: Offer course fully online. Revise Form D - MOIs, MOE's. Modification of SPOs, assignments, CCOs, MOIs, MOEs. Removal of prereq (GERO 001). Modification of catalog description. Update texts.

NATURAL SCIENCES

MODIFICATION – Catalog description, SLOs, SPOs, CCOs, MOIs, MOEs, assignments, texts – Effective Summer 2021

BIOL 016 MARINE BIOLOGY

4 units

Comparative survey of marine organisms and the ecosystems in which they live. Study of oceanography as a basis for exploring marine biodiversity. Biological concepts and human impact on marine ecosystems. Total of 54 hours lecture and 54 hours laboratory.

Transfer Credit: CSU; UC

Grade Mode: L, A, P

Rationale: General update of Biology 016 to improve transfer. SLO's, SPO's, CCO's, textbooks, methods of instruction and methods of evaluation, texts, assignments, catalog description have been updated.

NONCREDIT

ADDITION – Effective Summer 2021

BUSN 7302 MICROSOFT WORD ESSENTIALS FOR THE WORKPLACE

Basic hands-on instruction of word processing techniques and features using Microsoft Word to enhance and create a wide variety of documents, such as letters, memoranda, columnar tables, text tables, newsletters, mail merge labels and letters, and mailing documents. Targeted for students who have completed BUSN 7301, type 30 net wpm, or have work experience with the Windows Operating System. Total of 36 to 45 hours lecture.

Grade Mode: P, N

Rationale: Adding a distance education form D only.

ADDITION – Effective Summer 2021

BUSN 7303 MICROSOFT EXCEL ESSENTIALS FOR THE WORKPLACE

Basic hands-on training of business applications using Microsoft Excel software. Features and functions of the software with emphasis on its use as a data organization, presentation and analysis tool. Includes topics on integrating Excel with other applications. Targeted for students who have completed BUSN 7301, type 30 net wpm, or have work experience with the Windows Operating System. Total of 36 to 45 hours lecture.

Grade Mode: P, N

Rationale: Adding distance education form D only.

PERFORMING AND COMMUNICATION ARTS

MODIFICATION – SLOs, SPOs, CCOs, MOIs, MOEs, NCN increase (30 to 32), Distance Education renewal, assignments, texts – Effective Summer 2021

SPCH 010 INTERPERSONAL COMMUNICATION

3 units

Principles and practices in communication and communication theories. Intrapersonal, interpersonal and small group communication. Non-verbal communication, perception-information processing, attitude change and semantics. Recommended proficiency in spoken English. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. *C-ID: COMM 130*

Grade Mode: L

Rationale: Modification to texts, CCOs, MOIs, MOEs, SLOs, SPOs, addition of assignments. Renewal of Form D NCN increased from 30 to 32.

CONSENT AGENDA / INFORMATION ITEMS: 2 YR REVIEW

BUSINESS AND ENGINEERING TECHNOLOGY

MODIFICATION – Effective Summer 2021

PLGL 147 INTRODUCTION TO E-DISCOVERY