

**PASADENA CITY COLLEGE
CURRICULUM AND INSTRUCTION COMMITTEE
MINUTES OF MEETING
THURSDAY, JULY 2, 2020**

CALLED TO ORDER: 10:01 a.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
Henry Shin, Performing & Communication Arts
Bakhtawar Bhadha, Social Sciences
Daisuke Yamaguchi, Visual Arts & Media Studies

DIVISION DEANS

Julie Kiotas
Natalie Russell
Carrie Starbird
Lynora Rogacs

MEMBERS EX-OFFICIO

Sharis Amirian, Articulation Officer

RESOURCE EXPERT

Matthew Henes, President, Academic Senate

VISITORS

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.

Micah Young
Mark Keene
Tanysha Laney
William Syms
Joseph Futtner

I. WELCOME

Self-introductions were made.

II. PUBLIC COMMENT

None.

III. APPROVAL OF MINUTES

Meeting Minutes for June 25, 2020.

ON MOTION by Bakhtawar Bhadha and seconded by Richard Abdelkerim, the committee approved the minutes from meeting 15.

ABSTAIN: Maria Pehlivanova, Sharis Amirian

IV. COMMITTEE DISCUSSION

ON MOTION by Bakhtawar Bhadha and seconded by Sharis Amirian, the committee unanimously approved the addition of HOSP 030.

ON MOTION by Jeff Hupp and seconded by Bakhtawar Bhadha, the committee unanimously approved the prerequisite addition to HOSP 030.

ON MOTION by Sebrenia Law and seconded by Bakhtawar Bhadha, the committee unanimously approved the addition of HOSP 045.

ON MOTION by Jeff Hupp and seconded by Bakhtawar Bhadha, the committee unanimously approved the addition of HOSP 050.

ON MOTION by Jeff Hupp and seconded by Richard Abdelkerim, the committee unanimously approved the addition of HLTN 5000.

The committee reviewed the following Consent Items and approved by unanimous consent.

Temporary Distance Education Addenda – Additions

Business and Computer Technology

FIRE 146 – Fall 2020

English

ENGL 046A – Fall 2020

ENGL 078A – Fall 2020

Health Science

DA 140 – Summer 2020, Fall 2020

Kinesiology, Health and Athletics

KATH 081 – Fall 2020

KATH 085 – Fall 2020

KATH 086 – Fall 2020

KATH 089 – Fall 2020

KINA 033 – Fall 2020

KINA 034A – Fall 2020

KINA 034B – Fall 2020

KINA 038 – Fall 2020

KINA 044A – Fall 2020

KINA 044B – Fall 2020

KINA 045 – Fall 2020

KINA 046A – Fall 2020

KINA 046B – Fall 2020

KINA 046C – Fall 2020

KINA 048A – Fall 2020

KINA 048B – Fall 2020

KINA 048C – Fall 2020

KINA 052 – Fall 2020

KINA 053A – Fall 2020

KINA 053B – Fall 2020

KINA 053C – Fall 2020

KINA 054A – Fall 2020

KINA 054B – Fall 2020

KINA 054C – Fall 2020

KINT 014 – Fall 2020

KINT 020 – Summer 2020, Fall 2020

KINT 051 – Fall 2020

KINT 055A – Fall 2020

KINT 055B – Fall 2020

KINT 056A – Fall 2020

KINT 056B – Fall 2020

KINT 097 – Fall 2020

KINT 180 – Fall 2020

NUTR 025 – Summer 2020, Fall 2020

Languages

JAPN 005 – Fall 2020
RUSS 001 – Fall 2020
RUSS 002 – Fall 2020
RUSS 003 – Fall 2020
RUSS 004 – Fall 2020

Noncredit

ESLN 1010A – Summer 2020
ESLN 1061A – Fall 2020
ESLN 1062B – Fall 2020
ESLN 1063A – Fall 2020
ESLN 1064B – Fall 2020
ESLN 1065B – Fall 2020
ESLN 1072 – Fall 2020
ESLN 1074 – Fall 2020
ESLN 1082 – Fall 2020
ESLN 1084 – Fall 2020
ESLN 1092 – Fall 2020

Performing and Communication Arts

DANC 009A – Fall 2020
DANC 021B – Fall 2020

Visual Arts and Media Studies

ART 011B – Fall 2020
COMM 101 – Fall 2020
DMA 070 – Summer 2020/Fall 2020

The committee reviewed and discussed the following:

Statewide Call to Action

V. ANNOUNCEMENTS

There will be no C&I meeting next week as many members of the committee will be participating in the Virtual Curriculum Institute put on by the ASCCC.

VI. ADJOURNMENT

ON MOTION by Jeff Hupp and seconded by Richard Abdelkerim, the committee unanimously approved the adjournment of the meeting at 11:26 a.m.

ADDENDUM

BUSINESS AND COMPUTER TECHNOLOGY

ADDITION – Effective Summer 2021

HOSP 030 FOOD AND BEVERAGE MANAGEMENT AND OPERATION I

4 units

Prerequisites: HOSP 003 and HOSP 014.

Fundamentals of planning, organizing, preparing, and serving food and beverage (F&B) in a hospitality entity. Emphasis on the service behind F&B management across multiple-position and -style operations. The proper techniques for steps-of-service, guest interaction and experience, staff management, sanitation requirements, reservations, mise en place, timing, training, costing, upselling, and merchandise marketing will be enacted. Total of 36 hours lecture and 108 hours laboratory. Total of 36 lecture and 108 lab hours.

Transfer Credit: CSU. *C-ID: HOSP 130

Grade Mode: L, A

Rationale: There are four highlights to this new course: (1) it provides an in-class opportunity to earn two certifications and it fulfills the required core for (2) four certificates, (3) designed as a four-credit course, and (4) the AS-T: Hospitality Management.

ADDITION – Effective Summer 2021

HOSP 045 GUEST SERVICE MANAGEMENT

3 units

Guest service competencies, the service encounter, professionalism, developing and delivering personalized experiences, and creating a service-focused product to increase operational profit and guest satisfaction in the hospitality industry. Techniques to exceed guest expectations with a focus on procedural—and often improvisational—practices to neutralize, recover from, capitalize on, and transition service failure into transformational experiences. Total of 54 hours lecture.

Transfer Credit: CSU

Grade Mode: L, A

Rationale: There are three highlights to this new course: (1) it provides an in-class opportunity to earn a certification and it fulfills a required core for (2) seven certificates and (3) the associate degree for transfer.

ADDITION – Effective Summer 2021

HOSP 050 HOSPITALITY LAW

3 units

Survey of hospitality law, legal, and policy areas including constitutional law, discrimination, and safety and security issues. Practical application of hospitality legal principles—including state and federal regulations, court decisions, and legislative requirements—and model decision-making to avoid liability and lawsuits in hospitality operations. Topics include negligence; premise liability; legal hiring, recruitment, and property selection; equal employment and employee relations; responsibilities to guests, employees, third parties, and government agencies; collective bargaining and unions; contracts; workers compensation and wages; and managing insurance. Total of 54 hours lecture.

Grade Mode: L, A

Rationale: There are two highlights to this new course: it fulfills a required core for a certificate and the associate degree for transfer.

NONCREDIT

ADDITION – Effective Summer 2021

HLTN 5000 INTRODUCTION TO MEDICAL TERMINOLOGY

Medical terminology with the prime objective of introducing, analyzing, and dividing medical terms into component parts (prefix, suffix, and combining form) to correctly pronounce and obtain a definition. Total of 27 - 36 hours lecture.

Grade Mode: P, N

Rationale: Increase student completion and retention by revising course outlines & certificate. Old certificate total: 90+144 = 234. New certificate total hours: range 126 – 153. Changed subject code from MAN to HLTN for Noncredit. HLTN 5000: 1 of 4 courses in the revised Medical Front Office Clerk Procedures Certificate of Completion (Non-credit). Modified: SLOs, SPOs, CCOs, MOI, MOE, assignments, updated textbook, catalog description. Variable Hours: 27 – 36. NCN: 25 consistent with courses in this certificate

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