

**PASADENA CITY COLLEGE  
CURRICULUM AND INSTRUCTION COMMITTEE  
MINUTES OF MEETING  
THURSDAY, OCTOBER 01, 2020**

**CALLED TO ORDER:** 1:17 p.m.

**CO-CHAIRPERSONS:** John Hanley  
Sharon Bober

The following Curriculum and Instruction Committee members were present:

**FACULTY CHAIRPERSONS**

John Hanley  
Sharon Bober

**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  
Linda Hintzman, Mathematics and Computer Science  
Erika Catanese, Natural Sciences  
Henry Shin, Performing & Communication Arts  
Bakhtawar Bhadha, Social Sciences  
Daisuke Yamaguchi, Visual Arts & Media Studies

**DIVISION DEANS**

Martha House  
Natalie Russell  
Lynora Rogacs  
Julie Kiotas

**STUDENTS**

Christina Zhang, ASPCC VP for Academic Affairs

**MEMBERS EX-OFFICIO**

Sharis Amirian, Articulation Officer  
Armando Duran, Dean, Counseling and  
Student Success Services  
Karol Lu, Classified 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.*

## **RESOURCE EXPERT**

Matthew Henes, President, Academic Senate

## **VISITORS**

Dyan Miller

Melissa Anderson

Micah Young

Joseph Futtner

Fred Fimbres

Seung Yang

### **I. WELCOME**

Self-introductions were made.

### **II. PUBLIC COMMENT**

Julie Kiotas shared she is trying to ascertain whether it is possible to offer honors cohorted classes while C&I is working on getting honors classes through.

### **III. APPROVAL OF MINUTES**

Meeting Minutes for September 24, 2020.

**ON MOTION** by Linda Hintzman and seconded by Manuel Perea, the committee unanimously approved the minutes from meeting 5.

### **IV. COMMITTEE DISCUSSION**

**ON MOTION** by Maria Pehlivanova and seconded by Henry Shin, the committee unanimously approved the modification of HOSP 015.

**ON MOTION** by Sharis Amirian and seconded by Maria Pehlivanova, the committee unanimously approved the prerequisite removal from HOSP 015.

**ON MOTION** by Julie Kiotas and seconded by Sebrenia Law, the committee unanimously approved the modification of HOSP 121.

**ON MOTION** by Julie Kiotas and seconded by Maria Pehlivanova, the committee unanimously approved the prerequisite removal from HOSP 121.

**ON MOTION** by Erika Catanese and seconded by Linda Hintzman, the committee unanimously approved the modification of HOSP 141.

**ON MOTION** by Linda Hintzman and seconded by Julie Kiotas, the committee unanimously approved the modification of BUSINESS INFORMATION TECHNOLOGY - BUSINESS INFORMATION WORKER – AS/Certificate of Achievement.

**ON MOTION** by Sebrenia Law and seconded by Julie Kiotas, the committee unanimously approved the modification of BUSINESS INFORMATION TECHNOLOGY - BUSINESS INFORMATION WORKER II – AS/Certificate of Achievement.

**ON MOTION** by Julie Kiotas and seconded by Linda Hintzman, the committee unanimously approved the addition of Distance Education to MACH 121.

**ON MOTION** by Erika Catanese and seconded by Natalie Russell, the committee unanimously approved the deletions of CIS 021, CIS 141, and CIS 199.

**ON MOTION** by Julie Kiotas and seconded by Jeff Hupp, the committee unanimously approved the deletion of CIS - CISCO ADVANCED NETWORK ENGINEER – Occupational Skills Certificate.

**ON MOTION** by Erika Catanese and seconded by Walter Butler, the committee unanimously approved the deletion of CIS - MICROSOFT ENTERPRISE SYSTEM ADMINISTRATOR – AS/Certificate of Achievement.

**ON MOTION** by Manuel Perea and seconded by Erika Catanese, the committee unanimously approved the modification of ENGL 030B.

**ON MOTION** by Erika Catanese and seconded by Manuel Perea, the committee unanimously approved the addition of Distance Education to ENGL 030B.

**ON MOTION** by Erika Catanese and seconded by Linda Hintzman, the committee unanimously approved the modification of KINT 048.

**ON MOTION** by Maria Pehlivanova and seconded by Erika Catanese, the committee unanimously approved the modification of KINT 051.

**ON MOTION** by Maria Pehlivanova and seconded by Walter Butler, the committee voted and did not approve the modifications of KINT 053A and KINT 053B. **MOTION FAILED.**

**ON MOTION** by Julie Kiotas and seconded by Bakhtawar Bhadha, the committee unanimously approved, as amended, the modifications of KINT 053A and KINT 053B.

**ON MOTION** by Linda Hintzman and seconded by Walter Butler, the committee unanimously approved the prerequisite removal of KINT 053B.

**ON MOTION** by Maria Pehlivanova and seconded by Bakhtawar Bhadha, the committee unanimously approved the modification of LIB 106.

**ON MOTION** by Maria Pehlivanova and seconded by Bakhtawar Bhadha, the committee unanimously approved the modification of LIB 124.

**ON MOTION** by Maria Pehlivanova and seconded by Erika Catanese, the committee unanimously approved the Distance Education renewal of LIB 124.

**ON MOTION** by Erika Catanese and seconded by Walter Butler, the committee unanimously approved the deletion of PSYC 033.

**CONSENT ITEMS – Approved by unanimous consent**

**Temporary Distance Education Addenda – Additions**

**Health Science**

DA 200A – Fall 2020

MA 122A – Fall 2020

MA 122B – Fall 2020

**Mathematics and Computer Science**

MATH 038 – Fall 2020

**Natural Science**

ASTR 012 – Fall 2020

**Noncredit**

AHSD 6416 – Fall 2020

AHSD 6421 – Fall 2020

BUSN 2611A – Fall 2020

BUSN 2611B – Fall 2020

GED 4001 – Fall 2020

GRFN 3001 – Fall 2020

GRFN 3002 – Fall 2020

PAR 7618B – Fall 2020

PAR 7680C – Fall 2020

**Performing and Communication Arts**

MUSC 057A – Fall 2020

TVR 144 – Fall 2020

**Visual Arts and Media Studies**

ARCH 010A – Fall 2020

ARCH 010B – Fall 2020

ARCH 012A – Fall 2020

ARCH 012B – Fall 2020

ARCH 014 – Fall 2020

ARCH 020A – Fall 2020

ARCH 020B – Fall 2020

ARCH 022A – Fall 2020

ART 018 – Fall 2020

ART 031B – Fall 2020

ART 033A – Fall 2020

ART 041B – Fall 2020  
ART 118 – Summer 2020, Fall 2020  
JOUR 007A – Fall 2020  
JOUR 007B – Fall 2020  
JOUR 107A – Fall 2020  
JOUR 107B – Fall 2020

The committee reviewed and discussed the following:

Distance Education Addendum Follow-up  
BP 4260  
Credit for Prior Learning  
Technical Review

**V. ANNOUNCEMENTS**

None.

**VI. ADJOURNMENT**

**BY UNANIMOUS CONSENT**, the committee approved to adjourn the meeting at 3:53 p.m.

## **ADDENDUM**

### **BUSINESS AND COMPUTER TECHNOLOGY**

#### **MODIFICATION – course title, prerequisite removal – Effective Summer 2021**

##### **HOSP 015 INDUSTRY CULINARY FOUNDATIONS I**

**3 units**

**Prerequisite:** HOSP 003.

**Enrollment Limitations:** Completion of ServSafe Manager Certification.

Fundamental culinary principles, techniques and operations with an emphasis on product identification, ingredient handling, recipe costing, commercial recipe development, cooking fundamentals and professional standards of commercial kitchen operations. No credit if taken after CUL 145A. Total of 36 hours lecture and 54 hours laboratory.

Transfer Credit: CSU. \*C-ID: HOSP 160X

**Grade Mode:** L, A, P

**Rationale:** Name change of course from Professional Culinary Foundations I to Industry Culinary Foundations I for differentiation from courses similarly named and offered at other Community Colleges locally. Removed prerequisite HOSP 014, has become a hurdle for students to have 2 prerequisites for a foundational lab course.

#### **MODIFICATION – course title, prerequisite removal – Effective Summer 2021**

##### **HOSP 121 INDUSTRY CULINARY FOUNDATIONS II**

**3 units**

**Prerequisite:** HOSP 015.

**Recommended Preparation:** Completion of ServSafe Manager Certification.

Further development skills in Culinary Foundations where students practice and learn by repetition and variations of existing and new techniques. Essential competencies learned in this course include: Garde Manger, Charcuterie, Salad and Salad Dressings, Hors d'Oeuvres, recipe production with execution of dishes and menus with little to no recipe assistance. No credit if taken after CUL 145B. Total of 36 hours lecture and 54 hours laboratory.

**Grade Mode:** L, A, P

**Rationale:** Name change of course title from Professional Culinary Foundations II to Industry Culinary Foundations II for differentiation from courses similarly named and offered at other Community Colleges locally. Removed HOSP 003 as a prerequisite because HOSP 015 is the prerequisite required for this course, which requires HOSP 003 first.

#### **MODIFICATION – course title – Effective Summer 2021**

##### **HOSP 141 INDUSTRY BAKING FOUNDATIONS II**

**3 units**

**Prerequisite:** HOSP 140.

**Recommended Preparation:** Completion of ServSafe Manager Certification.

Continuation of baking and pastry techniques. Topics include: piping techniques, yeast doughs, laminated doughs, fried pastries, intermediate syrups, creams and sauces, tarts and specialty pastries, puddings, mousses and souffles, intermediate cookie techniques, fruit desserts and

foundations of frozen desserts. No credit if taken after CUL 154B. Total of 36 hours lecture and 54 hours laboratory.

**Grade Mode:** L, A, P

**Rationale:** Name change of course from Professional Culinary Foundations I to Industry Culinary Foundations I for differentiation from courses similarly named and offered at other Community Colleges locally.

**MODIFICATION – addition of Distance Education – Effective Summer 2021**

**MACH 121 MASTERCAM ADVANCED**

**3 units**

**Prerequisite:** MACH 120.

Advanced use of Mastercam as it relates to machinability and fixtures and tool setups. Covers 3D wireframe, surface geometry creation and solid creation, surface finish and roughing toolpaths, advanced surface high speed tool paths, STL Stock creation and its use in solid model verification. Machine simulation is used to verify G-Code for collisions between the part, the tool and machine components. Total of 36 hours lecture and 72 hours laboratory.

**Grade Mode:** L, A

**Rationale:** Addition of Form D. No other change.

**MODIFICATION – 2 year review, no changes – Effective Summer 2021**

**BUSINESS INFORMATION TECHNOLOGY - BUSINESS INFORMATION WORKER  
– AS/Certificate of Achievement**

**26 units**

The curriculum prepares students to work in a variety of office environments by acquiring a broad range of entry-level office skills and applications. With a solid foundation in Microsoft Windows and Office as well as strong digital and web literacy skills, the Business Information Worker brings efficiency and productivity to the workplace.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

**Required Courses**

Semester I - 13

BIT 011 – Business Document Processing (2)

BIT 106 – Business Software-Introduction to Microsoft Office System (3)

BIT 025 – Survey of Computer Technology in Business (3)

BIT 107 – Business Software-Windows (1)

ENGL 001A – Reading and Composition (4)

or ENGL 001AH – Honors Reading and Composition (4)

Semester II - 13

BIT 108 – Microsoft Outlook and Productivity Tools (1)  
BIT 122 – Internet Research for Business (1)  
BIT 128 – Business Software - Microsoft Word (2)  
BIT 133 – Business Software – Microsoft Excel (2)  
BUS 011A – Business Communications (3)  
BIT 115 – Business Records Skills (1)  
BUS 160 – Sales and Customer Service (3)

**Rationale:** This is a 2-year review and no changes to the program are proposed. We have reviewed the program against information at the Chancellor's office and compared the program to similar programs at California Community Colleges similar to Pasadena City College.

**MODIFICATION – 2-year review, no changes – Effective Summer 2021**

**BUSINESS INFORMATION TECHNOLOGY - BUSINESS INFORMATION WORKER  
II – AS/Certificate of Achievement**

**19 units**

The Business Information Worker II Certificate of Achievement provides students with skills in records management, collaboration software, presentation software, and QuickBooks. This secondary stage in the BIW pathway increases students' value and opportunities in multiple occupations, including but not limited to: office, business and executive administrative support, office supervision/coordination, small business support, retail sales, customer service and marketing support. Students completing this certificate will be equipped to take multiple Microsoft Office Specialist credential exams and become a QuickBooks certified user.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

**Required Courses**

BIT 109 – Business Software – Microsoft Powerpoint (2)  
BIT 117 – Collaborative Web-based (1)  
BIT 105 – Business Software – Microsoft Access (2)  
BIT 133 – Business Software – Microsoft Excel (2)  
BIT 135 – Business Software – Customer Relationship Management (2)  
ACCT 104A – Computerized Accounting – Quickbooks (3)  
ACCT 010 – Bookkeeping – Accounting (4)  
MRKT 020 – Principles of Marketing (3)

**Rationale:** This is a 2-year review and no changes to the program are proposed. We have reviewed the program against information at the Chancellor's office and compared the program to similar programs at California Community Colleges similar to Pasadena City College.

**DELETION – Effective Summer 2021**

**CIS 020 INDEPENDENT STUDY**

**1 unit**



**Rationale:** This course won't be offered anymore.

**DELETION – Effective Summer 2021**

**CIS 141 MCSA: MICROSOFT EXCHANGE SERVER ADMINISTRATION**

**4 units**

**Rationale:** This course won't be offered anymore.

**DELETION – Effective Summer 2021**

**CIS 199 WEB DEVELOPMENT USING RUBY ON RAILS**

**3 units**

**Rationale:** This course won't be offered anymore.

**DELETION – Effective Summer 2021**

**CIS - CISCO ADVANCED NETWORK ENGINEER – Occupational Skills Certificate**

**16 units**

**Rationale:** This certificate won't be offered anymore. It will be converted to a certificate of achievement.

**DELETION – Effective Summer 2021**

**CIS - MICROSOFT ENTERPRISE SYSTEM ADMINISTRATOR – AS/Certificate of Achievement**

**18 units**

**Rationale:** This certificate hasn't been submitted to state yet and won't be offered.  
ENGLISH

**MODIFICATION – CCOs, MOIs, MOEs, assignments, texts, Distance Education addition  
– Effective Summer 2021**

**ENGL 030B AMERICAN LITERATURE**

**3 units**

**Prerequisites:** Eligibility for ENGL 001B or ENGL 001BH.

Significant works of American poetry and prose from the Civil War to 1945. Total of 54 hours lecture.

Transfer Credit: CSU; UC. \*C-ID: ENGL 135 (with ENGL 030C)

**Grade Mode:** L, A, P

**Rationale:** Standard update. Update of CCOs, Methods of Instruction, Methods of Evaluation of Student Performance, assignments, and update of texts. Addition of Distance Education modality.

**KINESIOLOGY, HEALTH AND ATHLETICS**

**MODIFICATION – course title, SLOs, SPOs, CCOs, MOEs, MOIs, texts, assignments – Effective Summer 2021**

**KINT 048 PROFESSIONAL ACTIVITIES- FOUNDATIONS OF PHYSICAL FITNESS TRAINING**

**2 units**

Implementation of basic concepts of physical fitness. A wide variety of conditioning programs and techniques utilized in designing individual fitness programs. Total of 36 hours lecture and 18 hours laboratory.

Transfer Credit: CSU; UC credit limitations. See counselor.

**Grade Mode:** L, A, P

**Rationale:** 6 year review: SLO's, SPO's MOE's, MOI, texts, assignments, CCO, course title, texts.

**MODIFICATION – catalog description, SLOs, SPOs, MOIs, MOEs, assignments, texts – Effective Summer 2021**

**KINT 051 PROFESSIONAL ACTIVITIES-TRACK AND FIELD**

**2 units**

Apply basic rules and skills that govern track and field events. Understand the strategy in track and field events for developing a training program, as well as the components of track and field competition. Total of 36 hours lecture, and 18 hours laboratory.

Transfer Credit: CSU; UC credit limitations. See counselor.

**Grade Mode:** L, A, P

**Rationale:** 6 year review. Updated the following: SLOs, SPOs, MOIs, MOEs, assignments, textbooks, catalog description.

**MODIFICATION – title, catalog description, SLOs, SPOs, CCOs, MOEs, MOIs, texts, NCN (50 to 35) – Effective Summer 2021**

**KINT 053A**

**2 units**

Analysis of rules, basic football fundamentals, theory and philosophy of offensive, defensive and kicking game strategies. Total of 36 hours lecture and 18 hours laboratory.

Transfer Credit: CSU; UC credit limitations. See counselor.

**Grade Mode:** L, A, P

**Rationale:** 6 year review: SLOs, SPOs MOEs, MOIs, texts, equipment, materials, facilities, CCOs, course title change. Modification of catalog description. NCN reduced from 50 to 35.

**MODIFICATION – title, catalog description, SLOs, SPOs, CCOs, MOEs, MOIs, prerequisite (removed KINT 053A), assignments, texts, NCN (50 to 35) – Effective Summer 2021**

**KINT 053B**

**2 units**

Analysis of intermediate football rule application, fundamental techniques and their implementation, theory and philosophy of offensive, defensive as well as kicking game strategy, Total of 36 hours lecture, and 18 hours laboratory.

Transfer Credit: CSU; UC credit limitations. See counselor.

**Grade Mode:** L, A, P

**Rationale:** 6 Year Review: SLO's, SPO's, CCOs, MOE's, MOIs, texts, remove prerequisite of KINT 053A, CCOs, assignments, facilities, materials, course title change. Modification of catalog description. NCN reduced from 50 to 35.

## **LIBRARY**

### **MODIFICATION – catalog description, min quals, grade mode, texts – Effective Summer 2021**

#### **LIB 106 LIBRARY TECHNOLOGY INTERNSHIP**

**1 unit**

**Prerequisite:** LIB 101 and 104.

**Enrollment Limitations:** Instructor approval.

Supervised on-the-job experience in an approved library setting. Requires 60 hours of non-paid worker 75 hours of paid work for one semester unit. Total of 60 hours work experience.

**Grade Mode:** L, P

**Rationale:** Part of 2-year Program Review Cycle. (2020). Minimum qualifications updated. Textbooks, grading options, and Form B updated. Updated catalog description.

### **MODIFICATION – catalog description, SLOs, SPOs, CCOs, MOIs, min quals, assignments, texts Form D update – Effective Summer 2021**

#### **LIB 124 SURVEY OF DIGITAL PRESERVATION**

**2 units**

**Prerequisite:** Enrollment in or completion of LIB 121 and LIB 122, or equivalent skills as demonstrated through placement based on the Library Technology Assessment process.

Examination of core components and functions of a digital preservation program. Topics include digital preservation strategies, tools, and policies that work effectively for a variety of data types and cultural heritage organizations. For students interested in working in a digital preservation program, but open to all students. Total of 36 hours of lecture.

**Grade Mode:** L

**Rationale:** Part of 2-year Program Review Cycle (2020). Update to SLOs, SPOs, CCOs, MOIs, assignments, textbooks, minimum qualifications. Minor revision in catalog description. Updates to facilities and equipment needed. Form D updated to reflect changes. Updated Form Bs to reflect changes.

## **SOCIAL SCIENCE**

**DELETION – Effective Summer 2021**

**PSYC 033 PSYCHOLOGY OF PERSONAL AND SOCIAL ADJUSTMENT**

**3 units**

**Rationale:** The psychology faculty believe that this course doesn't serve students at the lower division because it is not required in a psychology major at any CSU or UC (except Cal Poly Pomona -which accepts it in lieu of Psych 1, but the latter is far more useful). The content of the course overlaps somewhat with both PSYC 001 and PSYC 023. The course has not been offered at least since Fall 2013, and likely even before that.

**CONSENT ITEMS – Approved by unanimous consent**

**Temporary Distance Education Addenda – Additions**

**Health Science**

DA 200A – Fall 2020

MA 122A – Fall 2020

MA 122B – Fall 2020

**Mathematics and Computer Science**

MATH 038 – Fall 2020

**Natural Science**

ASTR 012 – Fall 2020

**Noncredit**

AHSD 6416 – Fall 2020

AHSD 6421 – Fall 2020

BUSN 2611A – Fall 2020

BUSN 2611B – Fall 2020

GED 4001 – Fall 2020

GRFN 3001 – Fall 2020

GRFN 3002 – Fall 2020

PAR 7618B – Fall 2020

PAR 7680C – Fall 2020

**Performing and Communication Arts**

MUSC 057A – Fall 2020

TVR 144 – Fall 2020

**Visual Arts and Media Studies**

ARCH 010A – Fall 2020

ARCH 010B – Fall 2020

ARCH 012A – Fall 2020

ARCH 012B – Fall 2020

ARCH 014 – Fall 2020  
ARCH 020A – Fall 2020  
ARCH 020B – Fall 2020  
ARCH 022A – Fall 2020  
ART 018 – Fall 2020  
ART 031B – Fall 2020  
ART 033A – Fall 2020  
ART 041B – Fall 2020  
ART 118 – Summer 2020, Fall 2020  
JOUR 007A – Fall 2020  
JOUR 007B – Fall 2020  
JOUR 107A – Fall 2020  
JOUR 107B – Fall 2020