

**PASADENA CITY COLLEGE
CURRICULUM AND INSTRUCTION COMMITTEE
MINUTES OF MEETING
THURSDAY, OCTOBER 08, 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
Monica Coto, 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
Ernesto Partida, Classified Staff

RESOURCE EXPERT

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

Dyan Miller
Colleen Nano
Jason Warner
Micah Young
Joseph Futtner
Stephanie Marshall
Tanysha Laney
Melissa Anderson
Angela McGaharn

I. WELCOME

Self-introductions were made.

II. PUBLIC COMMENT

None.

III. APPROVAL OF MINUTES

Meeting Minutes for October 1, 2020.

BY UNANIMOUS CONSENT, the committee approved the minutes from meeting 6.

IV. COMMITTEE DISCUSSION

BY UNANIMOUS CONSENT, the committee unanimously approved the addition of CERTIFIED CULINARIAN – AS/Certificate of Achievement.

ON MOTION by Linda Hintzman and seconded by Manuel Perea, the committee unanimously approved the modification of HOSP 140.

ON MOTION by Jeff Hupp and seconded by Linda Hintzman, the committee unanimously approved the prerequisite removal from HOSP 140.

ON MOTION by Erika Catanese and seconded by Linda Hintzman, the committee unanimously approved the modifications of MA 111B and MA 120.

ON MOTION by Jeff Hupp and seconded by Erika Catanese, the committee unanimously approved the prerequisite removal from MA 120.

ON MOTION by Erika Catanese and seconded by Walter Butler, the committee unanimously approved the addition of Distance Education to MA 120.

ON MOTION by Mike Terrill and seconded by Jeff Hupp, the committee unanimously approved the modification of LIB 126.

ON MOTION by Erika Catanese and seconded by Walter Hupp, the committee unanimously approved the modifications of BIOL 025 and BIOL 026.

POINT OF INFORMATION

John Hanley informed the committee of an error made during the September 17, 2020 meeting when consent item Temporary Distance Education addendum for AHSD 6232 was approved. There is no such course.

CONSENT ITEMS – Approved by unanimous consent

Temporary Distance Education Addenda – Additions

Business and Computer Technology

BLDG 221 – Fall 2020

Health Science

MA 111B – Fall 2020

RDT 125A – Fall 2020

RDT 130A – Fall 2020

RDT 135A – Fall 2020

RDT 140A – Fall 2020

RDT 145 – Fall 2020

RDT 150 – Fall 2020

RDT 225A – Fall 2020

RDT 230A – Fall 2020

RDT 235A – Fall 2020

RDT 240 – Fall 2020

RDT 245 – Fall 2020

RDT 250 – Fall 2020

Kinesiology, Health and Athletics

HED 052 – Fall 2020

Noncredit

AHSD 6421 – Fall 2020

AHSD 6423 – Fall 2020

PAR 7608 – Fall 2020

PAR 7617A – Fall 2020

PAR 7617C – Fall 2020

Social Science

PSYC 020 – Fall 2020

Visual Arts and Media Studies

ART 001C – Fall 2020

ART 033B – Fall 2020

ART 033C – Fall 2020

DMA 032 – Fall 2020

DMA 034 – Fall 2020

DMA 050 – Fall 2020

DMA 072 – Fall 2020

DMA 090 – Fall 2020

DMA 092 – Fall 2020

FASH 001A – Fall 2020

FASH 001B – Fall 2020

FASH 001C – Fall 2020

FASH 002 – Fall 2020

FASH 005 – Fall 2020

FASH 009 – Fall 2020

FASH 021 – Fall 2020

FASH 105 – Fall 2020

FASH 109 – Fall 2020

FASH 110 – Fall 2020

FASH 111A – Fall 2020

FASH 111B – Fall 2020

FASH 111C – Fall 2020

FASH 115 – Fall 2020

FASH 124 – Fall 2020

JOUR 042A – Fall 2020

JOUR 042B – Fall 2020

PHOT 002 – Fall 2020

PHOT 003 – Fall 2020

PHOT 004 – Fall 2020

The committee reviewed and discussed the following:

Distance Education Addendum Follow-up

Credit for Prior Learning

Technical Review

The committee voted on and approved

BP 4260

V. ANNOUNCEMENTS

Matt Henes reminded everyone the Abriendo Caminos to Excellence: PCC Latina/o/x Students Data Symposium starts tomorrow.

VI. ADJOURNMENT

BY UNANIMOUS CONSENT, the committee approved to adjourn the meeting at 3:47 p.m.

ADDENDUM

BUSINESS AND COMPUTER TECHNOLOGY

ADDITION – Effective Summer 2021

CERTIFIED CULINARIAN – Associate in Science, Certificate of Achievement

19 units

The curriculum offers students valuable hands-on experience and academic rigor to ultimately seek entry and mid-level positions in the culinary industry. Individuals seeking to advance and update well-rounded skills in the field will benefit from completion of this certificate. Related local and global culinary career opportunities students may enter upon completion include Prep, Line, and Head Cooks within the following hospitality industries: restaurants, hospitals, lodging; tourism; meeting, convention, and exposition; theme parks; clubs; cruiseline and airway; and service, consulting, and e-commerce businesses and companies. Students are encouraged to pass the Manager Food Safety and Sanitation Certification with a score of at least 75% upon completion of this program in order to supplement their resumes, in addition, it is required for those who intend to transfer to CSU or private universities for Bachelor degrees.

No prerequisite skills are required for enrollment.

This program contains required lab fees, uniform, tool kit and possible Food Safety Certification Registration and exam fees should students decide to complete the exam.

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

Required Units in the Major: 19

Required Courses

HOSP 003 – Survey of Hospitality Management and Manager Sanitation and Safety (3)

HOSP 014 – Culinary Principles (3)

HOSP 015 – Professional Culinary Foundations I (3)

HOSP 121 – Professional Culinary Foundations II (3)

HOSP 140 – Professional Baking Foundations I (3)

HOSP 060 – Culinary Production and Operation Management (4)

MODIFICATION – course title, prerequisite removal – Effective Summer 2021

HOSP 140 INDUSTRY BAKING FOUNDATIONS I

3 units

Prerequisite: HOSP 003.

Enrollment Limitations: Completion of ServSafe Manager Certification.

Introduction to baking and pastry techniques for use in a commercial kitchen. Special focus on: the study of ingredient functions, product identification, and weights and measures. Topics include: the preparation of yeast-raised dough mixing methods, roll-in dough, pie dough, basic cake mixing methods, fillings, icings, pastry cream, and finishing techniques. No credit if taken after CUL 154A. Total of 36 hours lecture and 54 laboratory. Formerly CUL 154A.

Grade Mode: L, A, P

Rationale: Name change of course from Professional Baking Foundations I to Industry Baking 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.

HEALTH SCIENCE

MODIFICATION – catalog description, SLOs, SPOs, CCOs, MOIs, MOEs, assignments, enrollment limitation, and text – Effective Summer 2021

MA 111B ADMINISTRATIVE MEDICAL OFFICE PROCEDURES II

4 units

Prerequisite: MA 111A.

Enrollment Limitation: Acceptance in the Medical Assisting Program.

Patient processing. Medical records maintenance. Written and oral communication. Patient instruction. Processing mail. Banking. Financial procedures including professional fees, billing, and collections. Meeting arrangements and travel itinerary. Marketing. Legal implications of medical practice. Total of 54 hours lecture and 54 hours laboratory.

Grade Mode: L, A

Rationale: Course has not been updated in over 10 years. SLOs, SPOs, CCOs, MOIs, MOEs, assignments, catalog description, addition of enrollment limitation, and updated textbook. Course title changed to identify administrative content. Addition of Form D

MODIFICATION – catalog description, SLOs, SPOs, CCOs, MOIs, MOEs, assignments, prereq removal, enrollment limitation– Effective Summer 2021

MA 120 INDEPENDENT STUDY

1 unit

Enrollment Limitations: Enrollment in Medical Assistant Program and Program Director approval.

Participation in research and various clinical projects, including experience in clinical or simulated practice settings, practical laboratory assignment, lecture attendance, literature review, and community projects. Total of 54 hours laboratory.

Grade Mode: L

Rationale: Course has not been updated in 11 years. Modifications to: SLOs, SPOs, CCOs, MOI, MOE, assignments, and catalog description update, enrollment limitation, removed prerequisite.

LIBRARY

MODIFICATION – SLOs, SPOs, CCOs, assignments, text – Effective Summer 2021

LIB 126 ARCHIVES & DIGITAL COLLECTIONS INTERNSHIP

1 unit

Prerequisite: LIB 120, 121, and 122.

Corequisite: LIB 124.

Enrollment Limitation: Instructor approval.

Supervised practical experience working in an approved archives, specialized collection or digital project in a library, museum, or other type of organization. Pass/no pass grading. Requires 60 hours of non-paid work or 75 hours of paid work for one semester unit.

Grade Mode: A, P

Rationale: Part of 2-year Program Review Cycle (2020). Update to SLOs, SPOs, CCO and sample assignments revised to map to SLOs. Form Bs updated to align with other course revisions. Textbooks updated.

NATURAL SCIENCE

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

BIOL 025 FIELD STUDIES

1 unit

Collection and use of field data to investigate ecological relationships. Required field trips. Total of 54 hours by arrangement. This course may be scheduled using the "To Be Assigned" (TBA) scheduling format.

Transfer Credit: CSU

Grade Mode: L, A, P

Rationale: Updates and changes were made to the Course Outline of Record as part of the regular six-year review cycle. Modified SLOs, SPOs, CCOs, MOIs, MOEs, catalog description, assignments, and textbooks and materials.

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

BIOL 026 BIOLOGY FIELD STUDIES

2 units

Full implementation of the scientific method to investigate ecological relationships in nature. Required instructional trips. Total of 18 hours lecture and 54 hours by arrangement. This course may be scheduled using the "To Be Assigned" (TBA) scheduling format.

Transfer Credit: CSU

Grade Mode: L, A, P

Rationale: Updates and changes were made to the Course Outline of Record as part of the regular six- year review cycle. Modified SLOs, SPOs, CCOs, catalog description, and textbooks and materials.

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