

**PASADENA CITY COLLEGE
CURRICULUM AND INSTRUCTION COMMITTEE
MINUTES OF MEETING
THURSDAY, OCTOBER 15, 2020**

CALLED TO ORDER: 1:16 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
Amy Tahini-Bidmeshki, 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
Joseph Futtner, Visual Arts & Media Studies

DIVISION DEANS

Martha House
Natalie Russell
Lynora Rogacs
Dyan Miller

MEMBERS EX-OFFICIO

Sharis Amirian, Articulation Officer
Armando Duran, Dean, Counseling &
Student Success Services
Karol Lu, Senator, Classified Senate

VISITORS

Patrick McGee

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.

Mariella Baldo
Lauren Arenson
Micah Young
Susie Ling
Stephanie Marshall
Tanysha Laney
Melissa Anderson
Barbara Freund

I. WELCOME

Self-introductions were made.

II. PUBLIC COMMENT

None.

III. APPROVAL OF MINUTES

Meeting Minutes for October 8, 2020.

BY UNANIMOUS CONSENT, the committee approved the minutes from meeting 7.

IV. COMMITTEE DISCUSSION

ON MOTION by Linda Hintzman and seconded by Erika Catanese, the committee unanimously approved the additions of Distance Education to BLDG 212 and BLDG 214.

ON MOTION by Maria Pehlivanova and seconded by Walter Butler, the committee unanimously approved the modification of MA 111A, MA 122A, MA 122B, MA 124, and MA 128.

ON MOTION by Bakhtawar Bhadha and seconded by Linda Hintzman, the committee unanimously approved the additions of Distance Education to MA 109, MA 110, MA 111A, MA 122A, MA 122B, MA 124, and MA 128.

ON MOTION by Sebrenia Law and seconded by Maria Pehlivanova, the committee unanimously approved the modification of GERENTOLOGY – Associate in Science, Certificate of Achievement.

ON MOTION by Mike Terrill and seconded by Bakhtawar Bhadha, the committee unanimously approved the modification of KINT 097.

ON MOTION by Linda Hintzman and seconded by Maria Pehlivanova, the committee unanimously approved the modification of ARCHIVES AND DIGITAL COLLECTIONS ASSISTANT – Certificate of Achievement.

ON MOTION by Bakhtawar Bhadha and seconded by Maria Pehlivanova, the committee unanimously approved the modification DIGITIZATION SKILLS FOR LIBRARIES AND CULTURAL HERITAGE ORGANIZATIONS – Occupational Skills Certificate.

ON MOTION by Sebrenia Law and seconded by Erika Catanese, the committee unanimously approved the modification of MEDICAL FRONT OFFICE CLERK – Certificate of Completion.

ON MOTION by Bakhtawar Bhadha and seconded by Maria Pehlivanova, the committee unanimously approved the modifications of EDUC 131, HIST 008, HUM 003, and PSYC 024.

ON MOTION by Bakhtawar Bhadha and seconded by Maria Pehlivanova, the committee unanimously approved the addition of Distance Education to EDUC 131, HIST 008, HUM 003, PSYC 024, and the modification of Distance Education to SOC 015.

The committee reviewed and discussed the following:

AP 4220
Technical Review

V. ANNOUNCEMENTS

Sharis Amirian announced today is Jeff Hupp's birthday. Happy Birthday Jeff!

VI. ADJOURNMENT

BY UNANIMOUS CONSENT, the committee approved to adjourn the meeting at 3:39 p.m.

ADDENDUM

BUSINESS AND COMPUTER TECHNOLOGY

MODIFICATION – Distance Education addition – Effective Summer 2021

BLDG 212 PRINT READING FOR CONSTRUCTION

3 units

Interpret working drawings in the field of building construction. Topics include: reading print specifications, materials, and symbols on construction documents; and analyzing multi-view, sectional, and isometric drawings. Total of 54 hours lecture.

Grade Mode: L, A

Rationale: Addition of Form D.

MODIFICATION – Distance Education addition – Effective Summer 2021

BLDG 214 MATERIALS & PROCESSES OF CONSTRUCTION: SUB GRADE TO ROOF FRAMING

3 units

Building materials and construction techniques and methods used in most residential and commercial construction. Structural plan reading, site layout, site grading, foundations, walls, and roof framing principles used by the building construction inspector. Accessibility, seismic design, energy construction, and hazardous materials in building construction examined. Total of 54 hours of lecture.

Grade Mode: L, A

Rationale: Addition of Form D.

HEALTH SCIENCE

MODIFICATION – Distance Education addition – Effective Summer 2021

MA 109 HEALTH INFORMATION TECHNOLOGY

1 unit

Enrollment Limitation: Acceptance in the Medical Assisting Program.

Practical use of Electronic Health Records (EHRs) in actual medical settings, which cover the cycle of health care delivery in a physician's office including front office, back office, and medical billing/coding. Real-life scenarios will be given to practice the creation of electronic charting. Total of 9 hours lecture and 27 hours laboratory.

Grade Mode: L

Rationale: Addition of Form D.

MODIFICATION – Distance Education addition – Effective Summer 2021

MA 110 MEDICAL OFFICE MICROCOMPUTER MANAGEMENT APPLICATIONS

1 unit

Enrollment Limitation: Acceptance in the Medical Assisting Program.

Introduction to concepts and skills needed in the medical office through spreadsheets, accounts receivable, insurance entry, patient demographic entry, and scheduling systems through hands-on computer simulations. Total of 9 hours lecture and 27 hours laboratory.

Grade Mode: L

Rationale: Addition of Form D.

MODIFICATION – catalog description, SLOs, SPOs, CCOs, texts, Distance Education addition – Effective Summer 2021

MA 111A ADMINISTRATIVE MEDICAL OFFICE PROCEDURES

4 units

Enrollment Limitation: Acceptance in the Medical Assisting Program.

Administrative office procedures for medical assistants. Topics include: responsibilities of the medical assistant, therapeutic communication, human relations, computers in the ambulatory care setting, written communication, telephone techniques, appointment scheduling, patient processing, and accuracy and maintenance of health records. Total of 54 hours lecture and 54 hours laboratory.

Grade Mode: L

Rationale: Modified course title to reflect administrative procedures within a medical setting. Updates to MA 111B required update to MA 111A prerequisite course. Updates to SLOs, SPOs, CCOs, catalog description, and textbooks. Addition of Form D.

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

MA 122A CLINICAL MEDICAL OFFICE PROCEDURES I

2 units

Enrollment Limitation: Acceptance in the Medical Assisting Program.

Infection control, disease transmission and the body's response to infection, medical asepsis, OSHA standards, biohazard management, vital signs, and medical record documentation and maintenance in the medical office. Acceptance in the Medical Assistant program (clinical). Total of 27 hours lecture and 36 hours laboratory.

Grade Mode: L

Rationale: Course has not been updated in 12 years. Modified course title to reflect clinical procedures within a medical setting. Updates to: SLOs, SPOs, CCOs, MOIs, MOEs, assignments, catalog description, and textbooks Enrollment limitation: Must be accepted to Medical Assistant program (clinical). Addition of Form D (Hybrid).

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

MA 122B CLINICAL MEDICAL OFFICE PROCEDURES II

2 units

Prerequisite: MA 122A.

Enrollment Limitation: Acceptance in the Medical Assisting Program.

Patient medical history and interviewing techniques used to assist the physician with physical exams, minor surgeries, setting up a sterile field, classification of surgical instruments used in minor surgery,

suture and staple removal, bandaging, sterile dressing change, and sterilization techniques. Total of 27 hours lecture and 36 hours laboratory.

Grade Mode: L

Rationale: Course has not been updated in 14 years. Modified course title to reflect clinical procedures within a medical setting. Updates to: SLOs, SPOs, CCOs, MOIs, MOEs, assignments, catalog description, and textbooks. Enrollment limitation: Must be accepted to Medical Assistant program (clinical). Addition of Form D (Hybrid).

MODIFICATION – catalog description, SLOs, SPOs, CCOs, MOIs, MOEs, prerequisite & corequisite (removals), enrollment limitation, Distance Education addition – Effective Summer 2021

MA 124 PHLEBOTOMY & LABORATORY PROCEDURES FOR MEDICAL ASSISTANTS
3 units

Enrollment Limitation: Acceptance in the Medical Assisting Program.

Phlebotomy, specimen collection, point-of-care testing, infection control, and safety practices in the medical office. Safe operation of laboratory equipment and review of current regulatory issues (CLIA), legal considerations (HIPAA), and OSHA standards. For students accepted to the Medical Assistant program. Total of 36 hours lecture and 54 hours laboratory.

Grade Mode: L

Rationale: Course has not been updated through WebCMS for over 10 years. Modifications: SLOs, SPOs, CCOs, MOI, MOE, catalog description, assignments. Removal: Course was created in 2006 and the existing prerequisite & corequisite listed on proposal are not applicable to this course. Title: Phlebotomy is included in course title as a primary skill practiced throughout the course. Enrollment limitation: Must be accepted to Medical Assistant program (clinical). Addition of Form D (Hybrid).

MODIFICATION – course title, catalog description, SLOs, SPOs, CCOs, MOIs, MOEs, assignments, texts, SAM code (B to C), Distance Education addition – Effective Summer 2021

MA 128 PRACTICUM EXPERIENCE IN THE MEDICAL OFFICE

4 units

Enrollment Limitation: Acceptance in the Medical Assisting Program. Completion of all required courses in the program with a Grade C or higher before practicum assignment.

Unpaid practicum experience under professional supervision in an ambulatory healthcare setting allowing students to bridge the gap between classroom skills to hands-on learning for safe and effective performance of administrative and patient care in the medical office. Total of 18 hours lecture and 162 hours laboratory.

Grade Mode: L

Rationale: Course has not been updated in over 10 years. Modifications: course title, SLOs, SPOs, CCOs, MOI, MOE, assignments, catalog description, Enrollment limitation, Textbooks. Changed SAM code from B to C. Updated course title: The word Practicum is now used instead of Clinical Experience (Accrediting Board Requirement). All courses in the program must be successfully completed before the Practicum (Accrediting Board Requirement). Supervision is provided by the physician/medical office for the practicum experience (162 hours). Instructor provides 18 hours (lecture) online. Addition of Form D.

MODIFICATION – program review, no changes – Effective Summer 2021
GERONTOLOGY – Associate in Science, Certificate of Achievement
18 units

Gerontology is concerned with the study and application of knowledge about the physical, social, and economic conditions of older people. Aging affects all aspects of human activity, thus gerontology is multidisciplinary in nature. The program prepares students for careers in the field of aging. Graduates from this program can expect to find career placements in county councils on aging, area agencies on aging, social services agencies, housing authorities, long-term care, recreation facilities, and many other public and private agencies. Job titles in the field include:

With Completion of an Associate Degree

Home Care Companion

Activity Director

Adult Educator

Transportation Coordinator

Meal Coordinator

Admission Coordinator

Marketing Coordinator

Travel/Tour Specialist

Home Safety/Home Organization Specialist

With Completion of a B.A. or M.A.

Department of Human Services Worker

Senior Center Director

Administrator for assisted living

Administrator for independent living

Marketing Director

Care Manager

Geriatric Social Worker

Gerontologist

A grade of C or better is required for the certificate.

Required Units for the Certificate of Achievement (18 units)

GERO 001 – Introduction to Gerontology (3)

GERO 022 – Directed Studies in Gerontology (3)

GERO 140 – Applied Health Care Management in Gerontology (3)

SOC 022 – Sociology of Aging (3)

PSYC 022 – Developmental Psychology; The Adult (3)

HUM 002 – Humanities, Science and Technology (3)

Rationale: Periodic review of CTE programs. GERO 01, 022, and 140 have been reviewed and updated and submitted for review by the Curriculum and Instruction Committee for the Fall 2019 review cycle.

KINESIOLOGY, HEALTH AND ATHLETICS

MODIFICATION – SLOs, SPOs, MOIs, MOEs, assignment, CCOs, texts – Effective Summer 2021

KINT 097 THEORY AND DEVELOPMENT OF FITNESS AND WELLNESS

3 units

Mastering core skills in health and wellness, fitness, kinesiology of physical activity, goal setting, decision making, leadership, time management, achievement skills, education, attitudes and habits, and cognitive style preferences. Total of 54 hours lecture and 18 hours laboratory.

Transfer Credit: CSU

Grade Mode: L, A, P

Rationale: Course update, SLOs, SPOs, MOIs, MOEs, assignments, CCOs, textbook.

LIBRARY

MODIFICATION – program review, required courses (PHOT 002 addition) – Effective Summer 2021

ARCHIVES AND DIGITAL COLLECTIONS ASSISTANT – Certificate of Achievement

16 units

As libraries and other types of organizations begin digitizing their local and special collection materials, this frequently means that librarians and library assistants find themselves working with archival and manuscript materials for which they have no training. Understanding how archival collections are appraised, handled, arranged, described, and preserved better prepares library staff for working with these unique materials. Similarly, libraries and other cultural heritage organizations today must ensure that digital information of long term value, both “born digital” and reformatted content, is preserved to remain accessible and usable over time. This Certificate of Achievement expands on the coursework of the Digitization Skills Certificate to include archival practices, digital image editing and digital preservation skills sets that will better prepare students for work in archives, special collections and the digitization field.

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

Requirements for the Certificate of Achievement (16 units):

LIB 120 – Introduction to Archives & Special Collections (3)

LIB 121 – Technologies & Processes for Digital Collections (3)

LIB 122 – Introduction to Metadata for Digital Objects (3)

LIB 123 – Introduction to Copyright Issues for Digital Collections (1)
LIB 124 – Survey of Digital Preservation (2)
PHOT 030 – Introduction to Digital Image Editing (3)
or PHOT 002 – Digital Photography I (3)
LIB 126 – Archives & Digital Collections Internship (1)

Recommended Electives

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

Rationale: Part of the 2 year review cycle. Added PHOT 002 to outline as PHOT 030 will no longer be offered.

MODIFICATION – program review, no changes – Effective Summer 2021 **DIGITIZATION SKILLS FOR LIBRARIES AND CULTURAL HERITAGE** **ORGANIZATIONS – Occupational Skills Certificate** **8 units**

This curriculum prepares students to work in digital repositories found in libraries, archives, museums, and business settings. Instruction includes: project planning, digitization, metadata, copyright, and end user access to digital materials. Students will gain practical experience using industry standards in order to prepare them for entering the workforce.

An Occupational Skills Certificate is awarded upon successful completion of all required courses with a grade of C or better.

Requirements for the Occupational Skills Certificate (8 units):

LIB 121 – Technologies & Processes for Digital Collections (3)
LIB 122 – Introduction to Metadata for Digital Objects (3)
LIB 123 – Introduction to Copyright Issues for Digital Collections (1)
LIB 126 – Archives & Digital Collections Internship (1)

Rationale: Part of the 2 year review cycle. No modifications made to program outline.

NONCREDIT

MODIFICATION – certificate hours – Effective Summer 2021 **MEDICAL FRONT OFFICE CLERK – Certificate of Completion**

The Medical Front Office Clerk program provides students with the necessary preparation for entry-level positions in a medical front office setting. The curriculum also prepares students for a pathway to credit medical assisting programs. Student gain knowledge in medical terminology, medical billing and coding, software applications, administrative duties, legal requirements on reporting and patient privacy, communication, customer service, medical transcription, and workplace diversity.

A Certificate of Completion is awarded upon completion of all required courses.

Required Courses

BUSN 2601A – Computer Keyboarding A

BUSN 7304 – Fundamentals of Office Records Management and Filing

HLTN 5000 – Introduction to Medical Terminology

HLTN 5001 – Medical Front Office Clerk Procedures

Rationale: Increase student completion and retention by revising course outlines & certificate. Old certificate total: 234. New certificate total hours: range 126 – 153.

SOCIAL SCIENCE

MODIFICATION – catalog description, CCOs, SLOs, SPOs, assignments, Distance Education addition – Effective Summer 2021

EDUC 131 INTRODUCTION TO THE SCHOOL-AGE CHILD

3 units

Exploration of the physical, social, emotional and cognitive development of children, as well as effective programs and practices for working in diverse settings. Intended for those wishing to work with school-age children. Total of 54 hours lecture.

Grade Mode: L, A

Rationale: Form D was added to offer this course fully online. Minor change was made to the course (changed K-12 teacher to TK-12 teacher in interview assignment). Modification to catalog description, CCOs, SLOs, SPOs, assignments. Addition of Distance Education modality.

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

HIST 008 HISTORY OF CALIFORNIA

3 units

California's history from early human settlements to the modern era. Explores the multicultural and multifaceted “Golden State” and its political, economic, and sociocultural development on the west coast of the United States. Total of 54 hours lecture.

Transfer Credit: CSU; UC

Grade Mode: L, A, P

Rationale: Revise SLOs, SPOs, CCOs, assignments, methods of instruction and evaluation, catalog description, and textbooks; add a Form D.

MODIFICATION – SPOs, texts, Form D update – Effective Summer 2021

HUM 003 HUMANITIES AND THE SOCIAL SCIENCES

3 units

Interdisciplinary overview combining methods from the humanities and social sciences to interpret major economic, political and social forces which have influenced the relationship between the individual and society in a diverse set of cultural and historic contexts. Total of 54 hours lecture.

Transfer Credit: CSU; UC

Grade Mode: L, A, P

Rationale: Update for Form D. Update to course textbooks. Edit to an SPO. Comments regarding Form D have been added to this revised document.

MODIFICATION – MOEs, assignments, Distance Education addition – Effective Summer 2021

PSYC 024 LIFESPAN DEVELOPMENTAL PSYCHOLOGY

3 units

Process and dynamics of human development from conception through adult maturity, old age, and death; biological, cognitive, personality, sociocultural, and existential factors influencing the course of psychological development across the lifespan. Total of 54 hours lecture.

*Transfer Credit: CSU; UC credit limitations. See counselor. *C-ID: PSY 180*

Grade Mode: L

Rationale: Addition of Distance Education modality. Modifications to MOEs, assignments.

MODIFICATION – Distance Education addition – Effective Summer 2021

SOC 015 CRIME, DELINQUENCY AND SOCIETY

3 units

Analysis of crime theories, social control, and punishment. Examines the sociological impact, functions, and roles of the criminal and juvenile justice systems in the U.S. Emphasis on the sociological process and impact of law enforcement, courts, and correctional components of the criminal justice and juvenile justice process. Focuses on the interaction between the citizen, the community, and the components of the justice system. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. *C-ID: SOCI 160*

Grade Mode: L, A

Rationale: Addition of Form D.