

**PASADENA CITY COLLEGE
CURRICULUM AND INSTRUCTION COMMITTEE
MINUTES OF MEETING
THURSDAY, OCTOBER 22, 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

Carrie Starbird
Natalie Russell
Lynora Rogacs
Julie Kiotas

MEMBERS EX-OFFICIO

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

RESOURCE EXPERTS

Matt 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

Kevin McKenna
Avo Yousefian
Micah Young
Melissa Anderson
Mark Keene
Tanysha Laney

I. WELCOME

Self-introductions were made.

II. PUBLIC COMMENT

None.

III. APPROVAL OF MINUTES

Meeting Minutes for October 15, 2020.

ON MOTION by Linda Hintzman and seconded by Armando Duran, the committee unanimously approved the minutes from meeting 8.

IV. COMMITTEE DISCUSSION

ON MOTION by Maria Pehlivanova and seconded by Bakhtawar Bhadha, the committee unanimously approved the additions of BLDG 220 and BLDG 225

ON MOTION by Jeff Hupp and seconded by Linda Hintzman, the committee unanimously approved the prerequisite additions of BLDG 220 and BLDG 225.

ON MOTION by Linda Hintzman and seconded by Jeff Hupp, the committee unanimously approved the modifications of BLDG 218, BLDG 222, BLDG 223, and BLDG 224.

ON MOTION by Lynora Rogacs and seconded by Erika Catanese, the committee unanimously approved the prerequisite additions of BLDG 218, BLDG 222, BLDG 223, and BLDG 224.

BY UNANIMOUS CONSENT, the committee approved the modifications to DT 008C, DT 017, DT 110, and DT 114.

ON MOTION by Maria Pehlivanova and seconded by Daisuke Yamaguchi, the committee unanimously approved the removal of the prerequisite for DT 114.

ON MOTION by Linda Hintzman and seconded by Erika Catanese, the committee unanimously approved the additions of Distance Education to ACCT 104A, BLDG 218, BLDG 219, BLDG

220, BLDG 222, BLDG 223, BLDG 224, BDLG 225, DT 008A, DT 008B, DT 008C, DT 017, DT 110, DT 114, HOSP 045, and HOSP 050.

CONSENT ITEMS

Temporary Distance Education Addenda – Additions - approved BY UNANIMOUS CONSENT.

Business and Computer Technology

MACH 121 – Spring 2021

MACH 131 – Spring 2021

MACH 136 – Spring 2021

Natural Science

ENVS 012 – Spring 2021

Noncredit

GED 4102 – Fall 2020

GED 4104 – Fall 2020

Performing and Communication Arts

MUSC 004B – Fall 2020

Social Science

PHIL 037 – Fall 2020

Visual Arts and Media Studies

ART 003A –Fall 2020

ART 007 – Fall 2020

The committee reviewed and discussed the following:

TDEA follow-up
Technical Review

V. ANNOUNCEMENTS

Committee representatives were asked to remind authors they should consider recommended revisions to their proposals and resources.

The C&I canvas course now contains a repository for submitting tech reviews.

Sharis Amirian reported about the new CSU general education Ethnic Studies requirement. It was noted prefixes of existing courses will either need to be changed to one of the 5 approved designations or cross-listed with a new prefix. She provided the following links for more information.

Official website from the CSU explaining the new Ethnic Studies Requirement:

<https://www2.calstate.edu/impact-of-the-csu/diversity/advancement-of-ethnic-studies>

Direct link to the Ethnic Studies FAQ: <https://www2.calstate.edu/impact-of-the-csu/diversity/advancement-of-ethnic-studies/Documents/FAQ-on-Ethnic-Studies.pdf>

VI. ADJOURNMENT

BY UNANIMOUS CONSENT, the committee approved to adjourn the meeting at 3:38 p.m.

ADDENDUM

BUSINESS AND COMPUTER TECHNOLOGY

ADDITION – Effective Summer 2021

BLDG 220 ESTIMATING FOR BUILDING CONSTRUCTION

3 units

Prerequisites: BLDG 212 and BLDG 213.

Theory of estimating; structure of plans and specifications estimates; quantity surveying; unit cost synthesis and analysis; bid organization and preparation; competitive simulations and exercises; the estimator's qualifications, responsibilities and ethics. Total of 54 hours lecture.

Grade Mode: L, A

Rationale: BLDG 220 was archived in 2019 and it will become part of a new certificate that is being put forward in Fall 2020. Updates to SLOs, SPOs, CCOs, MOI, MOE, assignments, textbook. addition of Form D and Form Bs for prerequisites.

ADDITION – Effective Summer 2021

BLDG 225 GREEN BUILDING AND ENERGY EFFICIENCIES

3 units

Prerequisites: BLDG 212 and BLDG 213.

Overview of design and construction delivery systems for high performance green buildings. Topics include: issues, challenges and opportunities associated with green building and sustainable design used in residential construction, interior design, inspection, architecture, and related fields of the building construction and design industry. Focus on understanding the general concepts of green building while examining specific building technologies as they relate to conservation. Total of 54hours lecture.

Grade Mode: L, A

Rationale: Creation of course to be included in the College's new Sustainability in Construction Certificate. Addition of Form D and prerequisites.

MODIFICATION – MOE s, Distance Education addition – Effective Summer 2021

ACCT 104A COMPUTERIZED ACCOUNTING - QUICKBOOKS

3 units

Prerequisites: ACCT 001A or ACCT 010.

Introduction to accounting systems concepts and software, using Quickbooks. Topics include general ledger, accounts payable, accounts receivable, inventory, and basic payroll. Total of 54 hours lecture and 18 hours laboratory.

Grade Mode: L, A

Rationale: Only change is addition of Form D for Distance Education. 2-year review which included other updates took place in May 2020. Update of MOEs.

MODIFICATION – SLOs, SPOs, CCOs, MOIs, MOEs, prerequisites, assignments, text,

Distance Education addition – Effective Summer 2021

BLDG 218 INSPECTION OF ARCHITECTURAL DETAILS

3 units**Prerequisites:** BLDG 212 and BLDG 213.

Properties of architectural materials, lumber, roofing, wall finishes, flooring and covering, glass and glazing, finishes. Engineering principles pertaining to heat, acoustics, humidity, roof construction, interior and exterior materials, finish carpentry, hardware and trim. Final inspection procedures. Total of 54 hours lecture.

Grade Mode: L, A**Rationale:** Updates to SLOs, SPOs, CCOs, MOI, MOE, assignments and textbooks. Addition of prerequisites BLDG 212 and 213. Addition of Form D.**MODIFICATION – title, catalog description, SLOs, SPOs, CCOs, MOIs, MOEs, prerequisites, assignments, text, Distance Education addition – Effective Summer 2021****BLDG 222 PRINCIPLES OF HOUSING AND ZONING REQUIREMENTS****3 units****Prerequisite:** BLDG 212 and BLDG 213.

Fundamental planning issues and sustainability processes as they apply to community planning and design situations. Exploration of policies, codes and standards that can be modified for the growing need for greater integration of transportation, land use, and environmental planning, with respect to changing demographic needs, public health concerns, housing affordability, equity, and livability. Total of 54 hours lecture.

Grade Mode: L, A**Rationale:** Addition of Form D. Modify the course title, course content, CCO, SLO, SPOs, assignments and catalog description to reflect a more sustainability-focused course for the College's new Sustainability in Construction Certificate of Achievement. Update MOI, MOE and textbook. Addition of BLDG 212 and 213 as prerequisites.**MODIFICATION – SLOs, SPOs, CCOs, MOIs, MOEs, prerequisites, assignments, text, Distance Education addition – Effective Summer 2021****BLDG 223 PRINCIPLES OF PLUMBING INSPECTION****3 units****Prerequisites:** BLDG 212 and BLDG 213.

Plan reading and inspection for underground plumbing (water, gas, drains and vents); above-ground plumbing and venting; finished plumbing systems. The Uniform Plumbing Code enforcement process. Total of 54 hours lecture.

Grade Mode: L, A**Rationale:** Updates to SLOs, SPOs, CCOs, MOI, MOE, assignments, textbook. Addition of Form D and added BLDG 212 and 213 as prerequisites.**MODIFICATION – SLOs, SPOs, CCOs, MOIs, MOEs, prerequisites, assignments, text, Distance Education addition – Effective Summer 2021****BLDG 224 PRINCIPLES OF HEATING AND REFRIGERATION INSPECTIONS****3 units****Prerequisite:** BLDG 212 and BLDG 213.

Plan reading and inspection of heating, air conditioning, refrigeration and ventilation systems. Ducts, conductors, fuel supply, controls, insulation and refrigeration. The Uniform Mechanical Code enforcement process. Total of 54 hours lecture.

Grade Mode: L, A

Rationale: Updates to SLOs, SPOs, CCOs, MOI, MOE, assignments, textbook. Addition of Form D and addition of prerequisites BLDG 212 and 213.

MODIFICATION – texts, Distance Education addition – Effective Summer 2021

DT 008A INTRODUCTION TO DIGITAL DESIGN AND FABRICATION

3 units

Introduction to digital design and fabrication through the use of computer-aided design (CAD) and technical graphic production. Design centric projects with emphasis on problem solving, critical thinking, collaboration and communication across multiple industries, software and prototyping technologies with an emphasis on sustainable production methods. Integrated workflow processes including online resources, project management, sustainability and globalization. Career skills and portfolio development. Total of 36 hours lecture and 72 hours laboratory.

Transfer Credit: CSU; UC

Grade Mode: L

Rationale: Supplemental Form D. Updated course books. Online/Hybrid Option selected. Distance Education selected.

MODIFICATION – texts, Distance Education addition – Effective Summer 2021

DT 008B INTERMEDIATE DIGITAL DESIGN AND FABRICATION

3 units

Prerequisites: DT 008A or ENGR 002 or MIT 101.

Intermediate digital design and fabrication using computer-aided design (CAD) and technical graphic production standards. Design centric projects with emphasis on problem solving, critical thinking, collaboration and communication across multiple industries, software, and rapid prototyping technologies. Integrated workflow processes including online resources, project management, sustainability and globalization. Career skills and portfolio development. Total of 36 hours lecture and 72 hours laboratory.

Transfer Credit: CSU; UC

Grade Mode: L, A

Rationale: Supplemental Form D. Updated books. Updated course proposal. Selected Distance Education, Online, Hybrid.

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

DT 008C ADVANCED SYSTEMS DESIGN AND FABRICATION

4 units

Prerequisite: DT 008B.

Recommended Preparation: DT 110.

Design, develop and manufacture of CAD parametric models and prototypes through design centric projects. Emphasis on problem solving, critical thinking, collaboration and communication in an

interdisciplinary environment. Advanced material selection, product development, systems analysis and strength and motion analysis for sustainable production practices. Career skills and portfolio development. Total of 36 hours lecture and 108 hours laboratory.

Transfer Credit: CSU; UC

Grade Mode: L, A

Rationale: Supplemental Form D. Added to Course Content Outline to include Certified Solidworks professional examination and credentialing. Added to Assignments to include Certified Solidworks professional examination and credentialing. Added hybrid & online option. Selected Distance Education. Updated course books.

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

DT 017 BUILDING DESIGN & CONSTRUCTION TECHNICAL GRAPHICS

3 units

Use of Computer-Aided Drafting (CAD) in the preparation of two- and three-dimensional architectural building design and construction technical graphics and prototypes. Design centric projects with emphasis on problem solving, critical thinking, collaboration and communication across multiple industries, software and prototyping technologies. Career development includes presentation skills and portfolio development. Total of 36 hours lecture and 72 hours laboratory.

Transfer Credit: CSU; UC

Grade Mode: L, A

Rationale: Supplemental Form D. Modified course title to include "design". Updated SLOs & SPOs. Updated course description. Updated course content outline. Updated books. Checked online, hybrid, distance education option (submitting Form D).

MODIFICATION – catalog description, Distance Education addition – Effective Summer 2021
DT 110 SUSTAINABLE TECHNOLOGIES

3 units

Introduction to the fundamentals of sustainable design and their technological application for emerging green careers using the LEED (Leadership in Energy and Environmental Design) green rating system framework. Analysis of principles, processes and materials in the built environment within the realms of Architecture, Engineering, Construction, and related design industries. Emphasis on collaboration, communication through design-centric problem solving. Total of 36 hours lecture and 72 hours laboratory.

Grade Mode: L

Rationale: Supplemental Form D. This proposal modifies the course description to include related disciplines. Checked Distance education, online, hybrid options. Reviewed books, these are the most updated editions and are not outdated and are still relevant to the course content. Modification to catalog description.

MODIFICATION – catalog description, prerequisite (move to recommended prep), SLOs, SPOs, CCOs, Distance Education addition, texts, SAM code (B to C) – Effective Summer 2021
DT 114 BUILDING INFORMATION MODELING DESIGN (BIM DESIGN)

3 units

Recommended Preparation: DT 118.

Introduction to 3-dimensional parametric Building Information Modeling (BIM) using various architectural computer-aided design software including Autodesk Revit. Utilization of software to be applied towards the design, documentation, and analysis of buildings systems. Sustainable practices to be integrated throughout the various projects. Career skills and portfolio development. Total of 36 hours lecture and 54 hours laboratory.

Grade Mode: L, A

Rationale: Supplemental Form D. Updated catalog description to be a little more specific. Modified SLOs & SPOs. Supplemental Form B (modified DT118 as recommended). Updated Course Content Outline to include basic building systems analysis and drawing sets. Updated books. Checked Hybrid & Online, and Distance Education. Sam Code changed from B to C due to prerequisite removal.

MODIFICATION – Distance Education 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: Addendum of Form D.

MODIFICATION – Distance Education 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.

Transfer Credit: *C-ID: HOSP 150

Grade Mode: L, A

Rationale: Addendum of Form D.

Temporary Distance Education Addenda – Additions.

Business and Computer Technology

MACH 121 – Spring 2021

MACH 131 – Spring 2021

MACH 136 – Spring 2021

Natural Science

ENVS 012 – Spring 2021

Noncredit

GED 4102 – Fall 2020

GED 4104 – Fall 2020

Performing and Communication Arts

MUSC 004B – Fall 2020

Social Science

PHIL 037 – Fall 2020

Visual Arts and Media Studies

ART 003A – Fall 2020

ART 007 – Fall 2020