

**PASADENA CITY COLLEGE  
CURRICULUM AND INSTRUCTION COMMITTEE  
MINUTES OF MEETING  
THURSDAY, MARCH 2, 2017**

**CALLED TO ORDER:** 1:29 p.m.

**CO-CHAIRPERSONS:** Janis Dwyer  
Alicia Vargas

The following Curriculum and Instruction Committee members were present:

**FACULTY CHAIRPERSONS**

Janis Dwyer  
Alicia Vargas

**INSTRUCTIONAL UNITS**

Jeff Hupp, Counseling and Career Services  
John Tyberg, English  
Karyn Skiathitis, Health Sciences  
Tammy Knott-Silva, Kinesiology, Health and Athletics  
Walter Butler, Library Services  
Lindsey Ruiz, Languages  
Kerin Huber, Natural Science  
Mariella Baldo, Noncredit  
Sharon Bober, Mathematics  
Brad Steed, Performing and Communication Arts  
Paul Price, Social Sciences  
Michael Cranfill, Visual Arts and Media Studies

**DIVISION DEANS**

Rocky Cifone, Career and Technical Education  
Carrie Starbird, Natural Science  
Natalie Russell, Humanities  
James Arnwine, Fine Arts

**STUDENTS**

Julie Ngov, ASB Vice President for Student Services

**MEMBERS EX-OFFICIO**

Terry Giugni, VP/Asst. Superintendent, Instruction  
Homa Nelson, Classified Senate  
Edward Martinez, Articulation Officer  
Katie Datko, Distance Education

**VISITORS**

Kathy Scott  
Liliana Martinez-Kaufman  
Joseph Futtner  
Susan Bricker  
Melissa Anderson

*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.*

## **I. WELCOME**

Self-introductions were made.

## **II. PUBLIC COMMENT**

Sharon Bober announced she got married over the Christmas break. Much congratulations.

## **III. APPROVAL OF MINUTES**

Meeting Minutes for December 8, 2016.

**ON MOTION** by Karyn Skiathitis and seconded by Tammy Knott-Silva, the committee voted unanimously to approve the minutes of meeting 13.

## **IV. COMMITTEE DISCUSSION**

The latest from the Chancellor's Office (subject to final approval) is that ADTs that have courses *submitted* for C-ID approval can still be submitted to the Chancellor's Office.

Janis and Alicia went over the new process for PCC curriculum approval. Proposals need to be level 2 by March 30 and level 8 by May 4 to be considered for a possible effective date of Winter 2018. Proposals that miss these deadlines will still be considered by the committee, but the earliest effective date will be Summer 2018.

Courses being considered for IGETC and CSU-Breadth should not be *offered* before the courses have been approved in Assist.org.

We want to get the committee more involved, so small groups of committee members will be formed to review proposals during technical review.

OER courses will have some kind of indication in the schedule. OER supporting materials will be entered in the *other materials* section of Textbooks in Webcms.

## **VI. ANNOUNCEMENTS**

There will be no meeting March 9 due to Flex Day.

## **VII. ADJOURNMENT**

**ON MOTION** by Katie Datko and seconded by Michael Cranfill, the meeting adjourned at 3:35 p.m.