

**PASADENA CITY COLLEGE
CURRICULUM AND INSTRUCTION COMMITTEE
MINUTES OF MEETING
THURSDAY, APRIL 6, 2017**

CALLED TO ORDER: 1:34 p.m.

CO-CHAIRPERSONS: Janis Dwyer
Alicia Vargas

The following Curriculum and Instruction Committee members were present:

FACULTY CHAIRPERSONS

Janis Dwyer
Alicia Martinez

INSTRUCTIONAL UNITS

Jason Huh, Business and Computer Tech
John Tyberg, English
Karyn Skiathitis, Health Sciences
Walter Butler, Library Services
Lindsey Ruiz, Languages
Kerin Huber, Natural Science
Sharon Bober, Mathematics
Liliana Martinez-Kaufman, Noncredit
Brad Steed, Performing and Communication Arts
Charlotte Williams, Social Sciences
Michael Cranfill, Visual Arts and Media Studies

DIVISION DEANS

James Arnwine, Fine Arts
Carrie Starbird, Natural Science

MEMBERS EX-OFFICIO

Terry Giugni, Asst Superintendent/VP, Instruction
Edward Martinez, Articulation Officer
Katie Datko, Distance Education
Armando Duran, Counseling/Student Success Services

VISITORS

Melissa Anderson
Tanysha Laney
Krista Goguen
Paul Price

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

None.

III. APPROVAL OF MINUTES

Meeting Minutes for March 30, 2017.

ON MOTION by Katie Datko and seconded by Karyn Skiathitis, the committee voted unanimously to approve the minutes of meeting 4.

IV. COMMITTEE DISCUSSION

The ADT for Film, Television, and Electronic Media was approved by the Board of Trustees. Next stop: the Chancellor's Office.

Graduation requirements for degrees and certificates need to be discussed. There are some areas that a certificate of achievement does no good (e.g., Speech-Language Pathology Assistant). Janis and Alicia will be working on modifying AP/BP 4100, Graduation Requirements for Degrees and Certificates.

ON MOTION by Katie Datko and seconded by Charlotte Williams, the committee voted unanimously to approve the modifications of BIT 115 and 122.

ON MOTION by Karyn Skiathitis and seconded by Lindsey Ruiz, the committee voted unanimously to approve the modification of LIB 126.

ON MOTION by Karyn Skiathitis and seconded by Lindsey Ruiz, the committee voted unanimously to approve the modifications to ITAL 002, 009A, 009B, and 009C.

ON MOTION by Michael Cranfill and seconded by Katie Datko, the committee voted unanimously to table discussion of SPAN 150B until April 27.

Dr. Giugni suggested that the committee produce a template for catalog descriptions. Two white papers, The Course Outline of Record: A Curriculum Reference Guide and the Program and Course Approval Handbook (PCAH) are both sources of what a good catalog description should contain.

For Technical Review: Please send your reviews to both Janis and Alicia.

VI. ANNOUNCEMENTS

None.

VII. ADJOURNMENT

The meeting adjourned at 3:31 p.m.

ADDENDUM

BUSINESS AND COMPUTER TECHNOLOGY DIVISION

Modification – Distance Education, SLOs, SPOs, MOIs, Assignments, Texts – Effective Winter 2018 **BIT 115 BUSINESS RECORDS SKILLS**

1 unit

Introduction to records management concepts and database software using Microsoft Access. Records management systems for organizing business information, materials, and records by applying standard indexing rules and using manual and electronic filing systems (alphabetic, numeric, geographic, chronologic, and subject). Total of 18 hours lecture.

Rationale: The course is being submitted to C&I to update the Distance Education Form based on the two-year review cycle. SLOs, SPOs, and MOIs were modified to conform to new C&I guidelines. Changes made to SLOs, SPOs, MOIs, Assignments, Textbook, Form D.

Modification – Distance Education, SLOs, SPOs, MOEs, MOIs, Assignments – Effective Winter 2018 **BIT 122 INTERNET RESEARCH FOR BUSINESS**

1 unit

Conducting Internet research, and evaluating, managing, and organizing Internet research findings to effectively communicate information in business. Total of 18 hours lecture.

Rationale: This course is being submitted to C&I based on the two-year Distance Education review cycle. Changes made to SLOs, SPOs, MOEs, MOIs, Assignments, Form D.

LIBRARY

Modification – Catalog description, Assignments, Textbooks – Effective Winter 2018 **LIB 126 DIGITIZATION INTERNSHIP**

1 unit

Prerequisite: *LIB 121 and 122.*

Supervised practical experience working on an approved digital project in a library or cultural heritage institution or other type of digitization project. Pass/no pass grading. Requires 60 hours of non-paid work or 75 hours of paid work for one semester unit.

Rationale: Modify work hour requirements in Catalog Description to match equivalent internship course. Modification assignment. Add textbooks.

LANGUAGES DIVISION

Modification – Title, SLOs, SPOs, Content, MOIs, MOEs, Assignments, Catalog Description, Texts – Effective Winter 2018

ITAL 002 ELEMENTARY ITALIAN - LEVEL 2

5 units

Prerequisite: Ital 001, or the first year of high school Italian, or placement based on the foreign language assessment process.

Grammar essentials, especially irregular verbs; practice in conversation. Institutions, customs, culture, songs and poems of Italy. Total of 90 hours lecture.

Transfer Credit: CSU; UC

Rationale: We are updating the course as required for routine course maintenance. We are modifying: course title, SLOs, SPOs, CCOs, the Methods of Instruction, the Methods of Evaluation of Student Performance, the Assignments and the textbook, and catalog description.

Modification – Title, SLOs, SPOs, Content, MOIs, MOEs, Assignments, Catalog Description, Texts – Effective Winter 2018

ITAL 009A INTERMEDIATE ITALIAN CONVERSATION - LEVEL 1

2 units

Prerequisite: Ital 003 or three years of high school Italian or placement based on the foreign language assessment process.

Intensive practice at an intermediate level in oral expression and comprehension of spoken Italian. Total of 36 hours lecture.

Transfer Credit: CSU; UC

Rationale: We are updating the course as required for routine course maintenance. We are modifying: course title, the SLOs, the SPOs, the CCO, the methods of instruction, the Methods of Evaluation of Student Performance, the Assignments, the catalog description and the textbook.

Modification – Title, SLOs, SPOs, content, MOIs, MOEs, Assignment, Catalog Description, Prerequisite (remove ITAL 003 or three years of High School Italian; add ITAL 009A), Texts – Effective Winter 2018
ITAL 009B INTERMEDIATE ITALIAN CONVERSATION - LEVEL 2

2 units

Prerequisite: ITAL 009A or placement based on the foreign language assessment process.

Intensive practice at an upper intermediate level in oral expression and comprehension of spoken Italian with focus on socio-historic aspects of Italian life and culture. Total of 36 hours lecture.

Transfer Credit: CSU; UC

Rationale: We are updating the course as required for routine course maintenance. We are modifying: the course title, SLOs, the SPOs, the CCO, the methods of instruction, the Methods of Evaluation of Student Performance, the Assignments, the catalog description, addition of prerequisite, and the textbook.

Modification – Title, SLOs, SPOs, content, MOIs, MOEs, Assignment, Catalog Description, Prerequisite (remove ITAL 003 or three years of High School Italian; add ITAL 009B), Texts – Effective Winter 2018
ITAL 009C INTERMEDIATE ITALIAN CONVERSATION - LEVEL 3

2 units

Prerequisite: ITAL 009B or placement based on the foreign language assessment process.

Intensive practice at an advanced level in oral expression and comprehension of spoken Italian with focus on the specialized vocabulary related to social events and discussion of on-going political and cultural issues. Total of 36 hours lecture.

Transfer Credit: CSU; UC

Rationale: We are updating the course as required for routine course maintenance. We are modifying: course title, the SLOs, the SPOs, the CCO, the methods of instruction, the Methods of Evaluation of Student

Performance, the Assignments, the catalog description, prerequisite (Remove ITAL 003 or three years of High School Italian; add ITAL 009B), and the textbook.