PASADENA CITY COLLEGE
CURRICULUM AND INSTRUCTION COMMITTEE
MINUTES OF MEETING
THURSDAY, APRIL 13, 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
Jeffrey Hupp, Counseling and Career Services
John Tyberg, English
Karyn Skiathitis, Health Sciences
Walter Butler, Library Services
Lindsey Ruiz, Languages
Kerin Huber, Natural Science
Sharon Bober, Mathematics
Mariella Baldo, Noncredit
Brad Steed, Performing and Communication Arts
Charlotte Williams, Social Sciences
Michael Cranfill, Visual Arts and Media Studies

DIVISION DEANS
Joseph Futtner, Fine Arts

STUDENTS
Aria Beizai, Associate Students Representative

MEMBERS EX-OFFICIO
Edward Martinez, Articulation Officer
Katie Datko, Distance Education
Rocky Cifone, Career and Technical Education

VISITORS
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
None.

III. APPROVAL OF MINUTES
Meeting Minutes for April 6, 2017.

ON MOTION by Charlotte Williams and seconded by Katie Datko, the committee voted unanimously to approve the minutes of meeting 5.

IV. COMMITTEE DISCUSSION
Rocky Cifone pointed out that ADTs with a CTE TOP code do not need to go to the Regional Consortium for approval.

ON MOTION by Edward Martinez and seconded by Walter Butler, the committee voted unanimously to approve the modification of BIT 124.

ON MOTION by Edward Martinez and seconded by Lindsey Ruiz, the committee voted unanimously to approve the Distance Education – Addendum Documentation of BIT 124.

VI. ANNOUNCEMENTS
On April 22 (Earth Day), there will be a march in support of federal science funding that will go from Caltech to Memorial Park.

VII. ADJOURNMENT
ON MOTION by Charlotte Williams and seconded by Michael Cranfill, the meeting adjourned at 3:18 p.m.
BUSINESS AND COMPUTER TECHNOLOGY DIVISION

Modification – Distance Education, SLOs, SPOs, MOIs, MOEs, Assignments, Prereq (remove BIT 106), Texts – Effective Winter 2018

BIT 124 ADMINISTRATIVE BUSINESS PROCEDURES
3 units

Administrative support procedures, task organization, time management, team concepts and customer service skills, business travel and meeting arrangements, effective personal interactions to facilitate office work flow, and making ethical choices in the office. Simulated on-the-job training. Total of 54 lecture hours.

Rationale: Course review and modification based on 2-year Distance Education review cycle. Changes made to SPOs, CCOs, MOIs, MOEs, Assignments, remove Prerequisite (BIT 106), Textbooks, Form D.