

**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.

## **ADDENDUM**

### **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.