

PASADENA CITY COLLEGE
CURRICULUM AND INSTRUCTION COMMITTEE
MINUTES OF MEETING
THURSDAY, MAY 4, 2017

CALLED TO ORDER: 1:48 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

Jason Huh, Business
Jeffrey Hupp, Counseling and Career Services
John Tyberg, English
Karyn Skiathitis, Health Sciences
Tamara Knott-Silva, Kinesiology, Health and Athletics
Walter Butler, Library Services
Lindsey Ruiz, Languages
Sharon Bober, Mathematics and Computer Science
Kerin Huber, Natural Science
Liliana Martinez-Kaufman, Noncredit
Brad Steed, Performing and Communication Arts

DIVISION DEANS

Barbara Freund, Applied Arts
Jim Arnwine, Fine Arts
Natalie Russell, Humanities
Carrie Starbird, Natural Science

MEMBERS EX-OFFICIO

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

VISITORS

Melissa Anderson
Elaine Fong
Joseph Futtner

I. WELCOME

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.

Self-introductions were made.

II. PUBLIC COMMENT

None.

III. APPROVAL OF MINUTES

Meeting Minutes for May 4, 2017.

ON MOTION by Katie Datko and seconded by Karyn Skiathitis, the committee voted unanimously to approve the minutes of meeting 7.

IV. COMMITTEE DISCUSSION

ON MOTION by Karyn Skiathitis and seconded by Katie Datko, the committee voted unanimously to approve the addition of Computer Information Systems – Computer Retail Sales & Support Associate in Science degree and Certificate of Achievement.

ON MOTION by Walter Butler and seconded by Sharon Bober, the committee voted unanimously to approve the modification of Business Information Systems – Business Software Specialist Associate in Science degree and Certificate of Achievement.

BUS 012B was pulled from the agenda pending a change of the title.

BUS 002 was pulled from the agenda pending Distance Education modification.

The Noncredit items will be considered at the next meeting when all of the courses will be ready.

The Engineering and Technology items will be considered at the next meeting when the author can attend.

Dr. Giugni discussed the curriculum/catalog cleanup of TOP, CIP, SOC, and SAM codes and has organized a group of deans, faculty, and staff for this task. This affects mostly CTE programs. There is a statewide effort to have a more efficient curriculum process. Curriculum affects Banner, the printed catalog, WEBCMS, the Chancellor's Office, gainful employment, financial aid, eLumen, and Taskstream. And those are just the ones we thought of at this meeting. We want everything to be the same.

Jeff Hupp asked about a process in which course names change prefix and how those changes affect certificates and degrees. A subcommittee will be created with C&I members and/or may be added to the checklist for tech review.

Alicia reported that she has contacted two online catalog/curriculum companies about their products.

The chairs reminded the committee to look at proposals in WEBCMS prior to voting in order to expedite the meetings. It was suggested that the proposals could be divided among subgroups for review.

Sharon Bober mentioned that the Math department is beginning discussion on the courses that are out of alignment with respect to units and contact hours.

VI. ANNOUNCEMENTS

None.

VII. ADJOURNMENT

ON MOTION by Karyn Skiathitis and seconded by Jeff Hupp, the meeting adjourned at 2:49 p.m.

ADDENDUM

BUSINESS DIVISION

Addition – Effective Summer 2018

COMPUTER INFORMATION SYSTEMS – COMPUTER RETAIL SALES & SUPPORT

19 units

The Computer Retail Sales and Support Certificate of Achievement is the first stage of the statewide IT Technician pathway and prepares students to develop their fundamental IT Technician Skills. While completing coursework in customer service, communication, Microsoft Office, and information systems coursework, along with earning the CompTIA A+ industry certification, students gain practical experience as they learn how to succeed in an IT retail environment. Upon completion of this program, students would be qualified for entry level IT positions such as Retail Salespersons, Customer Service Representatives, Retail Sales Workers, and Sales Representatives.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

BUS 009 – Introduction to Business (3)

BUS 160 – Sales and Customer Service (3)

BUS 011A – Business Communications (3)

BIT 025 – Survey of Computer Technology in Business (3)

or CIS 010 – Introduction to Information Systems (3)

BIT 106 – Business Software-Introduction to Microsoft Office System (3)

CIS 011 – Information and Communication Technology Essentials (4)

Rationale: The Computer Retail Sales and Support program is the first stage of the statewide IT Technician pathway. This pathway was designed with faculty and industry involvement to prepare students for entry-level IT work in a short amount of time. The pathway often utilizes existing academic programs and courses, requiring minimal new course development or modification. Additionally, during this stage, students can potentially obtain one industry certification, which gives them a competitive advantage in the industry. Currently, there is a high market demand for Retail Salespersons to provide technical assistance during the purchasing process for computers, handheld devices, networking services, and cell phones. The Computer Retail Sales and Support Program represents a set of in-demand skills throughout the state, based upon interviews with placement agencies, and cross-referenced with advisory groups and other Labor Market Information.

Modification – Remove BIT 125, units (reduced from 22 to 20) – Effective Summer 2018

BUSINESS INFORMATION TECHNOLOGY – BUSINESS SOFTWARE SPECIALIST

20 Units

The curriculum prepares students to apply commonly used computer applications to business tasks; for example, word processing, spreadsheets, presentation graphics, database, email, Internet research, and content management. Emphasis is on the use of computer systems to collaborate with others to solve business problems.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

BIT 011 – Business Document Processing (2)

BIT 025 – Survey of Computer Technology in Business (3)

BIT 107 – Business Software - Windows (1)

BIT 106 – Business Software - Introduction to Microsoft Office System (3)
BIT 122 – Internet Research for Business (1)
BIT 128 – Business Software - Microsoft Word (2)
BIT 109 – Business Software - Microsoft Powerpoint (2)
BIT 133 – Business Software - Microsoft Excel (2)
BIT 105 – Business Software - Microsoft Access (2)
BIT 108 – Microsoft Outlook and Productivity Tools (1)
BIT 117 – Collaborative Web-Based Workspaces (1)

Rationale: This modification removes one course from the certificate: BIT 125--Business Software Integration. The content of this course is now embedded in several other courses in the curriculum (BIT 106, 105, 128, and 133) and as a result the course is no longer necessary. The number of units in this certificate is reduced from 22 to 20.