

**PASADENA CITY COLLEGE
CURRICULUM AND INSTRUCTION COMMITTEE
MINUTES OF MEETING
THURSDAY, OCTOBER 19, 2017**

CALLED TO ORDER: 1:26 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

Sonia Wurst, Business & Computer Technology
Jeff Hupp, Counseling
Keith Williams, English
Arineh Arzoumanian, Engineering & Technology
Sebrenia Law, Health Sciences
Tamara Knott-Silva, Kinesiology, Health and Athletics
Lindsey Ruiz, Languages
Walter Butler, Library
Sharon Bober, Mathematics
Cara Burres-Jones, Natural Science
Rhonda Williams, Noncredit
Brad Steed, Performing & Communication Arts
Paul Price, Social Sciences

DIVISION DEANS

Jim Arnwine, Performing & Communication Arts
Carrie Starbird, Mathematics & Computer Science
Natalie Russell, Languages

MEMBERS EX-OFFICIO

Armando Duran, Counseling/Student Success Services
Boglarka Kiss, Articulation Officer

VISITORS

Jamaar Walker
Joseph Futtner
Krista Goguen
Melissa Anderson
Tanysha Laney

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.

WELCOME

Self-introductions were made.

II. PUBLIC COMMENT

None.

III. APPROVAL OF MINUTES

Meeting Minutes for October 12, 2017

ON MOTION by Lindsey Ruiz and seconded by Jeff Hupp, the committee voted to approve the minutes of meeting 6 from October 12, 2017. (1 abstention)

IV. COMMITTEE DISCUSSION with vote

ON MOTION by Sharon Bober and seconded by Sonia Wurst, the committee voted unanimously to approve the deletion of BUS 013.

ON MOTION by Walter Butler and seconded by Sonia Wurst, the committee voted unanimously to approve the addition of the Archives and Digital Collections Assistant Certificate of Achievement.

All of the AUTO and CIS proposals were pulled from the agenda pending further discussion.

IV. ANNOUNCEMENTS

Please check with your faculty members to delete old proposals from webcms.

There are 236 proposals in the queue for consideration this semester. Some proposals may not make it to full review by the end of the semester.

Please take a look at proposals that are up for a vote in advance of C&I meetings.

V. ADJOURNMENT

The meeting adjourned at 1:45 p.m.

ADDENDUM

BUSINESS AND COMPUTER TECHNOLOGY

DELETION – Effective Summer 2018

BUS 013 BUSINESS LECTURES

1 unit

Rationale: This course has not been offered for a few semesters and no longer fits with the new curriculum in our certificates. Modifications will be made to the certificate programs to delete this course.

LIBRARY

ADDITION – Effective Summer 2018

ARCHIVES AND DIGITAL COLLECTIONS ASSISTANT Certificate of Achievement

16 units

As libraries and other types of organizations begin digitizing their local and special collection materials, this frequently means that librarians and library assistants find themselves working with archival and manuscript materials for which they have no training. Understanding how archival collections are appraised, handled, arranged, described, and preserved better prepares library staff for working with these unique materials. Similarly, libraries and other cultural heritage organizations today must ensure that digital information of long term value, both “born digital” and reformatted content, is preserved to remain accessible and usable over time. This Certificate of Achievement expands on the coursework of the Digitization Skills Certificate to include archival practices, digital image editing and digital preservation skills sets that will better prepare students for work in archives, special collections and the digitization field.

Required Courses

LIB 120 - Introduction to Archives & Special Collections (3)

LIB 121 - Technologies & Processes for Digital Collections (3)

LIB 122 - Introduction to Metadata for Digital Objects (3)

LIB 123 - Introduction to Copyright Issues for Digital Collections (1)

LIB 124 – Survey of Digital Preservation (2)

PHOT 030 - Introduction to Digital Image Editing (3)

LIB 126 - Digitization Internship (1)

Recommended Electives

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

Rationale: This Certificate of Achievement incorporates and expands on the Digitization Skills for Libraries & Cultural Heritage Institutions to prepare students for assistant work in traditional and digital archival collections. The Certificate provides practical instruction in appraising, handling, arranging, describing and preserving unique materials, creating, editing and preserving digital objects to ensure the availability of these materials in the future.