

**PASADENA CITY COLLEGE  
CURRICULUM AND INSTRUCTION COMMITTEE  
MINUTES OF MEETING  
THURSDAY, SEPTEMBER 14, 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  
Rohan Desai, Counseling  
Keith Williams, English  
Arineh Arzoumanian, Engineering & Technology  
Sebrenia Law, Health Sciences  
Tammy Knott-Silva, Kinesiology, Health and Athletics  
Lindsey Ruiz, Languages  
Walter Butler, Library Services  
Sharon Bober, Mathematics  
Melissa Anderson, Natural Science  
Brad Steed, Performing & Communication Arts  
Charlotte Williams, Social Sciences

**DIVISION DEANS**

Natalie Russell, Languages  
James Arnwine, Performing & Communication Arts

**MEMBERS EX-OFFICIO**

Armando Duran, Dean, Counseling/Student Success Services  
Boglarka Kiss, Articulation Officer  
Homa Nelson, Classified Staff

**VISITORS**

Joseph Futtner  
Lynora Rogacs  
Paul Price

**I. WELCOME**

Self-introductions were made.

**II. PUBLIC COMMENT**

None.

*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.*

### III. APPROVAL OF MINUTES

Meeting Minutes for September 7, 2017

**ON MOTION** by Jeff Hupp and seconded by Brad Steed, the committee voted unanimously to approve the minutes of meeting 2 from September 7, 2017.

### IV. COMMITTEE DISCUSSION

**ON MOTION** by Melissa Anderson and seconded by Natalie Russell, the committee voted to approve the addition of GLO (for Global Studies) discipline to the curriculum in anticipation of the Global Studies ADT.

Alicia reminded the committee that *faculty* members who are proposing a new certificate need to go to the Regional Consortium website ([www.laoerc.org/resources/](http://www.laoerc.org/resources/)) to get Labor Market Information (LMI). Rocky does not gather that information for faculty members. If the occupation is a current field, it should take about 2 weeks to get LMI. Emerging occupations may take up to 4 weeks. LMI is required upfront; authors will need this information to submit their proposals to webcms.

The committee chairs also pointed out that C&I Reps do not approve proposals. Their signature serves as a notice to the department that a proposal is moving through the system. Reps only approve when they vote in a voting meeting. Reps: Please sign the signature sheets as soon as you receive them.

The chairs led a discussion on the modification of AP 4100, Graduation Requirements for Degrees and Certificates. There will not be drastic changes to the policy; the modifications will just give students more options. There was also discussion on using the IGETC or CSU Breadth General Education patterns rather than using the local PCC pattern.

### IV. ANNOUNCEMENTS

Proposals need to be at level 2 by October 5 to be offered in Summer 2018.

Remind your authors to be sure to push **Submit for Approval** in webcms when they are ready to move their proposals forward.

### V. ADJOURNMENT

**ON MOTION** by Walter Butler and seconded by Sonia Wurst, the meeting adjourned at 3:25 p.m.