

**PASADENA CITY COLLEGE  
CURRICULUM AND INSTRUCTION COMMITTEE  
MINUTES OF MEETING  
THURSDAY, NOVEMBER 9, 2017**

**CALLED TO ORDER:** 1:33 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  
Jamaar Walker, Counseling  
Wendy Lucko, Engineering & Technology  
Keith Williams, English  
Sebrenia Law, Health Sciences  
Tamara Knott-Silva, Kinesiology, Health and Athletics  
Lindsey Ruiz, Languages  
Sharon Bober, Mathematics  
Melissa Anderson, Natural Science  
Rhonda Williams, Noncredit  
Brad Steed, Performing & Communication Arts  
Charlotte Williams, Social Science

**DIVISION DEANS**

James Arnwine, Performing & Communication Arts  
Isela Ocegueda, English  
Dyan Miller, Kinesiology, Health and Athletics

**MEMBERS EX-OFFICIO**

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

**VISITORS**

Arineh Arzoumanian  
Joseph Futtner  
Rohan Desai  
Paul Price  
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 November 2, 2017

**ON MOTION** by Sharon Bober and seconded by Lindsey Ruiz, the committee voted to approve the minutes of meeting 9 from November 2, 2017.

#### **IV. COMMITTEE DISCUSSION with vote**

**ON MOTION** by Wendy Lucko and seconded by Lindsey Ruiz, the committee voted unanimously to approve as amended the modification of DT 008A.

**ON MOTION** by Sharon Bober and seconded by Charlotte Williams, the committee voted unanimously to approve the modifications of DT 008A, 017, 100, and 110.

**ON MOTION** by Lindsey Ruiz and seconded by Sharon Bober, the committee voted unanimously to approve the modifications of BUSN 4001, 4002, 4003, 4004, 4401, 4402, 4403, and 4404.

**ON MOTION** by Lindsey Ruiz and seconded by Sharon Bober, the committee voted unanimously to approve the modification of CHIN 002.

**ON MOTION** by Tammy Knott-Silva and seconded by Sonia Wurst, the committee voted unanimously to approve the modification of LIB 102.

The Archaeology Field Work Certificate of Achievement was pulled from the agenda because the new courses have not yet been approved by C&I.

The suggestion was made to create a subcommittee to discuss “no credit if taken after” for courses that change their numbers.

The designation of “audit” for a course should be a discipline decision, not just a single author’s decision.

#### **IV. ANNOUNCEMENTS**

None.

#### **V. ADJOURNMENT**

The meeting adjourned at 2:10 p.m.

## **ADDENDUM**

### **ENGINEERING AND TECHNOLOGY DIVISION**

#### **Modification – Catalog description, SAM code, texts – Effective Summer 2018**

##### **DT 008A INTRODUCTION TO DIGITAL DESIGN AND FABRICATION**

###### **3 units**

Introduction to digital design and fabrication through the use of computer-aided design (CAD) and technical graphic production. Design centric projects with emphasis on problem solving, critical thinking, collaboration and communication across multiple industries, software and prototyping technologies with an emphasis on sustainable production methods. Integrated workflow processes including online resources, project management, sustainability and globalization. Career skills and portfolio development. **No credit** if taken after EDT 008A. Total of 36 hours lecture and 72 hours laboratory.

Transfer Credit: CSU; UC

**Grade Mode:** L, A

**Rationale:** This proposal makes modifications to the books/references with updated and modified references relevant to current curriculum. The SAM code has been modified from D to C. This course provides exposure to current software & rapid prototyping technology utilized in industry and provides students with entry-level job skills in drafting technology and related disciplines. Updated textbooks. Modification to Catalog description to remove May not be taken concurrently with or after Engr 002. Added No credit if taken after EDT 008A.

#### **Modification – SAM code, texts – Effective Summer 2018**

##### **DT 017 BUILDING CONSTRUCTION TECHNICAL GRAPHICS**

###### **3 units**

Use of Computer-Aided Drafting (CAD) in the preparation of two- and three-dimensional Architectural/Engineering/ Construction technical graphics and prototypes. Design centric projects with emphasis on problem solving, critical thinking, collaboration and communication across multiple industries, software and prototyping technologies. Integrated workflow processes including online resources, project management, sustainability and globalized communication. Career development includes presentation skills and portfolio development. Total of 36 hours lecture and 72 hours laboratory.

Transfer Credit: CSU; UC

**Grade Mode:** L, A

**Rationale:** This proposal makes modifications to the books/references with updated and modified references relevant to current curriculum. The SAM code has been modified from D to C. This course provides exposure to current CAD software & rapid prototyping technology, workflow and design skills utilized in industry. The course provides students with entry-level job skills in the Architecture, Building Construction, Drafting Technology and related disciplines.

#### **Modification – TOP code, SAM code, texts – Effective Summer 2018**

##### **DT 100 DESIGN TECHNOLOGY**

###### **3 units**

Introduction to design technology processes through creative problem solving. Emphasis on critical thinking, communication and collaboration in an interdisciplinary environment. Integrated Math and English skills applied to introductory design projects across a range of creative technology based careers. Production using leading edge technologies, principles and practices. Total of 36 hours lecture and 72 hours laboratory.

**Grade Mode:** L, A

**Rationale:** This proposal makes modifications to the books/references with updated and modified references relevant to current curriculum. The TOP code has been modified from 099900 (Other Engineering & related industries) to a more appropriate TOP Code designation as 095300 (Drafting Technology). This course is an introductory course to prepare students for DT008A-8B-8C sequence as a basic skills course. DT008A-8B-8C courses are designated with TOP codes 095300 (Drafting Technology) and this course should be revised to fall under the same taxonomy. SAM code changed.

**Modification – TOP code, SAM code, texts – Effective Summer 2018**

### **DT 110 SUSTAINABLE TECHNOLOGIES**

#### **3 units**

Introduction to the fundamentals of sustainable design and their technological application for emerging green careers using the LEED (Leadership in Energy and Environmental Design) green rating system framework. Analysis of principles, processes and materials in the built environment, manufacturing and related industries. Emphasis on collaboration, communication through design-centric problem solving. Total of 36 hours lecture and 72 hours laboratory.

**Grade Mode:** L, A

**Rationale:** This proposal makes modifications to the books/references with updated references (new and updated versions) relevant to current curriculum. The TOP code has been modified from 029900 (Other Architecture & Environmental Design) to TOP code 020100 (Architecture & Architecture Technologies) as a more appropriate categorization to the course content. The previous TOP code 029900 had the designation of Architecture & Environmental design without a description that verifies applicable taxonomy of the course. Reviewing TOP code 020100 (Architecture & Architecture Technologies), the description states: Planning, organization, and enclosure of space for functional and esthetic purposes, including the design of structures, testing of materials, estimating, environmental impact studies, and dealing with contracts and specifications. This TOP code description aligns to course curriculum and student learning outcomes. The SAM code has been modified from D to C. The course covers various industry green rating systems, including the largest green building rating system: LEED (Leadership in Energy & Environmental Design). The students become familiar and are often prepared to take the certification exam to become LEED green associates and acquire occupational skills/knowledge for employment and application within the sustainable technologies industry (architecture, building, construction, renewable energy, etc.).

## **LANGUAGES DIVISION**

**Modification – Course title, SLOs, SPOs, CCOs, MOIs, MOEs, assignments, catalog description, texts – Effective Summer 2018**

### **CHIN 002 ELEMENTARY CHINESE (MANDARIN) - LEVEL 2**

#### **5 units**

**Prerequisite:** *Chin 001, or the first year of high school Chinese, or placement based on the foreign language assessment process.*

Continuation of Chinese 001. Further development of grammar and sentence patterns, oral and written composition, reading of elementary texts; customs and culture of China. No credit if taken after Chin 002A. Total of 90 hours lecture. Transfer Credit: CSU; UC credit limitations. See counselor.

**Grade Mode:** L, P

**Rationale:** The Foreign Languages courses were asked to be renamed in the course title, with specification of "Level 2" for Chinese 2. Modification of SLOs, SPOs, CCOs, and catalog description. Methods of Instruction, Methods of Evaluation, and Assignments were blank, and now they are filled in. The textbooks were more than 5 years old, but now they are current.

## **LIBRARY, LEARNING RESOURCES, AND DISTANCE EDUCATION**

**Modification – SLOs, SPOs, CCOs, catalog description – Effective Summer 2018**

### **LIB 102 INTRODUCTION TO REFERENCE SERVICES**

**3 units**

**Prerequisite:** *Enrollment in or completion of LIB 001.*

**Recommended Preparation:** *LIB 101.*

Basic tools, techniques and philosophy of library reference services with a focus on reference interview skills and effective search techniques for assisting library users with basic reference and research inquiries. Social and ethical issues related to reference services policies and patron privacy are also covered. For students interested in working in library support staff roles, but open to all students. Total of 54 hours lecture.

**Grade Mode:** L, A

**Rationale:** Minor modifications to course description. Revise SLOs. Update SPOs and CCO to incorporate language from the American Library Association Library Support Staff (LSSC) Competencies for Reference Services. Update Form B to reflect changes to SPOs in LIB 102 and LIB 001.

## **NONCREDIT DIVISION**

**Modification – Title, SLOs, SPOs, CCOs, catalog description, contact hours (from 20 to 18) – Effective Summer 2018**

### **BUSN 4001 STARTING A SMALL BUSINESS**

Introduction to small business terminology, operations, and procedures. Students will gain an understanding of the entrepreneurial business and start-up process. Application of the strength, weakness, opportunity, and threat (SWOT) analysis for startup entrepreneurs. Total of 18 hours lecture.

**Grade Mode:** P

**Rationale:** SLO's have been changed as follows: small business financial and management subjects were replaced with start up subjects and SPO's have been modified to reflect the modified SLO's. The CCO's were modified to simplify the course material and to concentrate more on the essentials of starting a small business. Technical details-catalog description was updated to reflect changes that were made to SLO, SPO and CCO's. Under the program applicability/ program info we checked the box "in an approved program." Contact hours were changed to 18 hours lecture.

**Modification – CCOs, MOIs, MOEs, assignment, catalog description, contact hours (from 20 to 18) – Effective Summer 2018**

### **BUSN 4002 MANAGING A SMALL BUSINESS**

Introduction to managing a small business. Topics include marketing, legal aspects of handling a small business, leadership, and ethical business practices for small business ownership. Intended for students who plan to start a small business or who are small business owners. Total of 18 hours lecture.

**Grade Mode:** P

**Rationale:** The CCO's were modified to remove accounting and finance topics and to simplify the course material and to concentrate more on the essentials of financing a small business. MOIs, MOEs, and Assignments were also updated. Technical details-catalog description was updated to reflect changes that were made to SLOs, SPOs, and CCOs. Contact hours were changed to 18.

**Modification – SLOs, SPOs, CCOs, catalog description, contact hours (from 20 to 18) – Effective Summer 2018**

**BUSN 4003 FINANCING A SMALL BUSINESS**

Planning, researching, acquiring, and utilization of financing for a small business. Topics include start-up and recurring costs, financial statement analysis, forecasting, working capital management, and risk management. Total of 18 hours lecture.

Grade Mode: P

**Rationale:** SLO's have been changed as follows: small business startup subjects were replaced with financial subjects and SPO's have been modified to reflect the current course SLO's. The CCO's were modified to simplify the course material and to concentrate more on the essentials of financing a small business. Technical details-catalog description was updated to reflect changes that were made to SLO, SPO, and CCO's. Catalog description modified. Contact hours changed to 18 hours lecture.

**Modification – SLOs, SPOs, CCOs, catalog description, contact hours (from 20 to 18) – Effective Summer 2018**

**BUSN 4004 DEVELOPING A SMALL BUSINESS PLAN**

Importance and purpose of a business plan. Research and analyze the essential information required to develop and present an effective business plan. Total of 18 hours lecture.

Grade Mode: P

**Rationale:** SLO's have been modified to align with the research, thinking and writing process of business plan development. SPO's have been modified to reflect the current course SLO's. The CCO's were modified to simplify the course material and to concentrate more on the essentials of developing a business plan structure; organization of ideas and thoughts and creating an effective plan. Technical details-catalog description was updated to reflect changes that were made to SLO, SPO and CCO's. Contact hours were changed to 18.

**Modification – Title, SLOs, SPOs, CCOs, catalog description, contact hours (from 20 to 18) – Effective Summer 2018**

**BUSN 4401 STARTING A SMALL BUSINESS FOR THE SPANISH SPEAKER**

Introduction to small business terminology, operations, and procedures. Students will gain an understanding of the entrepreneurial business and start-up process. Application of the strength, weakness, opportunity, and threat (SWOT) analysis for startup entrepreneurs. For the Spanish speaker. Total of 18 hours lecture.

Grade Mode: P

**Rationale:** SLO's have been changed as follows: small business financial and management subjects were replaced with start up subjects and SPO's have been modified to reflect the modified SLO's. The CCO's were modified to simplify the course material and to concentrate more on the essentials of starting a small business. Technical details-catalog description was updated to reflect changes that were made to SLO, SPO and CCO's. Contact hours were changed to 18 hours lecture.

**Modification – Title, SLOs, SPOs, CCOs, MOIs, MOEs, assignment, catalog description, contact hours (from 20 to 18) – Effective Summer 2018**

**BUSN 4402 MANAGING A SMALL BUSINESS FOR THE SPANISH SPEAKER**

Introduction to managing a small business for Spanish-speaking small-business entrepreneurs. Topics include marketing, legal aspects of handling a small business, leadership, and ethical business practices for small business ownership. Intended for students who plan to start a small business or who are small business owners. Total of 18 hours lecture.

**Grade Mode:** P

**Rationale:** Modification to SLOs, SPOs, CCOs, MOIs, MOEs, assignment, catalog description, and contact hours (from 20 to 18).

**Modification – Title, SLOs, SPOs, CCOs, catalog description, contact hours (from 20 to 18) – Effective Summer 2018**

**BUSN 4403 FINANCING A SMALL BUSINESS FOR THE SPANISH SPEAKER**

Planning, researching, acquiring, and utilizing financing for a small business for Spanish speakers. Topics include start-up costs and recurring costs, financial statement analysis, forecasting, working capital management and risk management. Total 18 lecture hours.

**Grade Mode:** P

**Rationale:** SLO's have been changed as follows: small business startup subjects were replaced with financial subjects and SPO's have been modified to reflect the current course SLO's. The CCO's were modified to simplify the course material and to concentrate more on the essentials of financing a small business. Technical details-catalog description was updated to reflect changes that were made to SLO, SPO and CCO's. Minimum Qualifications reflect Business or Entrepreneurship Bachelor's degree and three years business start-up experience. Contact hours were changed to 18.

**Modification – Title, SLOs, SPOs, CCOs, catalog description, contact hours (from 20 to 18) – Effective Summer 2018**

**BUSN 4404 DEVELOPING A BUSINESS PLAN FOR THE SPANISH SPEAKER**

Importance and purpose of a business plan. Research and analyze the essential information required to develop and present an effective business plan. For the Spanish speaker. Total of 18 hours lecture.

**Grade Mode:** P

**Rationale:** SLO's have been modified to align with the research, thinking and writing process of business plan development. SPO's have been modified to reflect the current course SLO's. Course title revised. The CCO's were modified to simplify the course material and to concentrate more on the essentials of developing a business plan structure; organization of ideas and thoughts and creating an effective plan. Technical details-catalog description was updated to reflect an overview of the course topics and changes that were made to SLO, SPO and CCO's. Contact hours were changed to 18.