

PASADENA CITY COLLEGE
CURRICULUM AND INSTRUCTION COMMITTEE
MINUTES OF MEETING
THURSDAY, MAY 3, 2018

CALLED TO ORDER: 1:41 p.m.

CO-CHAIRPERSONS: Janis Dwyer
Sharon Bober

The following Curriculum and Instruction Committee members were present:

FACULTY CHAIRPERSONS

Janis Dwyer
Sharon Bober

INSTRUCTIONAL UNITS

Jeff Hupp, Counseling and Career Services
Wendy Lucko, Engineering and Technology
Keith Williams, English
Sebrenia Law, Health Sciences
Tamara Knott-Silva, Kinesiology, Health and Athletics
Walter Butler, Library
Margaret Boles, Mathematics
Cara Burres-Jones, Natural Science
Brad Steed, Performing and Communication Arts
Charlotte Williams, Social Science

DIVISION DEANS

James Arnwine, Performing and Communication Arts

MEMBERS EX-OFFICIO

Armando Duran, Counseling/Student Success Services
Homa Nelson, Classified Staff

VISITORS

Melissa Anderson
Joseph Futtner
Sonia Wurst
Tanysha Laney
Sergio Barron

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 April 26, 2018.

ON MOTION Keith Williams and seconded by Brad Steed, the committee voted to approve as amended the minutes of meeting 8. (2 abstentions)

IV. COMMITTEE DISCUSSION

ON MOTION by Walter Butler and seconded by Brad Steed, the committee voted unanimously to approve the modifications of PSYC 022, 024, and 025.

ON MOTION by Lindsey Ruiz and seconded by Richard Abdelkerim, the committee voted unanimously to approve modifications of ACCT 104B and BUS 010.

ON MOTION by Cara Burres-Jones and seconded by Paul Price, the committee voted unanimously to approve the modification of Distance Education of BUS 010.

ON MOTION by Keith Williams and seconded by Richard Abdelkerim, the committee voted unanimously to approve the modification of AJ 010, 012, 014, 016, 018, and 019.

Discussion: The max class historically had been 40, but was bumped to 60 in the past few years. The NCN has been returned to 40.

ON MOTION by Lindsey Ruiz and seconded by Cara Burres-Jones, the committee voted unanimously to approve the deletions of MA 171A, MA 171B, and MA 171C.

ON MOTION by Michael Cranfill and seconded by Richard Abdelkerim, the committee voted unanimously to approve the deletions of the Medical Office Receptionist and Medical Office Transcription Occupational Skills Certificates.

ON MOTION by Michael Cranfill and seconded by Brad Steed, the committee voted unanimously to approve the deletion of ART 006.

The committee discussed revisions to AP 4100. It has been proposed to merge the two existing local AA/AS General Education patterns into one. The Chancellor's Office strongly recommends that STEM and CTE programs be designated AS degrees, but the committee felt that there is a grey area for degrees that could go either way (AS or AA).

The chairs assigned members of the committee to review specific pages of AP 4100 for further discussion at the next meeting.

V. ANNOUNCEMENTS

Janis is now the grandmother to a grandson.

VI. ADJOURNMENT

The meeting adjourned at 3:40 p.m.

ADDENDUM

BUSINESS

Modification – SLOs, SPOs, CCOs, MOIs, MOEs, assignment, prereq (moved to recommended preparation) – Effective Winter 2019

ACCT 104B PAYROLL ACCOUNTING

3 units

Recommended Preparation: Enrollment in or completion of ACCT 104A.

Concepts of payroll accounting, including microcomputer application. The course is based on the curriculum for the Fundamental Payroll Certification provided by the American Payroll Association. Total of 54 hours lecture and 18 hours laboratory.

Grade Mode: L, P, A

Rationale: 2 year update. Modification of SLOs, alignment of SPOs with SLOs, modification of CCOs, addition of MOIs, MOEs, modification of assignment. Move prereq of "enrollment in or completion of ACCT 104A" to recommended preparation.

Modification – SLOs, SPOs, CCOs, MOIs, MOEs, assignment, NCN, texts – Effective Winter 2019

AJ 010 INTRODUCTION TO THE ADMINISTRATION OF JUSTICE

3 units

History and philosophy of administration of justice in the United States of America from its inception to its role in a culturally diverse society. Identification and explanation of the various components of the criminal justice system; theories of crime, punishment and rehabilitation; examination of the contemporaneous hiring processes of law enforcement agencies, including but not limited to preparation of the application, oral board analysis and overall examination of the system requirements. Total of 54 hours lecture.

Transfer Credit: CSU; UC. *C-ID: AJ 110

Grade Mode: L, A

Rationale: This course is being reviewed as part of the two year requirement for CTE. Changes have been made to the maximum class size, SLOs, SPOs, MOIs, MOEs, assignments, and textbooks. Edits made to proposal maintain current CSU/UC transferability and C-ID AJ 110 designation.

Modification – SLOs, SPOs, CCOs, MOIs, MOEs, assignment, NCN, texts – Effective Winter 2019

AJ 012 CONCEPTS OF CRIMINAL LAW

3 units

Prerequisite: Enrollment in or completion of AJ 010.

Historical development of criminal law; legal research methods; classification of crime through critical thinking analysis as seen through the eyes of the investigator and the trier of fact; in-depth analysis of homicide and related crimes against persons; survey of property crimes and drug and alcohol related offenses; thorough exposure to legal concepts for those considering careers in law enforcement and related legal professions. Total of 54 hours lecture.

Transfer Credit: CSU; UC. *C-ID AJ 120

Grade Mode: L, A

Rationale: This course is being reviewed as part of the two year cycle required by CTE. Changes have been made to the maximum class size, SLOs, SPOs, MOEs, MOIs, assignments, and textbooks. Edits made to proposal maintain CSU/UC transferability and current C-ID AJ 120 designation.

Modification – SLOs, SPOs, CCOs, MOIs, MOEs, assignment, NCN, texts – Effective Winter 2019
AJ 014 LEGAL ASPECTS OF EVIDENCE

3 units

Prerequisites: AJ 010 and AJ 012.

Origin, development, philosophy and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure; kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies; evidentiary requirements justifying the use of force or deadly weapons by peace officers. Total of 54 hours lecture.

Transfer Credit: CSU. *C-ID: AJ 124

Grade Mode: L, A

Rationale: This course is being reviewed as part of the two year cycle required by CTE. Changes have been made to the maximum class size, CCOs, SLOs, SPOs, MOEs, MOIs, assignments, and textbooks. Edits made to proposal maintain CSU transferability and current C-ID AJ 124 designation.

Modification – SLOs, SPOs, CCOs, MOIs, MOEs, assignment, NCN, texts – Effective Winter 2019
AJ 016 PRINCIPLES AND PROCEDURES OF THE JUSTICE SYSTEM

3 units

Prerequisites: AJ 010 and AJ 012.

Structure, jurisdiction and procedures of different courts; functions of various administrative agencies; criminal procedures from apprehension to conviction, including bail, extradition, search and seizure, examination, modes of accusation, appeals and writs. Total of 54 hours lecture.

Transfer Credit: CSU. *C-ID: AJ 122

Grade Mode: L, A

Rationale: This course is being reviewed as part of the two-year cycle in compliance with CTE. I have adjusted the maximum class size, reduced the number of SLOs to eliminate the duplication of SLOs, renumbered the SPOs according to SLOs, updated MOIs and MOEs, added assignments and confirmed that the current textbook is up to date with latest edition.

Modification – SLOs, SPOs, CCOs, MOIs, MOEs, assignment, NCN, texts – Effective Winter 2019
AJ 018 COMMUNITY RELATIONS

3 units

Prerequisite: AJ 010.

Survey of the relationships of the criminal justice system and the community; symptomatic aspects of community mistrust, lack of cooperation and misunderstanding. The process of interaction between the criminal justice practitioner and the citizen. Analysis of how relationships are developed, maintained and changed. Total of 54 hours lecture.

Transfer Credit: CSU; UC. *C-ID: AJ 160

Grade Mode: L, A

Rationale: This course is being reviewed as part of the two year cycle in compliance with CTE. I have adjusted the maximum class size, reduced the number of SLOs to eliminate duplication of SLOs, renumbered SPOs

according to conformity with SLOs, updated MOIs and MOEs and verified that textbook is current with latest edition. Updated assignments.

Modification – SLOs, SPOs, CCOs, MOIs, MOEs, assignment, NCN, texts – Effective Winter 2019

AJ 019 PRINCIPLES OF INVESTIGATION

3 units

Prerequisites: AJ 010 and AJ 012.

Basic principles of investigative procedures utilized in the United States justice system. Includes human interactions in dealing with the public, specific knowledge necessary for handling crime scenes; interviews, evidence, surveillance, follow-up, technical resources and case preparation. Total of 54 hours lecture.

Transfer Credit: CSU. *C-ID: AJ 140

Grade Mode: L, A

Rationale: This course is being reviewed as part of the two year cycle in compliance with CTE. I have adjusted the maximum class size, reduced the number of SLOs to eliminate duplication of SLOs, renumbered SPOs according to conformity with SLOs, updated MOIs and MOEs, updated assignments and confirmed that current text book is current.

Modification –SPOs, CCOs, catalog description, update Distance Education – Effective Winter 2019

BUS 010 INTRODUCTION TO MANAGEMENT

3 units

Exploration of management concepts, theories, and principles, with a focus on manager job responsibilities and the role managers play in planning, organizing, leading and motivating teams, and controlling organizations.

Total of 54 hours lecture.

Transfer Credit: CSU

Grade Mode: L, A

Rationale: We are updating the course description to give students a clear understanding of what the course will cover. Modification to SPOs, CCOs and catalog description. Update of Form D.

HEALTH SCIENCES

Deletions – Effective Winter 2019

MA 171A EXPLORING TOPICS IN MEDICAL ASSISTING

1 unit

MA 171B EXPLORING TOPICS IN MEDICAL ASSISTING

3 unit

MA 171C EXPLORING TOPICS IN MEDICAL ASSISTING

1 unit

Rationale: These courses have never been offered.

MEDICAL OFFICE RECEPTIONIST – Occupational Skills Certificate

15 units

Rationale: This Occupational Skills Certificate has not been offered for more than 10 years.

MEDICAL OFFICE TRANSCRIPTION – Occupational Skills Certificate

15 units

Rationale: This certificate program has not been offered for more than 10 years.

SOCIAL SCIENCES

Modification – SLOs, SPOs, CCOs, MOEs, MOIs, assignments, texts – Effective Winter 2019

PSYC 022 DEVELOPMENTAL PSYCHOLOGY: THE ADULT

3 units

Dynamics of psychological development from young adulthood through maturity and old age; sensory, motor, neurological, and cognitive changes; development of personality and social behavior through the adult life cycle; process of aging, dying, and bereavement. Total of 54 hours lecture.

Transfer Credit: CSU; UC credit limitations. See counselor.

Grade Mode: L, A, P

Rationale: Methods of evaluation updated. Methods of instructions updated. Textbooks updated and checked for currency. Assignments updated. SPOs realigned. SLOs typographical changes and other changes made. CCOs updated. Non-default grading option added.

Modification – SLOs, SPOs, CCOs, MOEs, MOIs, assignments, texts – Effective Winter 2019

PSYC 024 LIFESPAN DEVELOPMENTAL PSYCHOLOGY

3 units

Process and dynamics of human development from conception through adult maturity, old age, and death; biological, cognitive, personality, sociocultural, and existential factors influencing the course of psychological development across the lifespan. Total of 54 hours lecture.

Transfer Credit: CSU; UC credit limitations. See counselor. *C-ID: PSY 180

Grade Mode: L, A

Rationale: Methods of instruction were updated. Methods of evaluation updated. Textbooks updated and checked for currency. Assignments updated. SPOs realigned. SLOs typographical changes and other changes made. CCOs updated.

Non-default grading option added.

Modification – SLOs, SPOs, CCOs, MOEs, MOIs, assignments, texts – Effective Winter 2019

PSYC 025 HUMAN SEXUALITY

3 units

Historical, psychological, sociological and biological aspects of love, intimacy and human sexuality. Total of 54 hours lecture.

Transfer Credit: CSU; UC. *C-ID: PSY 130

Grade Mode: L, A, P

Rationale: Textbooks updated and checked for currency. Assignments updated. SPOs realigned. SLOs typographical changes and other changes made. CCOs updated. Non-default grading option added.

VISUAL ARTS AND MEDIA STUDIES

Deletion – Effective Winter 2019

ART 006 ART MEDIA FOR EARLY CHILDHOOD EDUCATION

3 units

Rationale: Has not been offered for well over a decade.