

**PASADENA CITY COLLEGE
CURRICULUM AND INSTRUCTION COMMITTEE
MINUTES OF MEETING
THURSDAY, MAY 10, 2018**

CALLED TO ORDER: 1:33 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

Jason Huh, Business
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
Lindsey Ruiz, Languages
Walter Butler, Library
Richard Abdelkerim, Mathematics
Rhonda Williams, Noncredit
Melissa Anderson, Natural Science
Brad Steed, Performing and Communication Arts
Charlotte Williams, Social Science

DIVISION DEANS

James Arnwine, Performing and Communication Arts
Carrie Starbird, Mathematics and Computer Science

MEMBERS EX-OFFICIO

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

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.

VISITORS

Joseph Futtner
Sonia Wurst
Betsey Porter
Lenora Rogacs

WELCOME

Self-introductions were made.

II. PUBLIC COMMENT

None.

III. APPROVAL OF MINUTES

Meeting Minutes for May 3, 2018.

ON MOTION Tamara Knott-Silva and seconded by Walter Butler, the committee voted to approve as amended the minutes of meeting 9. (2 abstentions)

IV. COMMITTEE DISCUSSION

ON MOTION by Charlotte Williams and seconded by Tamara Knott-Silva, the committee voted unanimously to approve the modifications of HUM 003 and 004.

ON MOTION by Richard Abdelkerim and seconded by Jason Huh, the committee voted unanimously to approve modifications of BUS 160.

ON MOTION by Charlotte Williams and seconded by Walter Butler, the committee voted unanimously to approve the modification of Distance Education of BUS 160.

ON MOTION by Walter Butler and seconded by Keith Williams, the committee voted unanimously to approve the modification of CIS 020.

ON MOTION by Richard Abdelkerim and seconded by Brad Steed, the committee voted unanimously to approve the modification of the Microsoft Enterprise System Administrator Certificate of Achievement/AS.

Note: Although this was considered a modification in webcms, the program has never been approved by the Chancellor's Office. This will be considered a new program when we submit it.

ON MOTION by Walter Butler and seconded by Melissa Anderson, the committee voted unanimously to approve the additions of HED 050, 051, and 052. (1 abstention: Homa Nelson.)

ON MOTION by Jeff Hupp and seconded Tamara Knott-Silva, the committee voted unanimously to approve the modifications of PSYC 023 and 041.

ON MOTION by Tamara Knott-Silva and seconded by Charlotte Williams, the committee voted unanimously to approve the addition of Distance Education of PSYC 023.

ON MOTION by Homa Nelson and seconded by Jeff Hupp, the committee voted unanimously to table the addition of PSYC 003 until no earlier than May 17.

Discussion: All new transferable courses should not be offered before they get CSU/UC approval. In addition, new transferable courses should be considered for addition to our local AAs and GE before they are scheduled.

ON MOTION by Tamara Knott-Silva and seconded by Keith Williams, the committee voted unanimously to approve the modifications of HIST 030 and 031.

ON MOTION by Jeff Hupp and seconded by Charlotte Williams, the committee voted unanimously to approve the modification of CHDV 105.

ON MOTION by Jeff Hupp and seconded by Carrie Starbird, the committee voted unanimously to add to the agenda the prerequisite to CHDV 105.

ON MOTION by Jeff Hupp and seconded by Carrie Starbird, the committee voted unanimously to approve the modification of the prerequisites to CHDV 105.

ON MOTION by Charlotte Williams and seconded by Tamara Knott-Silva, the committee voted unanimously to approve the modification to the Theater Technology Certificate of Achievement/AS.

ON MOTION by Boglarka Kiss and seconded by Richard Abdelkerim, the committee voted unanimously to approve the modification to FASH 109.

ON MOTION by Tamara Knott-Silva and seconded by Walter Butler, the committee voted unanimously to approve the modification of Distance Education of FASH 109.

The committee discussed “red letter” modifications to AP 4100. Modifications included grammatical corrections and clarifications.

ON MOTION by Charlotte Williams and seconded by Carrie Starbird, the committee voted unanimously to approve the modifications to the red letter modifications to AP 4100.

ON MOTION by Richard Abdelkerim and seconded by Lindsey Ruiz, the committee voted unanimously to approve the amending of AP 4100.

V. ANNOUNCEMENTS

None.

VI. ADJOURNMENT

The meeting adjourned at 3:37 p.m.

ADDENDUM

BUSINESS

Modification – Update Distance Education (no other changes) – Effective Winter 2019

BUS 160 SALES AND CUSTOMER SERVICE

3 units

Analysis of the steps involved in the selling process and the delivery of effective customer service in order to enhance goodwill and improve company performance. Theory and skills include building customer rapport, handling problems and complaints, communicating, dealing with difficult customers and projecting a professional image. Development of the relationship between the company and the competition. Total of 54 hours lecture.

Grade Mode: L

Rationale: This serves as an update to the Form D for this course. No changes were made to the course outline of record. Updates made to the Form D.

Modification – Grading option – Effective Winter 2019

CIS 020 INDEPENDENT STUDY

1 unit

Prerequisite: *Minimum grades of C in 12 units of computer information systems courses.*

Individual projects; problem formulation, design, documenting, programming and testing. Total of 54 hours laboratory.

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

Grade Mode: L

Rationale: To update certificate and grading option.

Modification – Catalog description, SLOs – Effective Winter 2019

COMPUTER INFORMATION SYSTEMS - MICROSOFT ENTERPRISE SYSTEM

ADMINISTRATOR Certificate of Achievement

18 units

This Microsoft Enterprise System Administrator program provides students with necessary skills to seek entry to mid-level employment in the field of Information Technology to administer Microsoft Windows systems infrastructure in a small to enterprise environment, including a cloud computing environment. Instruction includes advanced training in planning, deploying, configuring, maintaining, monitoring, and troubleshooting Microsoft Windows Server operating systems' networking services and Windows client operating systems' features in a networked environment with an emphasis on Local Area Network and security.

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

Required Courses

CIS 011 – Information and Communication Technology Essentials (4)

CIS 041 – CCNA R&S: Introduction to Networks (3)

CIS 042 – CCNA R&S: Routing and Switching Essentials (3)

CIS 045 – MCSA: Microsoft Windows System Administration 1 (4)
CIS 146 – MCSA: Microsoft Windows System Administration 2 (4)

Recommended Electives

CIS 040 – Unix/Linux Administration (3)
CIS 061 – Introduction to Information Systems Security (3)
CIS 063 – Introduction to Cybersecurity: Ethical Hacking (3)
CIS 065 – Computer Forensics Fundamentals (3)
CIS 141 – MCSE: Microsoft Exchange Server Administration (4)
CIS 142B – MCSA SQL: Microsoft Database Administration (3)
CIS 151 – VMWARE VSPHERE: Install, Configure, Manage (3)
CIS 163 – CCNA R&S: Scaling Networks (3)
CIS 164 – CCNA R&S: Connecting Networks (3)
CIS 165 – CCNP R&S Route: Implementing IP Routing (4)
CIS 167 – CCNP R&S Implementing Cisco IP Switched Networks (4)
CIS 168 – CCNP TSHOOT: Troubleshooting and Maintaining IP Networks (4)
CIS 169A – CCNA Security (4)
ENGL 100 – Reading and Writing Skills (4)

Rationale: To update program description and SLOs.

KINESIOLOGY, HEALTH AND ATHLETICS

Addition – Effective Winter 2019

HED 050 INTRODUCTION TO PUBLIC HEALTH

3 units

The basic concepts and terminologies of public health, and the history and accomplishments of public health officials and agencies. Overview of the functions of various public health professions and institutions, and an in-depth examination of the field of public health. Total of 54 hours lecture.

Transfer Credit: CSU; UC credit under review.

Grade Mode: L, A, P

Rationale: Introduction to Public Health will be one of the required courses for the AD-T in Public Health Science. This new course will prepare our students learning about Public Health as well as those looking for a career in the Health field. The C-ID number should be PHS 101.

HED 051 HEALTH AND SOCIAL JUSTICE

3 units

Introduction to health inequities in the United States. How education, socioeconomic status, racism, and gender impact health outcomes, access to health care, and policy development. Analysis of public health issues and social justice. Total of 54 hours lecture.

Transfer Credit: CSU; UC credit under review.

Grade Mode: L, A, P

Rationale: This new course will be an option for students interested in pursuing an AS-T in Public Health Sciences. This course is also part of the CSU Northridge grant called PODER whose goal is to match students

from underrepresented populations with mentees at PCC to try and improve the success rate and have them transfer. C-ID Descriptor PHS 102.

HED 052 DRUGS, HEALTH, AND SOCIETY

3 units

Concepts, theories, epidemiology and toxicology of substance abuse and its relevance to personal and public health. Emphasis on the biological, psychological, and social effects of drug use on the health of individuals, and on society. Discussion of concepts such as substance use versus misuse, abuse, and dependence. Risk factors, signs and symptoms, mental illnesses, and treatments and prevention theories associated with addiction. Total 54 hours of lecture.

Transfer Credit: *CSU; UC credit under review.*

Grade Mode: L, A, P

Rationale: This new course will be included in the AS-T Public Health Science. This course will explore and introduce concepts, theories, epidemiology and toxicology of substance abuse and its relevance to personal and public health. C-ID PHS 103.

SOCIAL SCIENCES

Modification – MOIs, MOEs, assignment, prerequisite (add PSYC 024), texts\ – Effective Winter 2019

CHDV 105 CHILDREN WITH CHALLENGING BEHAVIORS

3 units

Prerequisites: *CHDV 010 and enrollment in or completion of PSYC 021 or 021H or PSYC 024.*

Overview of the developmental, environmental and cultural factors that impact the behavior of young children, including family stress, child temperament, violence, attachment disorders, and special needs, as well as proactive intervention and prevention techniques. Topics include addressing why children misbehave, how to carefully observe a child, how to create a positive environment to encourage appropriate behavior, and how to effectively address many types of behaviors including those that are aggressive and antisocial, disruptive, destructive, emotional and dependent. No credit if taken after SET 105. Total of 54 hours lecture.

Grade Mode: L

Rationale: Added MOIs, MOEs, modified assignment, added prerequisite of PSYC 024, updated textbook.

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

HIST 030 HISTORY OF MEXICO

3 units

Mexico from pre-Columbian times to the early national period; political, economic, social, and cultural developments; inter-American relations. Total of 54 hours lecture.

Transfer Credit: *CSU; UC*

Grade Mode: L, A, P

Rationale: Last revision was in 2006. Modification of SLOs, SPOs, addition of MOIs, MOEs, updated texts, assignments.

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

HIST 031 HISTORY OF MEXICAN AMERICANS IN THE UNITED STATES

3 units

Survey of U.S. history from the Mexican American perspective covering historical periods from pre-European settlements to 21st century. Emphasis is placed on the experiences, problems, and contributions of Mexican Americans and the formation of Mexican American societies within the context of U.S. history. Total of 54 hours lecture.

Transfer Credit: *CSU; UC*

Rationale: Updates to SLO's, SPO's, textbooks, MOE, MOI, assignments, catalog description.

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

HUM 003 HUMANITIES AND THE SOCIAL SCIENCES

3 units

Interdisciplinary overview combining methods from the humanities and social sciences to interpret major economic, political and social forces which have influenced the relationship between the individual and society in a diverse set of cultural and historic contexts. Total of 54 hours lecture.

Transfer Credit: *CSU; UC*

Grade Mode: L, A, P

Rationale: Update of CCOs, SLOs, SPOs, MOIs, MOEs, assignment, catalog description, textbooks.

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

HUM 004 HUMANITIES THROUGH THE ARTS

3 units

Overview of the development of concepts of self and human values through film, drama, music, literature, painting, sculpture and architecture. Total of 54 hours lecture.

Transfer Credit: *CSU; UC*

Grade Mode: L, P, A

Rationale: Changes include: SLOs, SPOs, MOEs, MOIs, Assignments, Course Outline, catalog description, and textbook update.

Modification – Add Distance Education, SLOs, SPOs, CCOs, MOIs, MOEs, assignment – Effective Winter 2019

PSYC 023 SOCIAL PSYCHOLOGY

3 units

The individual within a social context; the scientific study of how people think about, influence and relate to one another. Topics include: attitude development and change; conformity, persuasion, leadership; and interpersonal relations, prejudice, aggression, conflict resolution, liking and loving others. Total of 54 hours lecture.

Transfer Credit: *CSU; UC. *C-ID: PSY 170*

Grade Mode: L, A, P

Rationale: Course needs to be updated: SPOs reordered, Methods of evaluation have been updated, methods of instruction have been 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. New Form D attachment.

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

PSYC 041 PSYCHOLOGY OF THE ASIAN AMERICAN

3 units

Asian American behavior patterns in relationship to basic principles of psychology; search for identity in a multicultural society; roles of male and female in Asian American society. Total of 54 hours lecture.

Transfer Credit: *CSU; UC*

Grade Mode: L, A, P

Rationale: Revise the outline in the following ways: Typographical changes and other changes to SLOs. Reorder SPOs. Methods of instruction. Methods of evaluation. Textbook changes and checked for currency. Audit option added.

PERFORMING AND COMMUNICATION ARTS

Modification – Units (from 35 to 32), courses – Effective Winter 2019

THEATER TECHNOLOGY

32 units

The curriculum prepares students for technical careers in professional and educational theater, stage lighting, scenic arts, stage management and related vocations. There are two courses of study offered.

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

Semester I

THRT 005A – Theatre History I (3)
or THRT 005B – Theatre History II (3)
THRT 012A – Technical Theater (4)
THRT 030 – Stage Techniques (1)

Semester II

THRT 012B – Advanced Technical Theater (4)
THRT 030 – Stage Techniques (1)
TVR 002A – Beginning Audio Production (3)

Semester III

THRT 013 – Introduction to Scenic Design (3)
THRT 015 – Costume Crafts (3)
TVR 007 – Beginning TV Studio Production (3)

Semester IV

THRT 010A – Makeup for Stage and Screen (3)
THRT 030 – Stage Techniques (1)
THRT 041 – Fundamentals of Stage Lighting (3)

Recommended Electives

THRT 002A – Acting I (3)
THRT 110 – Television/Motion Picture Acting (3)
THRT 131 – Intersession Production Workshop (2)
TVR 104 – Live Sound Reinforcement (3)

Rationale: To change history requirement from THRT 005A and 005B to 005A or 005B. One history class is enough for this certificate of achievement. Students will receive theatre history in other areas of their theatrical training, and will learn to research the historical background of plays as needed in their work.

Reduction in units from 35 to 32.

VISUAL ARTS AND MEDIA STUDIES

Modification – Update Distance Education, SLOs, SPOs, MOIs, MOEs – Effective Winter 2019

FASH 109 COMPUTER AIDED FASHION DESIGN

3 units

Prerequisite: *FASH 005*.

Beginning study of computer applications in patternmaking, grading, pattern development, flat pattern manipulation and the sizing of patterns. Pre-production technologies and production documents will be prepared utilizing computer applications current to the industry. Total of 36 hours lecture and 72 hours laboratory.

Grade Mode: L, A

Rationale: Requesting renewal of the option to teach FASH 109 in a hybrid or online format. Modification to SLOs, SPOs, MOEs.