Glendale Community College
Curriculum & Instruction Committee
Minutes
Wednesday, April 22, 2020
2:00p.m via Zoom

Co-Chairs: Francien Rohrbacher and Michael Ritterbrown called the meeting to order at 2:00 p.m.

Voting Members Present: Erin Calderone, Susie Chin, Maria Czech, Byron Delto, Catherine Dudley, Flavio Frontini, Jayson Helgeson, Chris Herwerth, Maria Kretzmann, Kevin Mack, Araik Eric Margaryan, Paul Mayer, Brian McDonald, Suzanne Palermo, Joanna Parypinski, Rita Zobayan

Resources Present: Agnes Eguaras, Edward Karpp, Jolie Morris, Freddy Saucedo, Nancy Traynor, Yvette Ybarra, Terrence Yu

Minutes Recorder: Patrik Namagardi

Guests Present: Elizabeth Kronbeck, Nick Smith

Absent: Tina Andersen-Wahlberg, Sevada Chamras, Richard Cortes, Eric Hanson, Arda Najarian, Alfred Ramirez, Alexa Schumacher, Jan Swinton

Approval of Minutes

MSC **(Parypinski/Frontini)** to approve the minutes of April 8, 2019 Curriculum & Instruction Committee

I. Announcements

CoDE Approved DE Addenda
 None

II. New Business

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DE addendum and CORs **(Rohrbacher)**

Motion: All course outlines of record (CORs), for new and/or revised courses, shall have a Distance Education (DE) addendum attached.

Rohrbacher: We have been getting some guidance and instruction from the Chancellor's Office telling all community colleges that every course that we offer has to have a DE addendum attached to it.

Dr. Ritterbrown: Federal and State regulations say that if you conduct instruction using any media other than face to face it is distance education or correspondence education. Distance Education requires that instructors be certified through IOTL and remote synchronous instruction does not have that requirement. We're working on a plan to update all courses and programs to certify them with the state. We will not, however, relax our local standards in terms of requiring that instructors have distance education certification. We do have an MOU with the guild, which says, under the current circumstances, if instructors are unable to provide synchronous instruction or if synchronous is preferable in terms of pedagogy that they may relax the standards for synchronous remote instruction.

Rohrbacher: Having a DE designation for a course does not mean that the course has to be taught as a distance education course. It just gives the option and makes it valid to be taught as DE. Faculty should have the choice of teaching DE or not. In addition, we have a lot of course outlines that are expired that need to come through C&I so they can be approved by CoDE for a DE addendum.

Dr. Ritterbrown: Yes, I think that the first priority has to be bringing the expired outlines up to date and it's not a recommendation. We have to do it. The second priority over the summer probably will be to attach DE addenda to every course, and we do have until the end of 2020. To get this project done, we will have a blanket addenda for summer and fall and we're already working on that so that were covered by the state, but we just want to be in a position where we can, if this continues, which is a very real possibility, that we will be able to have courses properly approved and so that's our goal. If this situation continues, people will be allowed to continue with synchronous remote instruction to the degree possible but it's advisable for as many people as possible to get their certification and it is required for us to bring our courses and programs up to date.

[There was a discussion about why so many courses are out of date. The main reason is that divisions are not updating their course outlines.]

Dr. Ritterbrown: I think this is an opportunity to say that we need to bring these forward, that there is no longer an excuse, and that we have a pressing need to bring them forward.

Traynor: I believe earlier Eric was saying in the division chairs meeting that the blanket will cover everything. You know, if we offer the course as a distance education course for fall, it's basically when we put that course down on the blanket DE addendum, we are telling the state, we are guaranteeing that we're going to put this through and get a DE certified by the time December 2020 hits.

Dr. Ritterbrown: That's my understanding. [ACCJC Standard IV: A. 4; Standard IV: A. 5—leadership and governance]

MSC (Frontini/Margaryan) to approve that all course outlines of record (CORs), for new and/or revised courses, shall have a Distance Education (DE) addendum attached.

The motion carried.

Articulation update **(Cortes)**
None

III. New Business- Curriculum Action Items

Items with (*) need to be reviewed. Items with (%) have new or revised	Proposal Name	Type	Action	Division	Department	Level Change	Stage	Motion	First/Second

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advisories.									
	2nd Reads								
1	AD ST 114	COURSE	Revise	HEALTH SCIENCES DIVISION	ALCOHOL/DRUG STUDIES	Nonsubstantial Change B	2ndRead	Carried	Dudley/ Frontini
	Dudley: The only change made was removing the word "the" from the title.								
2	ENGL 298	COURSE	Create	ENGLISH DIVISION	TRANSFER ENGLISH	New Course	2ndRead	Carried	Parypinski/ Frontini
3	ENGL 298H	COURSE	Create	ENGLISH DIVISION	TRANSFER ENGLISH	New Course	2ndRead		
	Parypinski: We revised these courses to make them easier to articulate. We added identification to the topics being taught to make it more clear.								
	Traynor: There is a lot of text for a catalog description.								
	It was discussed where to put all the information about the topics. Some ideas were to put them in the course note and write "choose from the following."								
	Parypinski: If the information is in the course content, can we remove it from the description?								
	It was recommended that we contact Richard Cortes and get guidance from him on where the information should be shown to make articulation easy.								
	Kretzmann: My question is when you imagine offering this class, would students actually be able to choose among these different options or would it be offered as one particular focus one semester and then a different one another semester?								
	Traynor: I'm assuming when CAM or BIO does a 298 class over maybe a summer term that it is usually a small group of students focused on a certain project.								

	Kretzmann: Does variable units cause a problem for articulation?								
	Parypinski: I thought that it was just variable topics that was presenting a problem.								
	Nancy Traynor mentioned that the course has to be set up with amount of units and what students are signing up for to begin with.								
	Parypinski: The reasoning behind the variable units I got from Michael Harnett, who would be teaching this, is that there are sometimes students who end up one unit short of being able to finish the Scholars program and they need that. Instead of having to take a full three unit course, if this is able to be a unit and a half or two units, then it could cover those students who need it.								
	Kretzmann: No entry standards are marked.								
	Items #2 and #3 were taken together.								
4	KIN 156	COURSE	Revise	KINESIOLOGY DIVISION	KINESIOLOGY	Nonsubstantial Change B	2ndRead	Carried	Calderone/ Kretzmann
	Calderone: No changes were made between the 1st and 2nd read.								
5	MATH 135	COURSE	Revise	MATHEMATICS DIVISION	TRANSFER MATH	Substantial Change	2ndRead	Carried	Palermo/ Kretzmann
	Palermo: The only change between reads was adding a more stable textbook. However, I forgot to provide the OER URL link but will add it in after the meeting.								
6	ST DV 125	COURSE	Revise	STUDENT SERVICES DIVISION	STUDENT DEVELOPMENT	Nonsubstantial Change B	2ndRead	Carried	Zobayan/ Kretzmann
	Zobayan: No changes were made between the 1st and 2nd read.								

7	STV 66	COURSE	Create	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	New Course	2ndRead	Carried	Czech/ Frontini
	Czech: No changes were made between the 1st and 2nd read.								
8	Home Caregiver Certificate Program	PROGRAM	Create	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	New Program	2ndRead	Carried	Czech/ Kretzmann
	Czech: The only change to this program was shortening the catalog description.								
	Kretzmann: Is there a reason you did not include the certified nursing assistant course and do you see it being a part of this?								
	Czech: That course still needs to go through the pipeline of being approved and it may or may not be a part of this program. We are not sure yet, but it will probably be for a separate certificate.								
	It was mentioned that some programs allow students to administer medications, but this one is the most entry level program.								
	1st Reads								
9%	MATH 102	COURSE	Revise	MATHEMATICS DIVISION	TRANSFER MATH	Nonsubstantial Change B	1stRead	Carried	Palermo/ Frontini
10%	MATH 102+	COURSE	Create	MATHEMATICS DIVISION	TRANSFER MATH	New Course	1stRead		
11%	MATH 102S	COURSE	Create	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	New Course	1stRead		

	MSC to review and approve the prerequisites for these items Motion: Carried First/Second: Palermo/Kretzmann					
	Palermo: We're trying to make our backup plan for if we can no longer place students into developmental math. Our backup plan is to have students					
	take 102, which is trigonometry before taking pre-calculus. We think that our students will have a better success. We changed the prerequisites, course content, SLOs, and matched the exit standards to the CID.					
	Palermo: Math 102S is with a support lab and Math 102+ combines both 102 and 102S with no corequisite. Math 102 is not UC transferable.					
	Rohrbacher: So none of these courses is considered developmental right?					
	Palermo: Technically 102S is because it's not transfer level. It's kind of like a developmental supplement covering the algebra.					
	It was discussed that it is sort of like the English division's ENGL 199 course.					
	Corequisite questions were discussed and Palermo mentioned they want the 102 and 102S to be like Math 136 and 336. It was mentioned to word it that if a student takes 102S, then they have to take 102. However, if a student takes 102, they are not required to take 102S.					
	Mack: On the exit standards all of them have the number 1 in front of them.					
	Palermo: I will fix that.					
	It was questioned what happened to Math 100 and discussed that it is still offered as a terminal course but no longer leads to calculus.					
	It was mentioned that there was a credit limitation for taking math 100, 102, and 110 but that is not going to be the case anymore. [ACCJC Standard II: A. 3—learning outcomes]					
	Items #9-11 were taken together.					

12%	MATH 136	COURSE	Revise	MATHEMATICS DIVISION	TRANSFER MATH	Substantial Change	1stRead	Carried	Palermo/Frontini
13%	MATH 136+	COURSE	Revise	MATHEMATICS DIVISION	TRANSFER MATH	Substantial Change	1stRead		
14%	MATH 136H	COURSE	Revise	MATHEMATICS DIVISION	TRANSFER MATH	Substantial Change	1stRead		
	MSC to review and approve the prerequisites for these items Motion: Carried First/Second: Palermo/Kretzmann								
	Palermo: We added a recommended prep of ENGL 101 and updated the prerequisites based on AB705. Data shows that the success rates jumped by about 8% when students took and passed ENGL 101. Math 136+ is replacing the Math 136 and 336 combo and we also changed the units.								
	It was mentioned that the requisites for all three courses should match.								
	Mack: Is there going to be a note that says students who take these courses won't get credit for ECON 127?								
	Palermo: Math division is still discussing it.								
	It was mentioned that if the precondition will affect ESL students who want to take this course because some have strong math skills and if it will affect enrollment in the courses. It was explained that the ENGL 101 is not a prerequisite, and that it is only a recommended prep. [ACCJC Standard II: A. 3—learning outcomes]								
	Items #12-14 were taken together.								
15%	SPCH 100	COURSE	Revise	LANGUAGE ARTS DIVISION	SPEECH COMMUNICATIONS	Nonsubstantial Change A	1stRead		

	16%	SPCH 103	COURSE	Revise	LANGUAGE ARTS DIVISION	SPEECH COMMUNICATIONS	Nonsubstantial Change A	1stRead	Carried	Frontini/ Kretzmann
		MSC to review and approve the prerequisites for these items Motion: Carried First/Second: Frontini/Kretzmann								
		Frontini: These courses are going through a cyclical revision and will be DE. In addition, we added an OER textbook and changed the English recommended prep.								
		Kevin Mack pointed out that some entry standards were not marked for SPCH 100, exit standards #1 and #2 seemed to be the same, and SLO #2 is similar to one of the exit standards.								
		Flavio had marked the entry standards but did not seem to save so he will mark them again. In addition, Nick Smith recommended removing SLO #2.								
		Mack: For SPCH 103 mark some of the entry standards, remove "from the text" in exit standard 1, and remove the word "understanding" from #5.								
		A discussion took place regarding the use of the word "understanding". Yvette Ybarra explained to the committee that it is okay to use the word "understanding" as long as it is not the only action word.								
		Francien Rohrbacher will add Yvette Ybarra to a future agenda to discuss SLOs. [ACCJC Standard II: A. 3—learning outcomes]								
		It was discussed that we keep ENGL 120 as preconditions for enrollment for at least 1-2 semesters. Nancy Traynor mentioned we will remove ENGL								
		120 in 2021-2022.								
		Items #15 and #16 were taken together.								
	17	Addiction Studies Counseling - AS Degree	PROGRAM	Revise	HEALTH SCIENCES DIVISION	ALCOHOL/ DRUG STUDIES	Substantial Change	1stRead	carried	Dudley/ Kretzmann

18	Addiction Studies Counseling - Certificate	PROGRAM	Revise	HEALTH SCIENCES DIVISION	ALCOHOL/ DRUG STUDIES	Substantial Change	1stRead		
	Rohrbacher: These courses are not going through cyclical changes. CAADE which oversees addiction studies recommended changing course requirements. Some courses have been omitted and others have been added. In addition, the course title was also changed for AD ST 114.								
	Is the division removing all of the courses after the field studies requirement.								
	Yes, because CAADE no longer wants a cultural diversity requirement.								
	Items #17 and #18 were taken together.								
19	Computer Science - AS Degree	PROGRAM	Revise	BUSINESS DIVISION	COMP SCIENCE/ INFO SYSTEMS	Substantial Change	1stRead	Carried	Margaryan/ Kretzmann
20	Computer Science - Certificate	PROGRAM	Revise	BUSINESS DIVISION	COMP SCIENCE/ INFO SYSTEMS	Substantial Change	1stRead		
	Margaryan: These are going through cyclical reviews. We made changes due to AB705. We changed PLOs and the math prerequisites. [ACCJC Standard II: A. 3—learning outcomes]								
	Items #19 and #20 were taken together.								
21	Critical Care Nursing Skill Award	PROGRAM	Create	HEALTH SCIENCES DIVISION	NURSING SCIENCE	New Program	1stRead	Carried	Dudley/ Frontini
	Dudley: This program is for NS 277 students who are RNs and want to become critical care certified. We are looking to offer a skill award at the end of the class.								
	Kretzmann: Is it feasible to have a skill award for just once class?								

		Rohrbacher: Yes.								
	22	EMT 138-- Emergency Medical Responder Skill Award	PROGRAM	Create	HEALTH SCIENCES DIVISION	EMERGENCY MEDICAL TECHNOLOGY	New Program	1stRead	Carried	Dudley/ Kretzmann
		Dudley: Every few years EMTs have to take a refresher course in order to sit for their exam. So this class is basically that required refresher course and we wanted to offer a skill Award for it.								
		The skill award gives them a little more marketability legitimacy. [ACCJC Standard II:A.14]								
	23	EMT 139-- Introduction to Emergency Medical Services Skill Award	PROGRAM	Create	HEALTH SCIENCES DIVISION	EMERGENCY MEDICAL TECHNOLOGY	New Program	1stRead	Carried	Dudley/ Kretzmann
	24	EMT 140-- Emergency Medical Technician Skill Award	PROGRAM	Create	HEALTH SCIENCES DIVISION	EMERGENCY MEDICAL TECHNOLOGY	New Program	1stRead		
		Dudley: These are one class skill awards. EMT 139 is the intro class. You can take it standalone or you can take it together with EMT 140.								
		It was mentioned that 139 and 140 cannot be taken together during the same semester. They are stackable skill awards. [ACCJC Standard II:A.14]								
		Rohrbacher: Please remove course numbers from program titles.								
		Items #23 and #24 were taken together.								

25	History - AA-T	PROGRAM	Revise	SOCIAL SCIENCES DIVISION	HISTORY	Substantial Change	1stRead	Carried	Mack/ Frontini
26	Social Science - AA Degree	PROGRAM	Revise	SOCIAL SCIENCES DIVISION	SOCIAL SCIENCE	Substantial Change	1stRead		
	Mack : For the HIST AA-T we just swapped out the Art courses with ARTH courses and for the Social Science AA degree, we added the new ANTHR 101 course.								
	Mack: For the History AA-T, Jolie caught that some of the "ands" and "ors" are missing which I will fix.								
	Items #25 and #26 were taken together.								
	Only Reads								
27	ENGL 120	COURSE	Delete	ENGLISH DIVISION	DEVELOPMENTAL ENGLISH	Deletion	OnlyR	Carried	Parypinski/ Frontini
28	ENGL 199	COURSE	Delete	ENGLISH DIVISION	DEVELOPMENTAL ENGLISH	Deletion	OnlyR		
	Parypinski: We are removing these developmental courses because of AB705.								
	Traynor: Some courses still have ENGL 120 as preconditions for enrollments so when they come through please look into it to change it.								
	Items #27 and #28 were taken together.								
29	Medical Front Office Clerk	PROGRAM	Delete	NONCREDIT BUSINESS	OFFICE BUSINESS TECHNOLOGY	Deletion	OnlyR	Carried	Czech/ Kretzmann

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			& LIFE SKILLS DIVISION					
	Czech: We are replacing it with a more current series of courses. The new program will combine front office and back office. [ACCJC Standard II:A.14]							