

Minutes
Curriculum and Instruction Committee
April 8, 2020

**Glendale Community College
Curriculum & Instruction Committee
Minutes
Wednesday, April 8, 2020
2:00p.m., 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, Richard Cortes, 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, Jan Young (Proxy), Rita Zobayan

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

Minutes Recorder: Patrik Namagardi

Guests Present: Troy Davis, Elizabeth Kronbeck, Sonali Perera, Michelle Ramirez, Jeremy Talaoc

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

Approval of Minutes

MSC (**Frontini/Calderone**) to approve the minutes of **March 11, 2020** Curriculum & Instruction Committee. **1 abstention**

I. Announcements

Next Preliminary Review Deadline: April 9, 2020
CoDE Approved DE Addenda
None

II. New Business

Francien and Nancy have been participating in curriculum software presentations. The state is still ranking the favorites. Sonali asked if the state is looking at it with an instructor’s perspective. Jan Young mentioned that it was very clear faculty are reviewing the software as well. All software programs being considered by the state are compatible with PeopleSoft. Francien and Nancy think Course Leaf is a good program. Course Leaf has an easy approach to shifting data.

Articulation update (Cortes)

We are waiting on GE review results to come in. It is still under review. It might be completed by the end of this month. Excused withdrawals were discussed, and it was mentioned by Dr. Troy Davis that funds would not be affected. Rita Zobayan added that it does affect international students because they have to take 12 units to maintain their status. Also, lab courses will still articulate even though they are being taught remotely.

III. New Business- Curriculum Action Items

Items with (*) need to be reviewed. Items with (%) have new or revised advisories	Proposal Name	Type	Action	Division	Department	Level Change	Stage	Motion	First/Second
	2nd Reads								
1	BUSAD 120	COURSE	Revise	BUSINESS DIVISION	BUSINESS ADMINISTRATI ON	Nonsubstantial Change B	2ndRead	Carried	Margaryan / Cortes

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	Margaryan: This course is going through a cyclical review. We updated the textbook, made changes in the recommended prep, and minor changes on the course content and description.									
	Rohrbacher: The first read for this course was approved via email.									
It was discussed why there is no recommended prep and determined that C-ID is being followed which does not require a recommended prep.										
	It was also mentioned to leave BUSAD Law #1 in the course because #2 might be coming back.									
	Kretzmann: Two of the out of class assignments seem the same.									
	Margaryan: They seem similar but professors assign different assignments. Also, case studies and case briefs are different.									
2	ECON 102H	COURSE	Revise	SOCIAL SCIENCES DIVISION	ECONOMICS	Nonsubstantial Change B	2ndRead	Carried	Mack/ Kretzmann	
	Mack: We just changed the advisories so they match ECON 102. Nothing changed between the first and second read.									
3%	ENTRE 101	COURSE	Revise	BUSINESS DIVISION	ENTREPRENEUR SHIP	Nonsubstantial Change B	2ndRead	Carried	Margaryan / Cortes	
4%	ENTRE 102	COURSE	Revise	BUSINESS DIVISION	ENTREPRENEUR SHIP	Nonsubstantial Change B	2ndRead			
	MSC to review and approve this prerequisites for these items Motion: Carried First/Second: Margaryan/Mayer									
	Margaryan: The main changes for these courses are the name changes. This is part of the three courses for entrepreneurs.									
	There was a change made to hours, course descriptions, and updated textbooks.									
	Kretzmann: ENTRE 101 seems like a recommended prep for 102. Is there a reason you don't want it?									

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	Margaryan: Students confuse recommended preps with prerequisites. Also, without a precondition, business owners can jump in and take ENTRE 102 without having to take 101.								
	It was discussed that these won't go into the catalog until approved at the state. However, they may make it into the spring addendum. [ACCJC Standard II: A.3—learning outcomes]								
	Items #3-4 were taken together.								
5	MATH 108	COURSE	Revise	MATHEMATICS DIVISION	TRANSFER MATH	Nonsubstantial Change B	2ndRead	Carried	Palermo/ Kretzmann
6	MATH 108H	COURSE	Revise	MATHEMATICS DIVISION	TRANSFER MATH	Nonsubstantial Change B	2ndRead		
	Palermo: We are just adding Math 107 as a recommended prep.								
	Items #5-6 were taken together.								
7	PHOTO 142	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	PHOTOGRAPHY	Nonsubstantial Change B	2ndRead	Carried	Delto/ Cortes
	Delto: We fixed the lecture and lab ratio and corrected the hours on the course.								
	Traynor: The SAM code should be listed as anything from 1-4, not 5.								
	Cortes: Have April or David review the notes from the CoDE meeting.								
8	STV 35	COURSE	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Nonsubstantial Change B	2ndRead	Carried	Young/ Parypinski
9	STV 55	COURSE	Revise	NONCREDIT BUSINESS	SHORT TERM VOCATIONAL	Nonsubstantial Change B	2ndRead		

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				& LIFE SKILLS DIVISION					
10	STV 71	COURSE	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Nonsubstantial Change B	2ndRead		
Young: These were the last set of courses to come through for a name change from OBT to STV.									
Traynor: These will not go in the catalog until approved by the state.									
Items #8-10 were taken together.									
11	Account Clerk I	PROGRAM	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Substantial Change	2ndRead		
12	Account Clerk II	PROGRAM	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Substantial Change	2ndRead		
13	Anthropolog y - AA-T	PROGRAM	Revise	SOCIAL SCIENCES DIVISION	ANTHROPOLOG Y	Substantial Change	2ndRead	Carried	Mack/ Frontini
Mack: We made changes because the AA-T changed. This now contains the revised version of the ANTHRO 101 lecture and lab course. We also streamlined a bit of this AA-T and removed some courses from it. Different educational systems prefer different courses. For example, UCs prefer ANTHRO 103 instead of 150, but Cal states allow 103 or 150.									
Traynor: The AA-T can be for CSU tracked students and an AA for Cal states.									

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	Cortes: I thought the original idea was to remove the AA-T and keep a local degree.								
	Cortes: Let's see what social sciences pathways the UCs develop. [ACCJC Standard II: A.5—following practices common to American higher education]								
14	Dental Front Office Clerk	PROGRAM	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Substantial Change	2ndRead		
15	French Language AA Degree	PROGRAM	Revise	LANGUAGE ARTS DIVISION	FRENCH	Substantial Change	2ndRead	Carried	Frontini/Chin
16	French Language Certificate	PROGRAM	Revise	LANGUAGE ARTS DIVISION	FRENCH	Substantial Change	2ndRead		
17	General Office Clerk I	PROGRAM	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Substantial Change	2ndRead		
18	General Office Clerk II	PROGRAM	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Substantial Change	2ndRead		
19	General Office Clerk III	PROGRAM	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Substantial Change	2ndRead		
20	Health Occupations skill award	PROGRAM	Revise	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATION	Substantial Change	2ndRead		

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21	Italian Language AA Degree	PROGRAM	Revise	LANGUAGE ARTS DIVISION	ITALIAN	Substantial Change	2ndRead		
22	Italian Language Certificate	PROGRAM	Revise	LANGUAGE ARTS DIVISION	ITALIAN	Substantial Change	2ndRead		
				Frontini: The only change was changing the ART courses to ARTH.					
				Items #15, 16, 21, 22 were taken together.					
23	Medical Front Office Clerk	PROGRAM	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Substantial Change	2ndRead		
				Young: We are changing the course names to reflect the new department name (OBT to STV). All programs that have OBT courses have been changed to STV.					
				Young: I thought we were removing the medical from office clerk (Item #23) and replacing it with the administrative medical assistant certificate that combines front office and back office. I will consult with Maria Czech.					
				Perera: Are you creating an administrative medical assistant certificate?					
				Young: We have always had it and it is even approved at the state.					
				Dr. Ritterbrown: I believe this was already clear for a while now.					
				It was mentioned that a meeting will be set between Jan Young and Sonali Perera for clarification of noncredit and credit programs.					
				Traynor: We will remove the medical front office clerk from the catalog.					

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	Items #11, 12, 14, 17, 18, 19, 23 were taken together.								
24	Medical Office Skill Award	PROGRAM	Revise	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATI ON	Substantial Change	2ndRead		
25	Medical Records Skill Award	PROGRAM	Revise	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATI ON	Substantial Change	2ndRead	Carried	Margaryan / Mack
	Perera: The courses in these programs had name changes and course number changes from HIT to MOA. Small tweaks were also made when								
	we changed the course names from HIT to MOA.								
	Items #20, 24, 25 were taken together.								
	1st Reads								
26	AD ST 114	COURSE	Revise	HEALTH SCIENCES DIVISION	ALCOHOL/ DRUG STUDIES	Nonsubstantial Change B	1stRead	Carried	Dudley/ Frontini
	Rohrbacher: This course only had a change made to the title.								
	Dudley and Ramirez: Remove the word "the".								
	This course as determined to be a grade only course.								
27	KIN 156	COURSE	Revise	KINESIOLOGY DIVISION	KINESIOLOGY	Nonsubstantial Change B	Ist Read	Carried	Calderone/ Kretzmann
	Calderone: We didn't check the box for CSU transferability. Richard Cortes got the approval so we are just checking the box.								
	Cortes: Submit 155 as well.								
	Calderone: I will check, but I believe we already did.								

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*%28	MATH 135	COURSE	Revise	MATHEMATICS DIVISION	TRANSFER MATH	Substantial Change	1stRead	Carried	Palermo/ Kretzmann
MSC to review and approve this prerequisite for this item. Motion: Carried First/Second:									
Palermo/Dudley									
Talaoc: We wanted to create a viable class for SLAM students who don't need to take statistics.									
It was mentioned that if students have taken 135 prior cannot retake this 135 course. However, if a student has not passed the previous version but take this one, it should replace the grade.									
Talaoc: This is a lecture and lab combo.									
It was determined that the COR will include a representative stable textbook even if it is OER legitimate. For example, a link would be helpful.									
Talaoc: We are planning on doing a book search because we are not 100% sure we will be using OER.									
29%	PHOTO 101	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	PHOTOGRAPHY	Nonsubstantial Change A	OnlyR	Carried	Delto/ Kretzmann
MSC to review and approve this prerequisite for this item. Motion: Carried First/Second:									
Delto/ Frontini									
Delto: We replaced Math 155 with Math 15.									
It was determined that Math 15 will be used as a recommended preparation.									
30	ST DV 125	COURSE	Revise	STUDENT SERVICES DIVISION	STUDENT DEVELOPMENT	Nonsubstantial Change B	Ist Read	Carried	Zobayan/ Kretzmann
Zobayan: We are only applying for transferability.									
*%31	STV 66	COURSE	Create	NONCREDIT BUSINESS	SHORT TERM VOCATIONAL	New Course	1stRead	Carried	Young/ Mack

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	MSC to review and approve this prerequisite for this item. Motion: Carried First/Second:									
	Young/Dudley									
	Young: This course can be completed by CNAs in one semester. There is no cost for this course because we are using grant money.									
	It was questioned if there would be confusion between STV and ST DV and determined that there shouldn't be.									
*32	Home Caregiver Certificate Program	PROGRAM	Create	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	New Program	1stRead	Carried	Young/ Calderone	
	Young: This program has two courses. One is a home caregiver course targeted for lower ESL students working to earn money as home									
	caregivers. The second is a home health aide pathways course. This is created for ESL natives who want to go into healthcare. Both									
	courses can be completed in 16 weeks and students can go into the workforce.									
	It was discussed if students are going to be sitting for credentials and determined that no because these are entry level courses.									
	It was mentioned that the difference between the home caregiver and home health aide is that the aide can give medicine. [ACCJC Standard II: A. 14—Instructional programs and competencies]									

**These programs
need a catalog (program) description:**

DUE DATE: 9/14/20

AA/AA Degrees and Certificates

Accounting

Visual Arts – Animation

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Art

Visual Arts - Two/Three dimensional

Bookkeeping

Business Administration

Entrepreneurship/Small Business

Financial Planning and Investment

General Business

International Business

~~Foreign Language~~

Insurance Specialist: Property & Casualty

Interdisciplinary Humanities

Machinist

Management

Marketing

Visual Arts - Media Arts

Music

Visual Arts - Photography

Registered Nursing

Speech Communication

Certificate Programs—Non-Degree

Cinematography & Editing

Computer Programmer

Computer Support Technician

Fire Academy

Verdugo Recruit Fire Academy

Dental Front Office/Billing Coding

Basic Medical Billing and Coding

Unix/Linux System Administrator

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**These programs need to revise
their current catalog (program) description:**

DUE DATE: 9/14/2020, or 2/15/2020 if you'd like this information to appear in the next GCC Catalog and are making no other changes to the program

AS/AA Degrees and Certificates

Administration of Justice AS Degree or Certificate	(Needs to be shorter--no more than 3 sentences)
Architectural Drafting and Design AS Degree or Certificate	(Needs to add units to end of description)
Visual Arts--Art History AA Degree	(Needs to add units to end of description)
Aviation and Transportation AS Degree or Certificate	(Needs to add units to end of description)
Ceramics AS Degree or Certificate	(Needs to be shorter--no more than 3 sentences)
CABOT AS Degree or Certificate	(Needs to be shorter--no more than 3 sentences)
Computer Science AS Degree or Certificate	(Needs to be shorter--no more than 3 sentences)
Fire Technology AS Degree or Certificate	(Needs to be shorter--no more than 3 sentences); (Needs to add units to end of description)
HTT AS Degree or Certificate	(Needs to be shorter--no more than 3 sentences)
IT Technician II: Help Desk User Support AS Degree or Certificate	(Needs to be shorter--no more than 3 sentences)
Medical Office AS Degree or Certificate: Medical Coding Assistant	(Needs to add units to end of description)
Music AA Degree	(Needs to add units to end of description)
Photography AS Degree or Certificate	(Needs to be shorter--no more than 3 sentences); (Needs to add units to end of description)
Real Estate Broker AS Degree or Certificate	(Needs to be shorter--no more than 3 sentences); (Needs to add units to end of description)
Restaurant Management AS Degree or Certificate	(Needs to add units to end of description)

Certificate Programs--Non-Degree

Business Information Worker	(Needs to be shorter--no more than 3 sentences)
Computerized Accounting Specialist	(Needs to add units to end of description)
Insurance Professional	(Needs to add units to end of description)
Tax Preparer	(Needs to add units to end of description)
Technical Theater	(Move units to end of description)

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