

Minutes  
Curriculum and Instruction Committee  
December 11, 2019

**Glendale Community College  
Curriculum & Instruction Committee  
Minutes  
Wednesday, December 11, 2019  
1:40p.m., SG 137**

**Co-Chairs:** Francien Rohrbacher and Michael Ritterbrown called the meeting to order at 1:40 p.m.

**Voting Members Present:** Erin Calderone, Sevada Chamras, 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, Terrence Yu

**Minutes Recorder:** Patrik Namagardi

**Guests Present:** Rob Liddiard, Melissa Malandrakis, Nareh Manooki, Sonali Perera

**Absent:** Tina Andersen-Wahlberg, Richard Cortes, Eric Hanson, Arda Najarian, Alfred Ramirez, Alexa Schumacher, Jan Swinton, Yvette Ybarra

**Approval of Minutes**

MSC (**Frontini/Calderone**) to approve the minutes of November 27, 2019 Curriculum & Instruction Committee

**I. Announcements**

Next Preliminary Review Deadline: January 13, 2020: The catalog will go into production in April.  
CoDE Approved DE Addenda—N/A

**II. New Business**

**SLOs (Ybarra)**

Rohrbacher: Yvette will start holding items back if SLOs have a problem. It is strongly recommended to talk to Yvette when you are changing SLOs.

**Articulation update (Cortes)**

None

**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
1	ACCTG 185	COURSE	Create	BUSINESS DIVISION	ACCOUNTING	New Course	2ndRead	Carried	Margaryan/ McDonald
Margaryan: This is the second read of this new course. We added the explanations, examples, and names requested during the first read.									
2	ANTHR 102	COURSE	Revise	SOCIAL SCIENCES DIVISION	ANTHROPOLOGY	Nonsubstantial Change B	2ndRead	Carried	Mack/ McDonald
3	ANTHR 102H	COURSE	Revise	SOCIAL SCIENCES DIVISION	ANTHROPOLOGY	Nonsubstantial Change B	2ndRead		
Mack: No changes made between first and second read.									
Traynor: Honors courses should come through C&I at the same time as non-Honors version									
4%	ARTH 101	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	ART HISTORY	Nonsubstantial Change B	2ndRead		

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5%	ARTH 101H	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	ART HISTORY	Nonsubstantial Change B	2ndRead	Carried	Delto/ Dudley
MSC to review and approve the prerequisites for these courses. <b>Motion:</b> Carried <b>First/Second:</b> Delto/McDonald									
Delto: Everything that was requested during the first read was revised. Also, the Honors wording was streamlined.									
Items #4 and #5 were taken together.									
6%	ARTH 102	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	ART HISTORY	Nonsubstantial Change B	2ndRead	Carried	Helgeson/ McDonald
MSC to review and approve the prerequisites for this course. <b>Motion:</b> Carried <b>First/Second:</b> Helgeson/Mayer									
Helgeson: Emily Haraldson was okay with adding the ENGL 101 recommended prep because it is in the CID. However, Pasadena City College (PCC) does not have it. In addition, we changed research paper to writing assignment.									
7	ATHPE 170	COURSE	Create	KINESIOLOGY DIVISION	ATHLETICS AND PHYSICAL EDUCATION	New Course	2ndRead	Carried	Calderone/ Kretzmann
8	ENGR 133	COURSE	Create	TECHNOLOGY & AVIATION DIVISION	ENGINEERING, GENERAL (15)	New Course	2ndRead	Carried	Herwerth/ Calderone
Manooki: This is the project-based course that is required for civil, mechanical, and aerospace engineering. It incorporates concepts from the prerequisites. Students work on projects and learn different engineering skills. This course is transferable.									
ENGL 100 was added to the preconditions for enrollment and the entry standards that don't need to be included will be unmarked.									
In addition, physics needed to be updated.									
All corrections requested from the first read were fixed.									
9	ESL 111	COURSE	Revise	CREDIT ESL DIVISION	ESL GRAMMAR/ WRITING	Nonsubstantial Change B	2ndRead	Carried	McDonald/ Mayer
10	ESL 123	COURSE	Revise	CREDIT ESL DIVISION	ESL GRAMMAR/ WRITING	Nonsubstantial Change B	2ndRead		
11	ESL 133	COURSE	Revise	CREDIT ESL DIVISION	ESL GRAMMAR/ WRITING	Nonsubstantial Change B	2ndRead		
12	ESL 141	COURSE	Revise	CREDIT ESL DIVISION	ESL GRAMMAR/ WRITING	Nonsubstantial Change B	2ndRead		

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13	ESL 151	COURSE	Revise	CREDIT ESL DIVISION	ESL GRAMMAR/ WRITING	Nonsubstantial Change B	2ndRead		
McDonald: There were some minor edits made to the entry expectations, fixing formatting, and for ESL 151 there was a repeated out of class assignment that was deleted. In addition, the changes requested during the first read were made.									
It was mentioned that the entry expectations only show ESL 141 and not ESL 145 and 146. Brian McDonald explained that those are recommended courses and not required. It was discussed that these need to be included in the entry standards.									
Items #9-13 were taken together.									
14	KIN 170	COURSE	Create	KINESIOLOGY DIVISION	KINESIOLOGY	New Course	2ndRead		
15	KIN 171	COURSE	Create	KINESIOLOGY DIVISION	KINESIOLOGY	New Course	2ndRead		
Calderone: ATHPE 170 is the lacrosse course and KIN 170 and 171 are the coaching related courses. There were no changes made between the first and second read.									
Items #7, #14, and #15 were taken together.									
16	LIB 190	COURSE	Delete	LIBRARY DIVISION	LIBRARY	Delete	OnlyR	Carried	Chin/ McDonald
17	LIB 191	COURSE	Delete	LIBRARY DIVISION	LIBRARY	Delete	OnlyR		
These courses don't fill. LIB 100 is replacing them.									
18%	LING 101	COURSE	Revise	CREDIT ESL DIVISION	LINGUISTICS	Nonsubstantial Change B	2ndRead	Carried	McDonald/ Kretzmann
MSC to review and approve the prerequisites for this course. <b>Motion:</b> Carried <b>First/Second:</b> McDonald/Kretzmann									
Liddiard: This class has been taught since 2005. The outline of the course content was made to match what has been previously taught.									
Rohrbacher: Are you still keeping the percent distributions in the course content?									
Liddiard: I don't really need it so I can remove it completely.									
It was mentioned that Glenn Gardner wants to keep it for credit ESL and Liddiard is okay with it.									
Kretzmann: ESL 155 is only listed on page 18 as a precondition for enrollment. Are you adding it or getting rid of it?									
Liddiard: We want it so we will add ESL 155 as a recommended preparation.									
Rohrbacher: Do we know if Glenn wants to keep it in?									
Liddiard: I am not opposed to it.									

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*% 19	MOA 180	COURSE	Revise	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATION	Nonsubstantial Change B	1stRead	Carried	Margaryan/McDonald
*% 20	MOA 181	COURSE	Revise	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATION	Nonsubstantial Change B	1stRead		
*% 21	MOA 182	COURSE	Revise	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATION	Nonsubstantial Change B	1stRead		
*% 22	MOA 183	COURSE	Revise	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATION	Nonsubstantial Change B	1stRead		
*% 23	MOA 185	COURSE	Revise	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATION	Nonsubstantial Change B	1stRead		
	MSC to review and approve the prerequisites for these courses. <b>Motion:</b> Carried <b>First/Second:</b> Margaryan/Frontini								
	Perera: These are regular MOA courses that are part of the certificate program. We reviewed the courses to update and change them to modernize the certificate.								
	Perera: Students with language barriers take basic MOA 181 and it goes with our CABOT program. Students in the past took MOA 181 first, if they found interest in it or the certificate, then they would take MOA 182 which is more advanced. Both classes are part of the certificate.								
	MOA 180 is more of an entry level course.								
	Kretzmann: Why do MOA 181 and 182 have the same content?								
	Perera: Both courses teach the same material, but MOA 182 is more in depth.								
	Kretzmann: That should be reflected in the course content for MOA 182. In addition, HIPAA standards should also be reflected in the content for MOA 181. For MOA 183, the acronyms are still in the course. Are you going to remove it or define them? Also, the last sentence in the catalog statement is not ethically correct.								
	Dr. Ritterbrown: I agree.								
	Different wording was discussed for this sentence and it was mentioned that "appropriate reimbursement" is a better option.								
	Kretzmann: The recommended preparations need to be looked at again. They look useful so why remove it?								
	Perera: The recommended preparations are required for the certificate anyway.								
	Items #19-23 were taken together.			ACCJC II.A.13					
24	MOA 197	COURSE	Revise	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATION	Nonsubstantial Change B	2ndRead	Carried	Margaryan/Frontini
	This course was tabled previously and coming back for a second read.								
	Perera: It was originally HIT 197 but we changed the discipline to MOA 197. In addition to the discipline change, we made changes to the								

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	catalog statement, course content, learning outcomes, and textbooks. The course content has more of a focus on coding. The coder needs to understand patient and diagnosis to be able to code correctly.								
	Karp: Course content #3, #5, and #7 repeats the word disease.				ACCJC II.A.13				
25	MUSIC 125	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	NON-COMMERCIAL MUSIC	Nonsubstantial Change B	2ndRead	Carried	Delto/ McDonald
26	MUSIC 126	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	NON-COMMERCIAL MUSIC	Nonsubstantial Change B	2ndRead		
	Delto: We talked to Michael Harnett and in the future, we will talk about making honors courses. However, we request to keep these courses moving forward as is and remove the language later.								
	Traynor: This is not something we can put in as a catalog note. It is not even noted on student transcripts that this is honors. We can only put a ticket note in.								
	Items #25 and #26 were taken together.								
27	MUSIC 127	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	NON-COMMERCIAL MUSIC	Nonsubstantial Change B	2ndRead	Carried	Delto/ Mayer
	Delto: It was recommended that we separate the course content which we did and made a slight revision to one of the SLOs.								
28	SOC 200	COURSE	Create	SOCIAL SCIENCES DIVISION	SOCIOLOGY	New Course	2ndRead	Carried	Mack/ McDonald
	Mack: No changes made between first and second read.								
29	Biological Sciences - AS Degree	PROGRAM	Revise	BIOLOGY DIVISION	BIOLOGY	Substantial Change	2ndRead	Carried	Kretzmann/ McDonald
	Kretzmann: No changes made between first and second read.								
30	Geology AS-T	PROGRAM	Create	PHYSICAL SCIENCES DIVISION	GEOLOGY	New Program	2ndRead	Carried	Chamras/ Kretzmann
	Chamras: We adjusted the math courses required for this AS-T. There were no changes made between the first and second read.								

**C-ID revisions needed:**

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ART 101H  
ART 107  
ART 108  
ECON 102H  
MUSIC 211  
MUSIC 236  
MUSIC 237

**CoDE Addenda That Need to Be  
Renewed this Semester**

LING 101  
ARCH 229  
ARCH 230  
FIRE 106  
FIRE 108  
FIRE 114  
ART 101  
MUS 127  
T ART 101

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

**DUE DATE: 2/14/20**

AA/AA Degrees and Certificates

Accounting

Visual Arts - Animation

Art

Visual Arts - Two/Three dimensional

Bookkeeping

Business Administration

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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

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

**DUE DATE: 6/12/2019, or 2/15/19 if you'd like this information to appear in the next GCC Catalog and are making no other changes to the program**



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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)
HIT 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)