Minutes
Curriculum and Instruction Committee
February 26, 2020

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Glendale Community College
Curriculum & Instruction Committee
Minutes
Wednesday, February 26, 2020
2:00p.m., SG 137

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

Voting Members Present: Erin Calderone, Sevada Chamras, Susie Chin, Richard Cortes, Maria Czech, Flavio Frontini, Jayson Helgeson, Chris Herwerth, Maria Kretzmann, Kevin Mack, Araik Eric Margaryan, Paul Mayer, Brian McDonald, Suzanne Palermo, Joanna Parypinski, Michelle Ramirez Saelak (Proxy for Catherine Dudley), Rita Zobayan

Resources Present: Edward Karpp, Jolie Morris, Freddy Saucedo, Nancy Traynor, Terrence Yu

Minutes Recorder: Patrik Namagardi

Guests Present: Travis Ames, Mary Jane Biancheri, Mike Dulay, Eric Johnson, Caroline Kaba, Sonali Perera, Maite Peterson, Jeremy Talaoc

Absent: Tina Andersen-Wahlberg, Byron Delto, Catherine Dudley, Agnes Eguaras, Eric Hanson, Arda Najarian, Michael Ritterbrown, Alfred Ramirez, Alexa Schumacher, Jan Swinton, Yvette Ybarra

Approval of Minutes

MSC **(/)** to approve the minutes of December 11, 2019 Curriculum & Instruction Committee

I. ## Announcements
No announcements were discussed.

Next Preliminary Review Deadline: March 11, 2020
2020 Curriculum Institute—July 8-11 in Riverside
CoDE Approved DE Addenda—N/A
PCAH 7th edition

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II. New Business

New business was not discussed

Making changes to courses/programs that not finalized. **(Rohrbacher/Traynor)**

Quick Start Guide **(Rohrbacher)**

SLOs **(Ybarra)**

Articulation update **(Cortes)**

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
	AB 705 Changes-- Not Cyclical								
1	%ECON 101	COURSE	Revise	SOCIAL SCIENCES DIVISION	ECONOMICS	Nonsubstantial Change B	1stRead	Carried	Kretzmann/ Mack
2	%ECON 102	COURSE	Revise	SOCIAL SCIENCES DIVISION	ECONOMICS	Nonsubstantial Change B	1stRead		
3	%ECT 162	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	ELECTRONICS & COMP TECHNOLOGY	Nonsubstantial Change B	1stRead		
4	%ECT 163	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	ELECTRONICS & COMP TECHNOLOGY	Nonsubstantial Change B	1stRead		

5	%ENGR 101	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	ENGINEERING TECHNOLOGY (21)	Nonsubstantial Change B	1stRead		
6	%ENGR 125	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	ENGINEERING, GENERAL (15)	Nonsubstantial Change B	1stRead		
7	%ENGR 156	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	ENGINEERING, GENERAL (15)	Nonsubstantial Change B	1stRead		
8	%GEOG 111	COURSE	Revise	SOCIAL SCIENCES DIVISION	GEOGRAPHY	Nonsubstantial Change B	1stRead		
9	%GEOG 155	COURSE	Revise	SOCIAL SCIENCES DIVISION	GEOGRAPHY	Nonsubstantial Change B	1stRead		
10	%MATH 105	COURSE	Revise	MATHEMATICS DIVISION	TRANSFER MATH	Nonsubstantial Change B	1stRead		
11	%MATH 105H	COURSE	Revise	MATHEMATICS DIVISION	TRANSFER MATH	Nonsubstantial Change B	1stRead		
12	%MATH 110A	COURSE	Revise	MATHEMATICS DIVISION	TRANSFER MATH	Nonsubstantial Change B	1stRead		
13	Architectural Drafting & Design - AS Degree	PROGRAM	Revise	TECHNOLOGY & AVIATION DIVISION	ARCHITECTURE	Substantial Change	1stRead		
14	Architectural Drafting & Design - Certificate	PROGRAM	Revise	TECHNOLOGY & AVIATION DIVISION	ARCHITECTURE	Substantial Change	1stRead		
15	Civil Engineering AS	PROGRAM	Revise	TECHNOLOGY & AVIATION DIVISION	ENGINEERING, GENERAL (15)	Substantial Change	1stRead		

16	Computer Engineering AS	PROGRAM	Revise	TECHNOLOGY & AVIATION DIVISION	ENGINEERING, GENERAL (15)	Substantial Change	1stRead		
17	Electrical Engineering AS Degree	PROGRAM	Revise	TECHNOLOGY & AVIATION DIVISION	ENGINEERING, GENERAL (15)	Substantial Change	1stRead		
18	Mechanical Engineering AS	PROGRAM	Revise	TECHNOLOGY & AVIATION DIVISION	ENGINEERING, GENERAL (15)	Substantial Change	1stRead		
19	Engineering Certificate--Civil	PROGRAM	Revise	TECHNOLOGY & AVIATION DIVISION	ENGINEERING, GENERAL (15)	Substantial Change	1stRead		
20	Engineering Certificate-- Electrical	PROGRAM	Revise	TECHNOLOGY & AVIATION DIVISION	ENGINEERING, GENERAL (15)	Substantial Change	1stRead		
21	Engineering Certificate-- Mechanical	PROGRAM	Revise	TECHNOLOGY & AVIATION DIVISION	ENGINEERING, GENERAL (15)	Substantial Change	1stRead		
	MSC to review and approve the prerequisites for these courses. **Motion:** Carried **First/Second:** Kretzmann/Mack								
	These have AB705 prerequisite changes.								
	ENGR 125 and 156 say Math 103 instead of Math 103E, so it is recommended to change it. (ACCJC Standard II.A.3)								
	Items #1-21 were taken together.								
	New/Revised Curriculum								
22	*&ANTHR 101	COURSE	Revise	SOCIAL SCIENCES DIVISION	ANTHROPOLOGY	Substantial Change	1stRead	Carried	Mack/ Kretzmann
	MSC to review and approve the prerequisites for this course. **Motion:** Carried **First/Second:** Mack/Kretzmann								
	Johnston: This course is taking the lab component and combining it with the lecture portion. We now have one 4-unit lab and lecture course.								

				VISUAL & PERFORMING					
	The prerequisite was discussed and it was determined that it is the same as what we have had in the past. Other colleges are adopting this method too.								
23	*%ARTH 102H	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	ART HISTORY	Nonsubstantial Change B	1stRead	Carried	Helgeson/ McDonald
24	*ARTH 103	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	ART HISTORY	Nonsubstantial Change B	1stRead		
25	*ARTH 104	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	ART HISTORY	Nonsubstantial Change B	1stRead		
26	*ARTH 105	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	ART HISTORY	Nonsubstantial Change B	1stRead		
27	*ARTH 106	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	ART HISTORY	Nonsubstantial Change B	1stRead		
28	*%ARTH 107	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	ART HISTORY	Nonsubstantial Change B	1stRead		
29	*%ARTH 108	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	ART HISTORY	Nonsubstantial Change B	1stRead		
30	*ARTH 111	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	ART HISTORY	Nonsubstantial Change B	1stRead		
31	*%ARTH 112	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	ART HISTORY	Nonsubstantial Change B	1stRead		
32	*ARTH 113	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	ART HISTORY	Nonsubstantial Change B	1stRead		
33	*ARTH 115	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	ART HISTORY	Nonsubstantial Change B	1stRead		

				VISUAL & PERFORMING		Nonsubstantial			
34	*%ARTH 116	COURSE	Revise	ARTS DIVISION	ART HISTORY	Change B	1stRead		
35	ARTH 118	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	ART HISTORY	Nonsubstantial Change B	1stRead		
36	ARTH 119	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	ART HISTORY	Nonsubstantial Change B	1stRead		
37	*ARTH 120	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	ART HISTORY	Nonsubstantial Change B	1stRead		
38	*ARTH 121	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	ART HISTORY	Nonsubstantial Change B	1stRead		
39	*ARTH 125	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	ART HISTORY	Nonsubstantial Change B	1stRead		
	MSC to review and approve the prerequisites for the following items: 23, 28,29,31, and 34 **Motion:** Carried **First/Second:** Helgeson/McDonald								
	Helgeson: We are completing the migration of Studio Arts to Art History. We updated the exit standards, SLOs were modified and are now similar								
	with all the different ARTH courses, and we changed the wording of research paper to writing assignments. In addition, ARTH 108 combined								
	with ARTH 109, so 109 will be dropped. We also added a recommended preparation of ENGL 100 for many of the courses.								
	Parypinski: ARTH 118 still has the term research paper.								
	Helgeson: We will remove it.								
	Mack: The course content for ARTH 104 seems very bare. Also, there is no recommended prep, maybe consider adding one? (ACCJC Standard II.A.3)								
	Helgeson: We added recommended preparations to courses with a C-ID that had one as well.								
	Mack: A question was brought up regarding the catalog description.								
	Helgeson: We will bring it up with the division.								
	Items #23-39 were taken together.								

40	*%BUSAD 131	COURSE	Revise	BUSINESS DIVISION	BUSINESS ADMINISTRATION	Nonsubstantial Change B	1stRead	Carried	Margaryan/ Frontini
41	*%BUSAD 158	COURSE	Revise	BUSINESS DIVISION	BUSINESS ADMINISTRATION	Nonsubstantial Change B	1stRead		
	MSC to review and approve the prerequisites for these courses. **Motion:** Carried **First/Second:** Margaryan/Czech								
#41	Margaryan: Item #40 is going through a cyclical review. We updated the text and changed the math prerequisite. Everything was updated for item #41								
	including a title change.								
	Questions and concerns were brought up about Math 15 being the prerequisite for BUSAD 131. Recommendations were made to maybe change it to								
	Math 30 or 90 or add the words "or equivalent" to Math 15.								
	Richard Cortes will call the Chancellor's office to get information.								
	Items #40-41 were taken together. (ACCJC Standard II.A.3)								
42	%CHLDV 101	COURSE	Revise	SOCIAL SCIENCES DIVISION	CHILD DEVELOPMENT	Nonsubstantial Change B	1stRead	Carried	Mack/ Cortes
43	%CHLDV 133	COURSE	Revise	SOCIAL SCIENCES DIVISION	CHILD DEVELOPMENT	Nonsubstantial Change B	1stRead		
44	%CHLDV 140	COURSE	Revise	SOCIAL SCIENCES DIVISION	CHILD DEVELOPMENT	Nonsubstantial Change B	1stRead		
45	%CHLDV 142	COURSE	Revise	SOCIAL SCIENCES DIVISION	CHILD DEVELOPMENT	Nonsubstantial Change B	1stRead		
46	%CHLDV 156	COURSE	Revise	SOCIAL SCIENCES DIVISION	CHILD DEVELOPMENT	Nonsubstantial Change B	1stRead		
	MSC to review and approve the prerequisites for these courses. **Motion:** Carried **First/Second:** Mack/Calderone								
	Biancheri: We are changing prerequisites for these courses. For CHLDV 101 and 156 we are eliminating the prerequisites because students are being								

	restricted. For CHLDV 133 and 140, we mapped out the program and observed that students cannot get through the program in 2 years with these								
	prerequisites. The department met and tweaked it to make it better for students. It was coming to the point that the division chair would have to waive								
	prerequisites for students.								
	Items # 42-46 were taken together. (ACCJC Standard II.A.3)								
47	*%CHLDV 159	COURSE	Create	SOCIAL SCIENCES DIVISION	CHILD DEVELOPMENT	New Course	1stRead	Carried	Mack/ Frontini
	MSC to review and approve the prerequisites for this course. **Motion:** Carried **First/Second:** Mack/Frontini								
	Biancheri: This course will be part of the transitional kindergarten certificate. We worked with Santa Monica to add the same course here because it								
	is needed.								
48	*%CS/IS 125	COURSE	Revise	BUSINESS DIVISION	COMP SCIENCE/ INFO SYSTEMS	Nonsubstantial Change B	1stRead	Carried	Margaryan/ McDonald
	MSC to review and approve the prerequisites for this course. **Motion:** Carried **First/Second:** Margaryan/McDonald								
	Margaryan: This course is going through a cyclical review and had changes made to the prerequisites because of AB705.								
	It was discussed that Math 15 is not enough of a prerequisite for the course content in this class. Currently, Math 101 is listed in the catalog so maybe								
	Math 15 should be changed to Math 30 or 90. It was also recommended to change it to Math 90 or 90+. (ACCJC Standard II.A.3)								
49	*%ECON 102H	COURSE	Revise	SOCIAL SCIENCES DIVISION	ECONOMICS	Nonsubstantial Change B	1stRead	Tabled	Mack/ Kretzmann
50	*%ECON 127	COURSE	Create	SOCIAL SCIENCES DIVISION	ECONOMICS	New Course	1stRead	Carried	Mack/ McDonald
	MSC to review and approve the prerequisites for this course. **Motion:** Carried **First/Second:** Mack/Frontini								
	Ames: This is a new introduction to stats course with economics and business issues. The course covers the same concepts in Math 136 but with								
	economic and business variables. Glendale Community College has offered a similar course in the past, but it has not been taught in a while.								

	Palermo: The course content in this course is very similar to our Math 136 course. Why is this course needed when they can just take Math 136?								
	Dulay: We used the same model from the C-ID. A person with an FSA in math can also teach this class. In addition, it creates more options for students.								
	Cortes: A person can teach this course by only having an FSA in math? Wouldn't we want someone with background information in the subject?								
	Dulay: The FSA is just the minimum qualifications.								
	Talaoc: There is no C-ID listed.								
	Mack: We are applying for it.								
	Talaoc: The greater concern here is that if we give this class the math C-ID descriptor, then we are saying Math 136 and this class are equivalent. How detailed do you go into each topic?								
	It was questioned how much of the material is the same between both classes, and mentioned that there would not be a great concern if this class was not given the math C-ID descriptor. In addition, it was mentioned to possibly have a credit limitation note, but was discussed how it may limit other options for students.								
	Dulay: We will have to see after trying it out.								
	Cortes: There has to be a credit limitation.								
51	*%ENGL 298	COURSE	Create	ENGLISH DIVISION	TRANSFER ENGLISH	New Course	1stRead	Carried	Parypinski/ Mayer
52	*%ENGL 298H	COURSE	Create	ENGLISH DIVISION	TRANSFER ENGLISH	New Course	1stRead		
	MSC to review and approve the prerequisites for these courses. **Motion:** Carried **First/Second:** Parypinski/Mayer								
	Parypinski: This is independent studies for research to present at conferences.								
	Mack: You can remove the catalog note for the honors course. Please add the information for the scholar's enhancement.								
	Kretzmann: Select some of the entry standards from ENGL 102 and 104.								
	Cortes: I am not going to send these courses for UC transferability because they won't accept variable topics courses.								
	Morris: The prerequisites do not match between the regular course and the honors course.								
	Questions will be taken back to Michael Harnett.								

	Items #51-52 were taken together.								
53	*%ENGR 152	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	ENGINEERING, GENERAL (15)	Nonsubstantial Change B	1stRead	Carried	Herwerth/ Cortes
	MSC to review and approve the prerequisites for this course. **Motion:** Carried **First/Second:** Herwerth/Kretzmann								
	Herwerth: This course is going through a cyclical review and we are updating the prerequisite to Math 104E.								
54	*%FIRE 106	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	FIRE TECHNOLOGY	Nonsubstantial Change B	1stRead	Carried	Herwerth/ Cortes
55	*%FIRE 108	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	FIRE TECHNOLOGY	Nonsubstantial Change B	1stRead		
56	*%FIRE 114	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	FIRE TECHNOLOGY	Nonsubstantial Change B	1stRead		
	MSC to review and approve the prerequisites for these courses. **Motion:** Carried **First/Second:** Herwerth/Cortes								
	Herwerth: These courses are being updated for AB705, in addition to having updates made to comply with state requirements.								
	It was discussed that some word choices in the exit standards don't make sense, and some exit standards were similar to SLOs. A change to the word								
	"encumbered" in exit standard number 4 was suggested.								
	Cortes recommends to reach out to Tracey regarding C-ID.								
	English 101 was dropped as a prerequisite to align with C-ID requirements.								
	Items #54-56 were taken together.								
57	*%HIST 111	COURSE	Revise	SOCIAL SCIENCES DIVISION	HISTORY	Nonsubstantial Change B	1stRead	Carried	Mack/ McDonald

58	*%HIST 111H	COURSE	Revise	SOCIAL SCIENCES DIVISION	HISTORY	Nonsubstantial Change B	1stRead		
	MSC to review and approve the prerequisites for these courses. **Motion:** Carried **First/Second:** Mack/Kretzmann								
	Peterson: We are bringing this course back into the 21st century. Changes have been made to the course content and we made it more inclusive.								
	Items #57-58 were taken together.								
59	*%HIST 117	COURSE	Revise	SOCIAL SCIENCES DIVISION	HISTORY	Nonsubstantial Change B	1stRead	Carried	Mack/ Cortes
60	*%HIST 135	COURSE	Revise	SOCIAL SCIENCES DIVISION	HISTORY	Nonsubstantial Change B	1stRead		
	MSC to review and approve the prerequisites for these courses. **Motion:** Carried **First/Second:** Mack/Kretzmann								
	Mack: HIST 117 covers US history up until the Civil War. We added more emphasis on people of color and women. In addition, we tweaked the language								
	in the SLOs. HIST 135 is being updated and had some cyclical changes made. Also, there were too many SLOs and only one exit standard.								
	It was discussed that ENGL 191 is still listed in the preconditions for enrollment section in HIST 135, and to remove it and replace it with ENGL 120.								
	Mayer: Would you want to mention Antebellum South in the description?								
	Mack: I think it is presumed that it will be a part of this course, but we will ask Michelle Stonis.								
	Items #59-60 were taken together.								
61	*%MATH 136A	COURSE	Create	MATHEMATICS DIVISION	TRANSFER MATH	New Course	1stRead	Carried	Palermo/ Kretzmann
62	*%MATH 136B	COURSE	Create	MATHEMATICS DIVISION	TRANSFER MATH	New Course	1stRead		
	MSC to review and approve the prerequisites for these courses. **Motion:** Carried **First/Second:** Palermo/Kretzmann								
	Talaoc: With AB705, students are being mainstreamed, so we are offering this course split in two parts. In addition, both are transferable.								
	Mack: This is a grade only course and no other option?								
	Talaoc: All transfer level courses in math are grade only.								
	It was mentioned that this is a safe route for students, however, the implications are how we use it in GE. Is there going to be a deficiency in units for GE								

	breadth? In addition, it's not clear how UC's will interpret it. A question was brought up about how to word that student's need to finish both parts.								
	It is recommended to bring these concerns up during the division meeting.								
	Traynor: We can use the method we use in different courses. We can note that both A & B should be taken together.								
	Los Angeles Mission College is using this same method as well.								
	Items #61-62 were taken together.								
63	MOA 180	COURSE	Revise	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATION	Nonsubstantial Change B	2ndRead	Carried	Margaryan/ Mack
64	MOA 181	COURSE	Revise	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATION	Nonsubstantial Change B	2ndRead		
65	MOA 182	COURSE	Revise	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATION	Nonsubstantial Change B	2ndRead		
66	MOA 183	COURSE	Revise	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATION	Nonsubstantial Change B	2ndRead		
67	MOA 185	COURSE	Revise	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATION	Nonsubstantial Change B	2ndRead		
	Perera: These courses are going through a cyclical review and we are syncing them with the rest of the MOA courses. Some courses also had some								
	changes made to the name.								
	A discussion took place regarding the MOA 182 content still looking like it is a biology course. Sonali informed us that students in this course need to								
	understand the body system. She is open to revising wording in the course. It was recommended and discussed to remove the words anatomy and								
	physiology and use the wording "Use medical terminology as it relates to the body systems." It was also recommended to look at SLO #3 because								
	that is not what is being taught.								
	Ramirez: Looking at the SLO makes this course look like an anatomy course.								
	Sonali: I can take it off								
	Kretzmann: This course needs to look different from the 197 course.								

	Perera: This is a prerequisite to that course.								
	Items #63-67 were taken together								
68	*%PHY 101	COURSE	Revise	PHYSICAL SCIENCES DIVISION	PHYSICS	Nonsubstantial Change B	1stRead	Carried	Chamras/ Kretzmann
69	*%PHY 101H	COURSE	Revise	PHYSICAL SCIENCES DIVISION	PHYSICS	Nonsubstantial Change B	1stRead		
70	*%PHY 102	COURSE	Revise	PHYSICAL SCIENCES DIVISION	PHYSICS	Nonsubstantial Change B	1stRead		
71	*%PHY 103	COURSE	Revise	PHYSICAL SCIENCES DIVISION	PHYSICS	Nonsubstantial Change B	1stRead		
	MSC to review and approve the prerequisites for these courses. **Motion:** Carried **First/Second:** Chamras/Kretzmann								
	Chamras: These courses went through AB705 changes and one course had the hours corrected.								
	Items #68-71 were taken together.								
72	*%PSYCH 170	COURSE	Create	SOCIAL SCIENCES DIVISION	PSYCHOLOGY	New Course	1stRead	Carried	Mack/ McDonald
	MSC to review and approve the prerequisites for this course. **Motion:** Carried **First/Second:** Mack/McDonald								
	Dulay: This is a sports psychology course. Students have been asking for a course like this, so we have been working with the kinesiology division to create one. In addition, this will be part of the coaching certificate.								
	Kretzmann: The entry expectations are not showing up for some of the listed prerequisites.								
	Mack: Do I need to select all of them?								

	Rohrbacher: No, just some.								
	Morris: Is this course part of graduation requirements?								
	Dulay: Yes.								
73	*%SOC S 105	COURSE	Revise	SOCIAL SCIENCES DIVISION	SOCIAL SCIENCE	Nonsubstantial Change A	OnlyR	Carried	Mack/ Kretzmann
74	*%SOC S 110	COURSE	Revise	SOCIAL SCIENCES DIVISION	SOCIAL SCIENCE	Nonsubstantial Change A	OnlyR		
75	*%SOC S 130	COURSE	Revise	SOCIAL SCIENCES DIVISION	SOCIAL SCIENCE	Nonsubstantial Change A	OnlyR		
	MSC to review and approve the prerequisites for these courses. **Motion:** Carried **First/Second:** Mack/Kretzmann								
	Mack: These courses are going through cyclical reviews. SOC S 130 is a new class and going through its first revision. The biggest change is to the								
	recommended preparation.								
	Items #73-75 were taken together.								
76	*%SPAN 124H	COURSE	Revise	LANGUAGE ARTS DIVISION	SPANISH	Nonsubstantial Change B	1stRead	Carried	Frontini/ Kretzmann
	MSC to review and approve the prerequisites for this course. **Motion:** Carried **First/Second:** Frontini/Kretzmann								
	Frontini: This course is going through some cyclical changes including changes to the hours, streamlining SLOs, and changing course content.								
	Mack: Exit standard #2 is similar to one of the SLOs.								
	Frontini: We have to meet with the division regarding that.								
	It was determined that we can use websites under the authors section for textbooks. However, it was mentioned that this may raise a red flag for								
	transfer institutions.								
	Rohrbacher recommends to ask Stacey about Open Stacks or OER.								

77	ADMINISTRATIVE MEDICAL ASSISTANT - Certificate	PROGRAM	Revise	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATION	Substantial Change	1stRead		
78	ADMINISTRATIVE MEDICAL ASSISTANT AS Degree	PROGRAM	Revise	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATION	Substantial Change	1stRead	Carried	Margaryan/ McDonald
	Perera: Revisions were made to these programs because the courses had some name changes so we updated the courses in these programs.								
	Although these programs are not going through a cyclical review, it was mentioned to submit the LMI information for them.								
	Frontini: For SLO #3, maybe remove the word "proficient".								
	Rohrbacher: SLO #3 needs to be rewritten. It was recommended to use the phrase, "Use or identify medical terminology within the body systems."								
	Items #77-78 were taken together.(ACCJC Standard II.A.14)								
79	AS Fitness Specialist	PROGRAM	Create	KINESIOLOGY DIVISION	KINESIOLOGY	New Program	1stRead	Carried	Calderone/ Kretzmann
	Calderone: This is coming back because it had the wrong name, so we changed it to match with the certificate. We also changed one PLO and redid the								
	LMI data. There is a high demand for trainers.								
80	Computer Science - Certificate	PROGRAM	Revise	BUSINESS DIVISION	COMP SCIENCE/ INFO SYSTEMS	Substantial Change	1stRead	Tabled	Margaryan/ Kretzmann
81	Engineering Entrepreneurship Skill Award	PROGRAM	Create	TECHNOLOGY & AVIATION DIVISION	ENGINEERING TECHNOLOGY (21)	New Program	1stRead	Carried	Herwerth/ Kretzmann
	Herwerth: This is a program designed for engineers who want to start their own business. We had trouble getting LMI data because entrepreneurship								
	is not a field that reports its data because they are independently owned businesses.								
82	Medical Assistant	PROGRAM	Create	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	New Program	1stRead	Carried	Czech/ McDonald

	Czech: The labor trend now is that people are hired to do both front office and back office work. This certificate gives students the opportunity to take both front office and back office and get into the medical career. This is 1-2 steps below MOA but is a good starting step. (ACCJC Standard II.A.14)								
83	Medical Coding Assistant - AS Degree	PROGRAM	Revise	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATION	Substantial Change	1stRead	Carried	Margaryan/ McDonald
84	Medical Coding Assistant - Certificate	PROGRAM	Revise	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATION	Substantial Change	1stRead		
	Perera: The HIMA language was removed from these programs and the courses that were previously HIT and now are MOA have been updated as well.								
	Kretzmann: How will this course fit in with the noncredit course? Will there be path for students to do both or maybe noncredit to feed into credit?								
	Czech: Our certificate is new with one brand new course we are piloting. This may be a subject for the future to possibly discuss mirroring options.								
	It was mentioned to better articulate between credit and noncredit.								
	Items #83-84 were taken together. (ACCJC Standard II.A.14)								
85	Sociology - AA-T-- check against SOC AA-T in BoT stage in CMS	PROGRAM	Revise	SOCIAL SCIENCES DIVISION	SOCIOLOGY	Substantial Change	1stRead	Carried	Mack/ Mayer
	Mack: This was revised and approved a year ago. We are just adding SOC 200.								
	MSC to extend time for 5 minutes. Mayer/Morris								
86	Sports Coaching - AS Degree	PROGRAM	Create	KINESIOLOGY DIVISION	KINESIOLOGY	New Program	1stRead	Carried	Calderone/ Mayer
87	Sports Coaching-- Certificate	PROGRAM	Create	KINESIOLOGY DIVISION	KINESIOLOGY	New Program	1stRead		
	Calderone: We created these programs while talking to social sciences division.								
	Calderone was asked to clarify the required versus the optional courses and to double check the total units required.								
	Items #86-87 were taken together.								

88	Transitional Kindergarten Certificate	PROGRAM	Create	SOCIAL SCIENCES DIVISION	CHILD DEVELOPMENT	New Program	1stRead	Carried	Mack/ Frontini
	Biancheri: You are now required to have 24 units in child development if you want to teach transitional kindergarten in the state of California.								
	We are following Santa Monica with this certificate. Students can take any 24 units of child development, but we will advise them on what courses.								
	Technical Change.								
	No Vote Required.								
89	ENGL 100	COURSE	Revise	ENGLISH DIVISION	DEVELOPMENTAL ENGLISH	Technical Change	OnlyR		
90	MATH 30	COURSE	Revise	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	Technical Change	OnlyR		
91	MATH 30+	COURSE	Revise	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	Technical Change	OnlyR		
92	MATH 30AB	COURSE	Revise	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	Technical Change	OnlyR		
93	MATH 30CD	COURSE	Revise	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	Technical Change	OnlyR		
94	MATH 30E	COURSE	Revise	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	Technical Change	OnlyR		
95	MATH 90	COURSE	Revise	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	Technical Change	OnlyR		
96	MATH 90+	COURSE	Revise	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	Technical Change	OnlyR		
97	MATH 90AB	COURSE	Revise	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	Technical Change	OnlyR		
98	MATH 90CD	COURSE	Revise	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	Technical Change	OnlyR		
99	MATH 90EF	COURSE	Revise	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	Technical Change	OnlyR		

100	MATH 103E	COURSE	Revise	MATHEMATICS DIVISION	TRANSFER MATH	Technical Change	OnlyR		
101	MATH 103EH	COURSE	Revise	MATHEMATICS DIVISION	TRANSFER MATH	Technical Change	OnlyR		
102	MATH 104E	COURSE	Revise	MATHEMATICS DIVISION	TRANSFER MATH	Technical Change	OnlyR		
103	MATH 104EH	COURSE	Revise	MATHEMATICS DIVISION	TRANSFER MATH	Technical Change	OnlyR		

**These programs
need a catalog (program)
description:
DUE DATE: 2/14/20**
<u>AA/AA Degrees and Certificates</u>
Accounting
Visual Arts - Animation
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

Minutes
Curriculum and Instruction Committee
February 26, 2020
  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**

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)

Minutes
Curriculum and Instruction Committee
February 26, 2020

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**