

Minutes
Curriculum and Instruction Committee
June 10, 2020

**Glendale Community College
Curriculum & Instruction Committee
Minutes
Wednesday, June 10, 2020
2:00p.m., SG 137**

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, 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, Rita Zobayan

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

Minutes Recorder: Patrik Namagardi

Guests Present: Nonah Maffit, Isman Salas, David Yamamoto

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

Approval of Minutes

MSC (**Mack/Frontini**) to approve the minutes of May 27, 2020 Curriculum & Instruction Committee

I. Announcements

Next Preliminary Review deadline: July 9

CoDE Approved DE Addenda—None

Curriculum Institute, July 7-10, online

<https://www.asccc.org/events/2020-07-07-150000-2020-07-10-230000/2020-curriculum-institute-virtual-conference>

- Cost is \$200 if you register by June 19; \$250 for late registration by June 29
- GCC will reimburse registration costs
- When registering, select Area C

Francien’s Summer 2020 C&I/CMS Tutorial and Office Hours Schedule (June 15-August 21):

C&I/CMS Tutorials—meant for folks who are unfamiliar with or new to the curriculum process and our curriculum database (CMS). Explains how to create new proposals in CMS, where to find proposals in progress, and how to revise proposals according to feedback from C&I. Also explains the curriculum process.

Mondays: 10:00-11:00 AM
Wednesdays: 7:00-8:00 PM

C&I/CMS Office Hours—meant for folks who are currently revising proposals and have questions about what to include/revise in their proposal(s) or have questions about feedback from C&I.

Mondays: 1:00-2:00 PM and 7:00-8:00 PM
Tuesdays: 10:00-11:00 AM and 1:00-2:00 PM
Wednesdays: 10:00-11:00 AM and 1:00-2:00 PM
Thursdays: 1:00-2:00 PM and 7:00-8:00 PM
Fridays: By Appointment

II. Old Business

Checking in with C&I Reps to see how COR updates are coming along **(Rohrbacher)**

III. New Business

AP 4022 and 4235 **(Ritterbrown and Rohrbacher)**

Rohrbacher: These administrative procedures (AP) come from the Community College League of California (CCLC). Everything in red or yellow is being revised. Our local C&I process is similar to this. We will talk more about these changes in the fall. The major change to AP4022 is the inclusion of noncredit. In regard to AP4235, these are changes made to the credit by prior learning or credit by exam. This allows students to have more flexibility when being placed in classes. Dr. Ritterbrown mentioned that this essentially expands credit by examination out to competency-based education meaning if a student has had training for instance in the military, and they can demonstrate competency in a particular field, then we would give them credit for the classes. Richard Cortes questioned what we will be doing when we get American Council on Education (ACE) forms from students. Dr. Ritterbrown stated that this is a process we still have to work out and see who the proper authorities will be to make the decisions and what's the basis for the decision. In addition, this is something this committee and the Senate need to look at carefully and spell it out because there is not a whole lot of direction. There are parameters we need to recognize, but what is being asked is to form a local process that conforms to policy and law and good practice. Richard Cortes asked if we can add the International Baccalaureate (IB) to this process. According to Nancy Traynor the changes in the document include CLEP and IB.

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Michael Ritterbrown: The reason we brought this to C&I today is to solicit exactly this kind of feedback and so that when we take this forward to academic affairs for the first time, so it's a well-informed document and contains what we hope our practice will be. (ACCJC Standard IV.A.5—Decision-Making Roles and Processes)

Articulation update (Cortes)

No articulation update besides submitting for UCTCA review.

Institutional equity and C&I: What should be C&I's role in encouraging and developing and fostering equitable, culturally responsive curriculum? What might this look like? (Rohrbacher)

Rohrbacher: With everything going on in the world today it is important to discuss the topic of institutional equity. An article was sent out by Francien Rohrbacher and reviewed by the committee. Paul Mayer asked if there are any courses that primarily focus on systemic racism and it was mentioned that these are the Ethnic Studies courses which focus on oppression and other things. There was a discussion about the article and the need for individual classes focusing on racial and cultural experiences in America. The committee also discussed also how to incorporate cultural responsiveness in general education classes. The state wants community colleges and curriculum to take action and be a voice. Nancy mentioned that in the webinar "Call to Action" many of the speakers acknowledged that curriculum is the first step out of six steps for being the voice and making a change. It was mentioned to look at courses like Administration of Justice and see what common majors are for people going into this area of study and examine the curriculum. It was also mentioned by Rita Zobayan to keep people with disabilities in mind as well because it is important for people to know about disability rights. Francien Rohrbacher suggested that we could share ideas consistently within our group, send each other articles if they are important, and even update our mission statement. (ACCJC Standard IV.A.5—Decision-Making Roles and Processes)

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	ESL 1	COURSE	Revise	NONCREDIT ESL	ESL NON-CREDIT	Substantial Change	2ndRead	Carried	Mayer/ Frontini
2	ESL 10	COURSE	Revise	NONCREDIT ESL	ESL NON-CREDIT	Substantial Change	2ndRead		
3	ESL 20	COURSE	Revise	NONCREDIT ESL	ESL NON-CREDIT	Substantial Change	2ndRead		
4	ESL 30	COURSE	Revise	NONCREDIT ESL	ESL NON-CREDIT	Substantial Change	2ndRead		
5	ESL 40	COURSE	Revise	NONCREDIT ESL	ESL NON-CREDIT	Substantial Change	2ndRead		
6	ESL 50	COURSE	Revise	NONCREDIT ESL	ESL NON-CREDIT	Substantial Change	2ndRead		

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	Mayer: The recommended preparation was added for ESL 30 & ESL 50. In addition, do not click variable credits if the course is variable hours because they get moved to lab hours.								
	Nancy Traynor explained where to put the minimum and maximum hours for a course.								
	Paul Mayer will correct the minimum hours to 140 for all these courses.								
	Items #1-6 were taken together.								
7	MUSIC 121	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	NON-COMMERCIAL MUSIC	Nonsubstantial Change B	2ndRead	Carried	Delto/McDonald
8	MUSIC 122	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	NON-COMMERCIAL MUSIC	Nonsubstantial Change B	2ndRead		
	Delto: No changes were made between the first and second read except for a small typo that was corrected.								
	Items #7-8 were taken together.								
9	PHOTO 136	COURSE	Create	VISUAL & PERFORMING ARTS DIVISION	PHOTOGRAPHY	New Course	2ndRead	Carried	Delto/McDonald
	MSC to review and approve these prerequisites for these items Motion: Carried First/Second: Delto/McDonald								
	Yamamoto: Changes based on questions from the committee were made between the first and second reads. We worked with Francien to make these changes. In addition, AT 152 is not a required prerequisite for this course unless students plan to get a license to fly the drone commercially.								
	Flying high or flying as a job requires a license which AT 152 prepares you for. AT 152 is a recommended corequisite.								
	It was clarified that AT 152 is not needed to take this course.								
	Mack: Exit standard #2 is similar to SLO #1.								
	Yamamoto: I am happy to drop the second exit standard and leave the SLO. (ACCJC Standard II. A. 3—SLO Assessment)								
Deletions									
10	SOC S 146	COURSE	Delete	SOCIAL SCIENCES DIVISION	SOCIAL SCIENCE	Deletion	OnlyR	Carried	Mack/Kretzmann
	Mack: This course has not been offered in years and is the second half of SOC S 145 which has also not been taught in years.								

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

DUE DATE: 9/14/20

AA/AA Degrees and Certificates

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

Visual Arts - Media Arts

Music

Visual Arts - Photography

Registered Nursing

Speech Communication

Certificate Programs—Non-Degree

Cinematography & Editing

Computer Programmer

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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: 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)
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)

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Certificate Programs--Non-Degree

Business Information Worker
Computerized Accounting Specialist
Insurance Professional
Tax Preparer
Technical Theater

(Needs to be shorter--no more than 3 sentences)

(Needs to add units to end of description)

(Needs to add units to end of description)

(Needs to add units to end of description)

(Move units to end of description)