

Minutes  
Curriculum and Instruction Committee  
June 24, 2020

**Glendale Community College  
Curriculum & Instruction Committee  
Minutes  
Wednesday, June 24, 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, Maria Czech, Richard Cortes, Byron Delto, Catherine Dudley, Flavio Frontini, Jayson Helgeson, Maria Kretzmann, Elizabeth Kronbeck (Proxy), Araik Eric Margaryan, Paul Mayer, Brian McDonald, Suzanne Palermo, Joanna Parypinski, Rita Zobayan

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

**Minutes Recorder:** Patrik Namagardi

**Guests Present:** Reut Cohen, Nonah Maffit, Isman Salas

**Absent:** Tina Andersen-Wahlberg, Sevada Chamras, Agnes Eguaras, Eric Hanson, Chris Herwerth, Kevin Mack, Arda Najarian, Alfred Ramirez, Jan Swinton

**Approval of Minutes**

MSC (**Dudley/Frontini**) to approve the minutes of June 10, 2020 Curriculum & Instruction Committee

**I. Announcements**

If you're working on outdated CORs over summer, keep track of your hours!

Next Preliminary Review deadline: July 9

Curriculum Institute, July 7-10, online

CoDE Approved DE Addenda—None

It was mentioned that STV has now been approved and can be put through CoDE. Nancy also recommended that the noncredit business and ESL side also make sure they have gone through CoDE. Divisions should continue working on out-of-date courses for DE certification. Yvette Ybarra will send out what exit standards should look like. In addition, she will be offering 6 hours of office hours during the summer.

**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.

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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.

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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 12:00-1:00 PM  
Thursdays: 11:00-12:00 and 1:00-2:00 PM  
Fridays: By Appointment

## II. Ongoing Business

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

- REMINDER: keep track of the hours you spend updating your CORs during summer!!!

The role of C&I in promoting inclusivity and equity (**C&I Committee**)

Some questions/thoughts

- What is our purpose as educators?
- What is the purpose of curriculum?
- the need to examine the courses/programs we offer
- inclusivity is more than classes/course content/assignments/texts

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### Curriculum and Instruction Committee

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- where do we fall short of realizing the need to make our curriculum not just inclusive, but representative of what our students experience? In other words, how/where can our students see themselves in the classes they take/what they read/assignments they complete/programs they choose?  
How can we create “safe” curriculum?
- How can we keep our students at the center/heart of curriculum—how can we promote excellence/success and offer curriculum that is culturally responsive? These aren’t mutually exclusive.
- What are some “small” and not so small ways that curriculum can be more inclusive? What is the “hidden curriculum” that is affirming or damaging to our students? (Alsubaie, 2015)  
<https://files.eric.ed.gov/fulltext/EJ1083566.pdf>
- How can we create culturally and racially affirming curriculum? (Allen, Scott & Lewis, 2013)  
<https://files.eric.ed.gov/fulltext/EJ1063228.pdf>
- How can we use what we know about our students’ lives to design curriculum? (Villegas & Lucas, 2002)  
[http://www.smc.edu/StudentServices/TitleV/Documents/Faculty/Teaching\\_Pedagogy/Preparing\\_20Culturally\\_20Responsive\\_20Teachers.pdf](http://www.smc.edu/StudentServices/TitleV/Documents/Faculty/Teaching_Pedagogy/Preparing_20Culturally_20Responsive_20Teachers.pdf)

Francien will create a google doc and share it with the C&I committee so we can contribute ideas about how to promote inclusivity and equity via curriculum. We can identify ideas that emerge from the doc and discuss how to incorporate them into the way we review curriculum and use them to inform our mission statement and goals.

### **III. New Business**

#### **Articulation update (Cortes)**

There were updates on C-ID approvals.

#### **Distance Education Update (DE and outdated CORs) (Schumacher)**

Schumacher: C&I representatives will work closely with CoDE representatives to get courses with out-of-date CORs distance education (DE) certified before the blanket certification expires. The chancellor's office does not acknowledge remote as a modality. It is a made-up modality because of the COVID situation. Remote is really in essence distance education. So, starting in 2021 remote will go away and it will be DE or it will be face to face. To accommodate the Chancellor’s recommendations, courses that are remote must get DE certified. The Chancellor’s office has allowed colleges to do a divisional blanket addendum. We have one for current CORs and one for out-of-date ones. We have decided through CoDE that the division chair will take care of these two forms. The deadline for the two blanket addendums coming from the division chair is August 21. Until we receive these two blanket addendums, which will go to a DE subcommittee, I cannot receive any individual addenda. Starting in 2021 if your course does not have DE addendum, then we won’t be able to offer it.

**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
1st Reads									
*%1	ART 196	COURSE	Revise	VISUAL AND PERFORMING ARTS	CERAMICS	Nonsubstantial Change A	OnlyR	Carried	Delto/McDonald
	MSC to review and approve the prerequisites for these items Delto/McDonald					<b>Motion:</b> Carried	<b>First/Second:</b>		
	Delto: This course is going through cyclical revisions and we updated the text, SLOs, and checked some of the entry standard boxes.								
	It was questioned why GCC general education is not marked off for this course, but mentioned that courses that are in the GE patterns are Art History.								

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	Kronbeck: The verb tenses are mixed up in the catalog statement and SLO #3 is similar to exit standard #4.								
	In addition, it was also noted that the entry standards also have the same wording as exit standard #4 and SLO #3.								
	It was discussed that Byron Delto will take this back to Richard and ask what he wants to do.								
	Ybarra: Looking at my notes, it looks like the exit standard should be removed.								
	It was mentioned to delete the hours from the course content area because they are already listed in the lecture hours column.								
*%2	ENGL 117	COURSE	Revise	ENGLISH	ENGLISH	Nonsubstanti al Change A	OnlyR	Carried	Parypinski/ Kretzmann
	MSC to review and approve the prerequisites for these items <b>Motion:</b> Carried <b>First/Second:</b>								
	Parypinski: We updated ENGL 100 as a recommended prep, fixed the content hours, added sample texts, and filled in missing assignments.								
	Kretzmann: I suggest adding ESL 151 as a precondition for enrollment. Also, can you breakdown the course content section into subtopics								
	Joana Parypinski will take this back and work on recommendations for breaking down the content.								
	It was discussed that we can now remove ENGL 120 and replace it with ENGL 100 and also list ESL 151 or 141 for preconditions.								
*%3	ESL 84	COURSE	Create	NONCREDIT ESL	ESL NON-CREDIT	New Course	1stRea d	Carried	Mayer/ Kretzmann
*%4	ESL 86	COURSE	Create	NONCREDIT ESL	ESL NON-CREDIT	New Course	1stRea d		
	MSC to review and approve the prerequisites for these items <b>Motion:</b> Carried <b>First/Second:</b>								
	Mayer/Dudley								
	Mayer: ESL 84 is intermediate level of pronunciation. Students have shown a desire for a pronunciation course. ESL 86 is for students at a								

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	more advanced level. There is a problem with exit standard number 1 on both courses because they are the same, so we are planning on									
	fixing those or getting rid of them and just leaving exit standard numbers 2 and 3.									
	It was recommended to not include levels in parenthesis in the title but instead put it in the course note.									
	It was questioned if the preconditions for enrollment are correct for these courses and Paul Mayer explained they are because of vocabulary									
	and grammar. These preconditions will be a good option for students. (ACCJC Standard II.A.3)									
	Kronbeck: Is there a way to break down course content section 1 because it seems a little to long at 55 hours.									
	Paul Mayer will take the course back and see how Mariam can break this section down.									
	Items # 3 and 4 were taken together.									
*%5	JOURN 102	COURSE	Revise	LANGUAGE ARTS DIVISION	JOURNALISM	Nonsubstantial Change B	1stRead	Carried	Frontini/McDonald	
*%6	JOURN 103	COURSE	Revise	LANGUAGE ARTS DIVISION	JOURNALISM	Nonsubstantial Change B	1stRead			
*7	JOURN 104	COURSE	Revise	LANGUAGE ARTS DIVISION	JOURNALISM	Nonsubstantial Change B	1stRead			
*8	JOURN 106	COURSE	Revise	LANGUAGE ARTS DIVISION	JOURNALISM	Nonsubstantial Change B	1stRead			
*%9	JOURN 107	COURSE	Revise	LANGUAGE ARTS DIVISION	JOURNALISM	Nonsubstantial Change B	1stRead			

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*%10	JOURN 110	COURSE	Revise	LANGUAGE ARTS DIVISION	JOURNALISM	Nonsubstanti al Change B	1stRea d		
	MSC to review and approve the prerequisites for these items Frontini/Kretzmann					<b>Motion:</b> Carried	<b>First/Second:</b>		
	Cohen: These courses had updates made to the course content, description, and had textbook justifications added. Wording to strengthen								
	journalism language was added. In addition, the digital aspect of journalism was included as well. Also, SLOs were strengthened too.								
	It was recommended to fix exit standards and SLOs that seemed similar and repetitive, remove the number 1 from the JOURN 106 title, and								
	add grading option to JOURN 104. It was also recommended to breakdown the technical skills section in the course content of JOURN 110.								
	Yvette Ybarra will work with Rory to correct some of the SLOs. (ACCJC Standard II. A. 3)								
	Items # 5-10 were taken together.								
*%11	MATH 100	COURSE	Revise	MATHEMATICS DIVISION	TRANSFER MATH	Nonsubstanti al Change A	OnlyR	Carried	Palermo/ Frontini
	MSC to review and approve the prerequisites for these items Palermo/Frontini					<b>Motion:</b> Carried	<b>First/Second:</b>		
	Palermo: We updated the textbook and changed the prerequisites to meet with the AB 705 recommendations. (ACCJC Standard II. A. 3)								
Deletion s									
12	ADMJ 130	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	ADMINISTRATION OF JUSTICE	Deletion	OnlyR	tabled	Rohrbacher/ Kronbeck

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13	ARCH 113	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	ARCHITECTURE	Deletion	OnlyR		
14	ARCH 150	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	ARCHITECTURE	Deletion	OnlyR		
15	ENV T 120	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	ENVIRONMENTAL TECHNOLOGY	Deletion	OnlyR		
16	ENV T 130	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	ENVIRONMENTAL TECHNOLOGY	Deletion	OnlyR		
17	ENV T 150	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	ENVIRONMENTAL TECHNOLOGY	Deletion	OnlyR		
18	FIRE 107	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	FIRE TECHNOLOGY	Deletion	OnlyR		
19	FIRE 151	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	FIRE TECHNOLOGY	Deletion	OnlyR		
20	FIRE 152	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	FIRE TECHNOLOGY	Deletion	OnlyR		
21	FIRE 156	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	FIRE TECHNOLOGY	Deletion	OnlyR		
22	FIRE 157	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	FIRE TECHNOLOGY	Deletion	OnlyR		



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23	ITECH 160	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	INDUSTRIAL TECHNOLOGY	Deletion	OnlyR		
24	LLS 130	COURSE	Delete	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	LIFELONG LEARNING SEMINARS	Deletion	OnlyR	Carried	Czech/ Dudley
25	LLS 24	COURSE	Delete	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	LIFELONG LEARNING SEMINARS	Deletion	OnlyR		
26	LLS 44	COURSE	Delete	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	LIFELONG LEARNING SEMINARS	Deletion	OnlyR		
Czech: These courses have not been offered in a while.									
Items #24-26 were taken together.									
27	MACH 108	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	MACHINE TECHNOLOGY	Deletion	OnlyR		
These courses were tabled because there was no representative from the Tech and Aviation Division present.									
Items #12-23 and 27 were taken together.									
28	MATH 139	COURSE	Delete	MATHEMATICS DIVISION	TRANSFER MATH	Deletion	OnlyR	Carried	Palermo/ McDonald
29	MATH 220	COURSE	Delete	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	Deletion	OnlyR		

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30	MATH 255	COURSE	Delete	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	Deletion	OnlyR		
Palermo: Math 139 has not been offered in a while and we are deleting Math 220 and 255 because of AB 705.									
Items #28-30 were taken together.									
31	PHOTO 114	COURSE	Delete	VISUAL & PERFORMING ARTS DIVISION	PHOTOGRAPHY	Deletion	OnlyR	Carried	Delto/ Kretzmann
32	PHOTO 122	COURSE	Delete	VISUAL & PERFORMING ARTS DIVISION	PHOTOGRAPHY	Deletion	OnlyR		
Delto: PHOTO 114 became PHOTO 105 and PHOTO 122 is no longer offered.									
Items # 31 and 32 were taken together.									
33	SPCH 111	COURSE	Delete	LANGUAGE ARTS DIVISION	SPEECH COMMUNICATIONS	Deletion	OnlyR	Carried	Frontini/ Kretzmann
34	Foreign Language - AA Degree	PROGRAM	Delete	LANGUAGE ARTS DIVISION	SPANISH	Deletion	OnlyR		
Frontini: SPCH 111 was a course that was an introduction to SPCH 101 but didn't fill. This course has not been offered in 10 years. The AA degree is redundant because we already approved a new foreign languages AA degree.									
Items # 33 and 34 were taken together.									

**These programs need a catalog (program) description:**  
**DUE DATE: 9/14/20**

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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

Computer Support Technician

Fire Academy

Verdugo Recruit Fire Academy

Dental Front Office/Billing Coding

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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)
<del>HIT AS Degree or Certificate</del>	(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)
<del>Medical Office AS Degree or Certificate: Medical Coding Assistant</del>	(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)

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Insurance Professional  
Tax Preparer  
Technical Theater

(Needs to add units to end of description)

(Needs to add units to end of description)

(Move units to end of description)