

Minutes
Curriculum and Instruction Committee
March 11, 2020

**Glendale Community College
Curriculum & Instruction Committee
Minutes
Wednesday, March 11, 2020
2:00p.m., SG 137**

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

Voting Members Present: Erin Calderone, Sevada Chamras, Susie Chin, Catherine Dudley, Maria Czech, Flavio Frontini, Jayson Helgeson, Chris Herwerth, Kevin Mack, Araik Eric Margaryan, Paul Mayer, Brian McDonald, Suzanne Palermo, Joanna Parypinski, Rita Zobayan

Resources Present: Jolie Morris, Nancy Traynor, Terrence Yu

Minutes Recorder: Patrik Namagardi

Guests Present: Sonali Perera, Liz Russell, Jan Young

Absent: Tina Andersen-Wahlberg, Richard Cortes, Byron Delto, Agnes Eguaras, Eric Hanson, Edward Karpp, Maria Kretzmann, Arda Najarian, Michael Ritterbrown, Alfred Ramirez, Freddy Saucedo, Alexa Schumacher, Jan Swinton, Yvette Ybarra

Approval of Minutes

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

MSC (**McDonald/Frontini**) to approve the minutes of February 26, 2020 Curriculum & Instruction Committee

I. Announcements

Next Preliminary Review Deadline: March 11, 2020

Final Preliminary Review Deadline of spring semester: April 9, 2020

2020 Curriculum Institute—July 8-11 in Riverside

PCAH 7th edition

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CoDE Approved DE Addenda

MOA 184
MOA 197
MOA 182
TART 101
ENGL 103
ENGL 130
ENGR 156
ESL 159
ESL 151
ESL 141
ESL 133
LING 101
SPCH 117
FIRE 106
FIRE 108
FIRE 114
ARTH 101
FREN 104

II. New Business

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

When creating or making a revision to a course or program, go to “All Proposals” in CMS (you can filter by department) and make sure it is not already in the proposal pipeline. If you see more than one course/program proposal, then don’t start a new one—we need to work from the most current data we have. You can wait until the existing proposal is finalized, or you can work off of the existing proposal (this may slow down the approval process, depending on where the proposal is in the approval cycle). Check with Francien if you have any questions about this.

Quick Start Guide (Rohrbacher)

This is available under “Documents” in CMS. Use/modify is as you wish.

Articulation update (Cortes)

None

Database Update:

The state is considering five curriculum databases. We are thinking a decision will be made by May. Nancy and Francien are taking part in webinars regarding the different systems. They have already viewed Course Leaf.

III. 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
	AB 705 Changes-- Not Cyclical								
1	ECON 101	COURSE	Revise	SOCIAL SCIENCES DIVISION	ECONOMICS	Nonsubstantial Change B	2ndRead	Carried	McDonald/ Frontini
2	ECON 102	COURSE	Revise	SOCIAL SCIENCES DIVISION	ECONOMICS	Nonsubstantial Change B	2ndRead		
3	ECT 162	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	ELECTRONICS & COMP TECHNOLOGY	Nonsubstantial Change B	2ndRead		
4	ECT 163	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	ELECTRONICS & COMP TECHNOLOGY	Nonsubstantial Change B	2ndRead		
5	ENGR 101	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	ENGINEERING TECHNOLOGY (21)	Nonsubstantial Change B	2ndRead		

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6	ENGR 125	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	ENGINEERING, GENERAL (15)	Nonsubstantial Change B	2ndRead		
7	ENGR 156	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	ENGINEERING, GENERAL (15)	Nonsubstantial Change B	2ndRead		
8	GEOG 111	COURSE	Revise	SOCIAL SCIENCES DIVISION	GEOGRAPHY	Nonsubstantial Change B	2ndRead		
9	GEOG 155	COURSE	Revise	SOCIAL SCIENCES DIVISION	GEOGRAPHY	Nonsubstantial Change B	2ndRead		
10	MATH 105	COURSE	Revise	MATHEMATICS DIVISION	TRANSFER MATH	Nonsubstantial Change B	2ndRead		
11	MATH 105H	COURSE	Revise	MATHEMATICS DIVISION	TRANSFER MATH	Nonsubstantial Change B	2ndRead		
12	MATH 110A	COURSE	Revise	MATHEMATICS DIVISION	TRANSFER MATH	Nonsubstantial Change B	2ndRead		
13	Architectural Drafting & Design - AS Degree	PROGRAM	Revise	TECHNOLOGY & AVIATION DIVISION	ARCHITECTURE	Substantial Change	2ndRead		
14	Architectural Drafting & Design - Certificate	PROGRAM	Revise	TECHNOLOGY & AVIATION DIVISION	ARCHITECTURE	Substantial Change	2ndRead		
15	Civil Engineering AS	PROGRAM	Revise	TECHNOLOGY & AVIATION DIVISION	ENGINEERING, GENERAL (15)	Substantial Change	2ndRead		
16	Computer Engineering AS	PROGRAM	Revise	TECHNOLOGY & AVIATION DIVISION	ENGINEERING, GENERAL (15)	Substantial Change	2ndRead		
17	Electrical Engineering AS Degree	PROGRAM	Revise	TECHNOLOGY & AVIATION DIVISION	ENGINEERING, GENERAL (15)	Substantial Change	2ndRead		
18	Engineering Certificate--Civil	PROGRAM	Revise	TECHNOLOGY & AVIATION DIVISION	ENGINEERING, GENERAL (15)	Substantial Change	2ndRead		

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19	Engineering Certificate-- Electrical	PROGRAM	Revise	TECHNOLOGY & AVIATION DIVISION	ENGINEERING, GENERAL (15)	Substantial Change	2ndRead		
20	Engineering Certificate-- Mechanical	PROGRAM	Revise	TECHNOLOGY & AVIATION DIVISION	ENGINEERING, GENERAL (15)	Substantial Change	2ndRead		
21	Mechanical Engineering AS	PROGRAM	Revise	TECHNOLOGY & AVIATION DIVISION	ENGINEERING, GENERAL (15)	Substantial Change	2ndRead		
	AB 705 changes only.								
	Items #1-21 were taken together.								
	2nd Reads								
22	ANTHR 101	COURSE	Revise	SOCIAL SCIENCES DIVISION	ANTHROPOLOGY	Substantial Change	2ndRead	Carried	Mack/ Calderone
	Mack: The only changes between readings is that we confirmed the correct word is hominin.								
23	ARTH 102H	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	ART HISTORY	Nonsubstantial Change B	2ndRead	Carried	Helgeson/ Delto
24	ARTH 103	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	ART HISTORY	Nonsubstantial Change B	2ndRead		
25	ARTH 104	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	ART HISTORY	Nonsubstantial Change B	2ndRead		
26	ARTH 105	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	ART HISTORY	Nonsubstantial Change B	2ndRead		
27	ARTH 106	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	ART HISTORY	Nonsubstantial Change B	2ndRead		

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28	ARTH 107	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	ART HISTORY	Nonsubstantial Change B	2ndRead		
29	ARTH 108	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	ART HISTORY	Nonsubstantial Change B	2ndRead		
30	ARTH 111	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	ART HISTORY	Nonsubstantial Change B	2ndRead		
31	ARTH 112	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	ART HISTORY	Nonsubstantial Change B	2ndRead		
32	ARTH 113	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	ART HISTORY	Nonsubstantial Change B	2ndRead		
33	ARTH 115	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	ART HISTORY	Nonsubstantial Change B	2ndRead		
34	ARTH 116	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	ART HISTORY	Nonsubstantial Change B	2ndRead		
35	ARTH 118	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	ART HISTORY	Nonsubstantial Change B	2ndRead		
36	ARTH 119	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	ART HISTORY	Nonsubstantial Change B	2ndRead		
37	ARTH 120	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	ART HISTORY	Nonsubstantial Change B	2ndRead		
38	ARTH 121	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	ART HISTORY	Nonsubstantial Change B	2ndRead		

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39	ARTH 125	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	ART HISTORY	Nonsubstantial Change B	2ndRead		
Helgeson: For ARTH 118 we changed the term research paper to written assignments.									
Items #23-39 were taken together.									
40	BUSAD 131	COURSE	Revise	BUSINESS DIVISION	BUSINESS ADMINISTRATION	Nonsubstantial Change B	2ndRead	Carried	Margaryan/ McDonald
Margaryan: We spoke with Richard Cortes regarding prerequisites and he recommended we use recommended preps. This course recently got approved for CSU.									
41	BUSAD 158	COURSE	Revise	BUSINESS DIVISION	BUSINESS ADMINISTRATION	Nonsubstantial Change B	2ndRead	Carried	Margaryan/ Frontini
Margaryan: We changed the name of one of the courses and changed one of the textbooks.									
42	CHLDV 101	COURSE	Revise	SOCIAL SCIENCES DIVISION	CHILD DEVELOPMENT	Nonsubstantial Change B	2ndRead	Carried	Mack/ Mayer
43	CHLDV 133	COURSE	Revise	SOCIAL SCIENCES DIVISION	CHILD DEVELOPMENT	Nonsubstantial Change B	2ndRead		
44	CHLDV 140	COURSE	Revise	SOCIAL SCIENCES DIVISION	CHILD DEVELOPMENT	Nonsubstantial Change B	2ndRead		
45	CHLDV 142	COURSE	Revise	SOCIAL SCIENCES DIVISION	CHILD DEVELOPMENT	Nonsubstantial Change B	2ndRead		
46	CHLDV 156	COURSE	Revise	SOCIAL SCIENCES DIVISION	CHILD DEVELOPMENT	Nonsubstantial Change B	2ndRead		
47	CHLDV 159	COURSE	Create	SOCIAL SCIENCES DIVISION	CHILD DEVELOPMENT	New Course	2ndRead		
Mack: There were no changes made between the first and second read.									
Items #42-47 were taken together.									

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48	CS/IS 125	COURSE	Revise	BUSINESS DIVISION	COMP SCIENCE/ INFO SYSTEMS	Nonsubstantial Change B	2ndRead	Carried	Margaryan/ Mack
	Margaryan: There was a minor wording change made in one of the SLOs.								
	Palermo: Math 15 is still a prerequisite. That is a low class and every single person is placed in either Math 30 or 90. In addition, Math 15 does not show up on guided placement.								
	Margaryan: Tony reviewed this prerequisite and the division approved it.								
	It was mentioned to add the wording, "placement is based on academic background or completion of Math 15." (ACCJC Standard II.A.3)								
49	ECON 127	COURSE	Create	SOCIAL SCIENCES DIVISION	ECONOMICS	New Course	2ndRead	Carried 2 abstentions	Mack/ Dudley
	Mack: There were to changes made between first read and second read. One, we added a catalog note stating if a student has taken Math 136 then they will not get credits for this. Second, we want to add a recommended preparation of ECON 101 or ECON 102.								
	MSC to review and approve this prerequisite for this course. Motion: Carried					First/Second: Mack/McDonald			
	Frontini: Can this recommended prep lower the number of people wanting to take classes?								
	Mack: We do not believe so.								
	Russell: I understand the motivation. An economics for stats class should be different from a math stats class. It has to be structured to make it distinct from a typical math class								
	Mack: We tried to make it as distinct as possible. The SLOs say that all problems come from economics and business. We are open to other ways to distinguish this course.								
	Mayer: We also have a business calculus course. Statistics is taken closer to the beginning of a student's academic career, so if the student changes majors later, then this class would have been a waste of time.								
	Mack: This course won't be offered every term and mentioned that it is only for Economics students.								
50	ENGL 298	COURSE	Create	ENGLISH	ENGLISH	New Course	2ndRead	Tabled	Parypinski/ Mack
51	ENGL 298H	COURSE	Create	ENGLISH	ENGLISH	New Course	2ndRead	Tabled	
	Items #50 &51 were taken together.								

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52	ENGR 152	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	ENGINEERING, GENERAL (15)	Nonsubstantial Change B	2ndRead	Carried	Herwerth/ Calderone
				Herwerth: We corrected the typo in section 3.					
53	FIRE 106	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	FIRE TECHNOLOGY	Nonsubstantial Change B	2ndRead		
54	FIRE 108	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	FIRE TECHNOLOGY	Nonsubstantial Change B	2ndRead		
55	FIRE 114	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	FIRE TECHNOLOGY	Nonsubstantial Change B	2ndRead	Carried	Herwerth/ Mack
				Herwerth: I worked with Tracey and made all the changes recommended during the first read and for Fire 106, we put in the C-ID number.					
				Items #53-55 were taken together.					
56	HIST 111	COURSE	Revise	SOCIAL SCIENCES DIVISION	HISTORY	Nonsubstantial Change B	2ndRead	Carried	Mack/ Czech
57	HIST 111H	COURSE	Revise	SOCIAL SCIENCES DIVISION	HISTORY	Nonsubstantial Change B	2ndRead		
58	HIST 117	COURSE	Revise	SOCIAL SCIENCES DIVISION	HISTORY	Nonsubstantial Change B	2ndRead		
59	HIST 135	COURSE	Revise	SOCIAL SCIENCES DIVISION	HISTORY	Nonsubstantial Change B	2ndRead		
				Mack: For items 56 and 57 we checked off some entry standards. For item 58 we changed the catalog statement to include Antebellum South, and for item 59 we cleaned up some advisories.					
				Items #56-59 were taken together. MSC to review and approve this prerequisite for item #59. Motion: Carried First/Second: Palermo/Mayer					
60%	MATH 136A	COURSE	Create	MATHEMATICS DIVISION	TRANSFER MATH	New Course	2ndRead	Carried	Palermo/ Dudley
61	MATH 136B	COURSE	Create	MATHEMATICS DIVISION	TRANSFER MATH	New Course	2ndRead		
				MSC to review and approve this prerequisite for item #60. Motion: Carried First/Second: Palermo/Mayer					

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	Palermo: A catalog note was added between the first and second read.								
	Items #60 and 61 were taken together.								
62	PHY 101	COURSE	Revise	PHYSICAL SCIENCES DIVISION	PHYSICS	Nonsubstantial Change B	2ndRead	Carried	Chamras/ Mayer
63	PHY 101H	COURSE	Revise	PHYSICAL SCIENCES DIVISION	PHYSICS	Nonsubstantial Change B	2ndRead		
64	PHY 102	COURSE	Revise	PHYSICAL SCIENCES DIVISION	PHYSICS	Nonsubstantial Change B	2ndRead		
65	PHY 103	COURSE	Revise	PHYSICAL SCIENCES DIVISION	PHYSICS	Nonsubstantial Change B	2ndRead		
	Chamras: There were no changes made between the first and second read.								
66	PSYCH 170	COURSE	Create	SOCIAL SCIENCES DIVISION	PSYCHOLOGY	New Course	2ndRead	Carried	Mack/ Calderone
	Mack: We added some entry standards and in section 5 under local grad requirements, we marked social sciences.								
67	SPAN 124H	COURSE	Revise	LANGUAGE ARTS DIVISION	SPANISH	Nonsubstantial Change B	2ndRead	Carried	Frontini/ McDonald
	Frontini: I talked to Stacey to erase exit standard #2, and we removed three links and added a book to the textbook section.								
68	AS Fitness Specialist	PROGRAM	Create	KINESIOLOGY DIVISION	KINESIOLOGY	New Program	2ndRead	Carried	Calderone/ Frontini
69	Engineering Entrepreneurship Skill Award	PROGRAM	Create	TECHNOLOGY & AVIATION DIVISION	ENGINEERING TECHNOLOGY (21)	New Program	2ndRead	Carried	Herwerth/ Calderone
	Herwerth: There were no changes between the first read and the 2nd read.								
70	Medical Assistant	PROGRAM	Create	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	New Program	2ndRead	Carried	Czech/ McDonald
	Czech: This is the noncredit medical assistant certificate we talked about that combines both front office and back office.								

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	Mayer: This is good for students who are already in the workforce.								
	Perera: How do we bridge the gap between credit and noncredit?								
	Young: Most students want to be employed right now. We can look into mirrored courses and credit by exam.								
71	ADMINISTRATIVE MEDICAL ASSISTANT - Certificate	PROGRAM	Revise	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATION	Substantial Change	2ndRead	Carried	Margaryan/ McDonald
72	ADMINISTRATIVE MEDICAL ASSISTANT AS Degree	PROGRAM	Revise	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATION	Substantial Change	2ndRead		
73	Medical Coding Assistant - AS Degree	PROGRAM	Revise	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATION	Substantial Change	2ndRead		
74	Medical Coding Assistant - Certificate	PROGRAM	Revise	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATION	Substantial Change	2ndRead		
	Perera: We updated the programs with courses that had name changes from HIT to MOA and removed all HIPPA language. In addition, we								
	changed wording in the programs to say "all body systems".								
	Items #71-74 were taken together.								
75	Sociology - AA-T	PROGRAM	Revise	SOCIAL SCIENCES DIVISION	SOCIOLOGY	Substantial Change	2ndRead	Carried	Mack/ Mayer
	Mack: We added the new SOC 200 course and spoke with Nancy about moving or keeping two Psych courses (Psych 131 & Psych 200) down the line.								
	Traynor: That is fine.								
76	Sports Coaching - AS Degree	PROGRAM	Create	KINESIOLOGY DIVISION	KINESIOLOGY	New Program	2ndRead		
77	Sports Coaching-- Certificate	PROGRAM	Create	KINESIOLOGY DIVISION	KINESIOLOGY	New Program	2ndRead		

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	Calderone: We clarified the wording in the requirements section in sports coaching.								
	Items #68, 76, and 77 were taken together.								
78	Transitional Kindergarten Certificate	PROGRAM	Create	SOCIAL SCIENCES DIVISION	CHILD DEVELOPMENT	New Program	2ndRead	Carried	Mack/Mayer
	Mack: We are in the process of getting the LMI data.								
	1st Reads								
*%79	ECON 102H	COURSE	Revise	SOCIAL SCIENCES DIVISION	ECONOMICS	Nonsubstantial Change B	1stRead	Carried	Mack/Dudley
	MSC to review and approve this prerequisite for this item. Motion: Carried First/Second: Mack/Palermo								
	Mack: We have revised the course to match ECON 102 with the exception of the honors/scholar's statement.								
80%	MATH 108	COURSE	Revise	MATHEMATICS DIVISION	TRANSFER MATH	Nonsubstantial Change B	1stRead	Carried	Palermo/Dudley
81%	MATH 108H	COURSE	Revise	MATHEMATICS DIVISION	TRANSFER MATH	Nonsubstantial Change B	1stRead		
	MSC to review and approve this prerequisite for these items. Motion: Carried First/Second: Palermo/Mayer								
	We added a recommended prep of Math 107.								
	Items #80-81 were taken together.								
82	PHOTO 142	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	PHOTOGRAPHY	Nonsubstantial Change B	1stRead	Carried	Delto/Mayer
	Delto: There was a lec to lab ration mistake and it has been changed to 3hr. Lec and 1hr. Lab. We changed the course content to reflect these hours.								
83%	STV 35	COURSE	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Nonsubstantial Change B	1stRead	Carried	Czech/Mayer

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84%	STV 55	COURSE	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Nonsubstantial Change B	1stRead		
85%	STV 71	COURSE	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Nonsubstantial Change B	1stRead		
MSC to review and approve this prerequisite for these items. Motion: Carried First/Second: Czech/Mayer									
Czech: These are the last classes to get the title change from OBT to STV. These are not going through a cyclical change.									
Items # 83-85 were taken together.									
86	Account Clerk I	PROGRAM	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Substantial Change	1stRead	Carried	Czech/ Mayer
87	Account Clerk II	PROGRAM	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Substantial Change	1stRead		
88	Dental Front Office Clerk	PROGRAM	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Substantial Change	1stRead		
89	Medical Front Office Clerk	PROGRAM	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Substantial Change	1stRead		
90	General Office Clerk I	PROGRAM	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Substantial Change	1stRead		

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91	General Office Clerk II	PROGRAM	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Substantial Change	1stRead		
92	General Office Clerk III	PROGRAM	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Substantial Change	1stRead		
Czech: We cleaned up these programs to reflect the new department name change by removing all the OBT courses and using the STV courses.									
Items # 86-92 were taken together.									
93	French Language AA Degree	PROGRAM	Revise	LANGUAGE ARTS DIVISION	FRENCH	Substantial Change	1stRead	Carried	Frontini/McDonald
94	French Language Certificate	PROGRAM	Revise	LANGUAGE ARTS DIVISION	FRENCH	Substantial Change	1stRead		
95	Italian Language AA Degree	PROGRAM	Revise	LANGUAGE ARTS DIVISION	ITALIAN	Substantial Change	1stRead		
96	Italian Language Certificate	PROGRAM	Revise	LANGUAGE ARTS DIVISION	ITALIAN	Substantial Change	1stRead		
Frontini: We updated the Art courses with the ARTH courses.									
Items #93-96 were taken together.									
97	Health Occupations skill award	PROGRAM	Revise	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATION	Substantial Change	1stRead	Carried	Margaryan/McDonald
98	Medical Office Skill Award	PROGRAM	Revise	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATION	Substantial Change	1stRead		
99	Medical Records Skill Award	PROGRAM	Revise	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATION	Substantial Change	1stRead		
Perera: We changed the BUSAD 50 to MOA 50 in all the certificates.									

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	Young: We have been meeting for five years regarding medical office.								
	It was mentioned that in the field today, one person is hired to do both front office and back office work.								
	Young: With the thought that Sonali was working on HIT and noncredit was working on and developing a front and back office program.								
	Also, now with workforce money, we can offer clinical portions because we have room in the medical building across the Garfield Campus.								
	Items #97-99 were taken together.								
	Deletions								
100	ATHPE 120	COURSE	Delete	KINESIOLOGY DIVISION	ATHLETICS AND PHYSICAL EDUCATION	Deletion	OnlyR	Carried	Calderone/ Mayer
101	ATHPE 121	COURSE	Delete	KINESIOLOGY DIVISION	ATHLETICS AND PHYSICAL EDUCATION	Deletion	OnlyR		
	Calderone: We are archiving these courses because we do not have women's golf anymore.								
	Items #100-101 were taken together.								
102	Introduction to Hospitality and Tourism	PROGRAM	Delete	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	OFFICE BUSINESS TECHNOLOGY	Deletion	OnlyR	Carried	Czech/ Mayer
	Czech: This program hasn't been used for at least 7 years so we are archiving it.								
103	OBT 120	COURSE	Delete	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	OFFICE BUSINESS TECHNOLOGY	Deletion	ONLYR	Carried	Czech/ Mayer
	Czech: This ESL course does not belong to us and we have not offered it for a long time.								
	Technical Change. No Vote Required								

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104	MATH 15	COURSE	Revise	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	Technical	OnlyR		
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**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

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

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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)
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)

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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)