

Minutes
Curriculum and Instruction Committee
May 13, 2020

**Glendale Community College
Curriculum & Instruction Committee
Minutes
Wednesday, May 13 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, Suzanne Palermo, Joanna Parypinski, Rita Zobayan

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

Minutes Recorder: Patrik Namagardi

Guests Present: Mary Jane Biancheri, Elizabeth Kronbeck, Piper Rooney, Benjamin Salazar

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

Approval of Minutes

MSC (**Margaryan/Frontini**) to approve the minutes of April 8, 2019 Curriculum & Instruction Committee

MSC (**Frontini/Dudley**) to approve the minutes of April 22, 2019 Curriculum & Instruction Committee

I. Announcements

CoDE Approved DE Addenda

1. (PHOTO 101 – VPAD – COR: 6/1/2018)
2. (PHOTO 103 – VPAD – COR: 6/1/2018)
3. (PHOTO 105 – VPAD – COR: 10/10/2018)
4. (PHOTO 111 – VPAD – COR: 6/1/2018)

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5. (PHOTO 112 – VPAD – COR: 6/1/2018)
6. (PHOTO 132 – VPAD – COR: 6/1/2018)
7. (PHOTO 140 – VPAD – COR: 6/1/2018)
8. (PHOTO 142 – VPAD – COR: 11/1/2018)
9. (PHOTO 144 – VPAD – COR: 6/1/2018)
10. (MOA 182 – BUSD – COR: 2/26/2020)
11. (ART 130 - VPAD - COR: 6/1/2018)
12. (ART 151 - VPAD - COR: 4/30/2017)
13. (ART 179 - VPAD - COR:5/31/2017)
14. (HUM 105 - ENGD - COR: 5/01/2018)
15. (ENGL 100 - ENGD - COR: 6/2/2019)
16. (BUSAD 120 - BUSD - COR: 4/8/2020)
17. (ENTRE 101 - BUSD - COR: 4/8/2020)
18. (ENTRE 102 - BUSD - COR: 4/8/2020)
19. (MATH 110A - MATHD - COR: 2/15/2016)
20. (MATH 110B - MATHD - COR: 6/15/2016)
21. (MATH 110 - MATHD - COR: 10/15/2019)
22. (MATH 112 - MATHD - COR: 6/18/2019)
23. (ART 106 - VPAD - COR: 4/2019)
24. (ART 108 - VPAD - COR: 9/2015)
25. (MCOMM 120 - LAD - COR: 4/2019)
26. (ATHPE 165 - KIND - COR: 2/5/2019)
27. (ENGL 212 - ENGD - COR: 6/1/2018)
28. (ENGL 112 - ENGD - COR: 12/1/2016)

SLOs (Ybarra)

Yvette Ybarra explained to the committee about the importance of SLOs. It was mentioned that when going through preliminary review and going over learning outcomes, people are not changing or making changes or reaching out for help on SLOs. If SLOS are written well they're also assessable. Regarding the usage of “understanding” and “demonstrate”, it’s not that it cannot be used, but instead that they were being overused. It is important to have open communication and reach out for help in regard to SLOs to ensure they are written correctly. It was questioned if communications between CMS and eLumen have improved but discussed that we don't have an API developed between CMS and eLumen. (ACCJC Standard II. A. 3—Learning Outcomes)

II. New Business

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Update to Motion 2020-18 (from the 5/7/2020 Senate meeting): Following the strong recommendations of the State, the Committee on Distance Education (CoDE) and the Curriculum and Instruction committee (C&I), the Senate recommends that all course outlines of record (CORs) for new and/or revised courses have a Distance Education (DE) Addendum Form attached. Having approved addenda in place in case of future emergencies would prepare the District to respond. Faculty who are not DE Certified would still be able to teach Remote Synchronous Instructed classes. (Authored by Pollack/Garagiano)

This is just ensuring that we have all courses DE certified for future emergencies. This is just to cover us at the state and federal level. However, instructors will still have the option to teach the course remote synchronous if they choose not to teach fully online. It was mentioned that it is impossible to make some classes DE like welding and PE but discussed that currently some are being taught remotely. Courses that are only taught once every couple of semesters or for Study Abroad should also be updated. It is safe to say all courses that are being taught and not archived should be updated for DE addendum. Furthermore, if the course is not offered at all, it can be archived and revived when the division plans on teaching it again. (ACCJC Standard IV. A. 4 and 5—Leadership and Governance)

MSC (Frontini/Calderone) Motion 2020-18 was approved and carried.

2-in-1 Motion (Rohrbacher)

Motion: If a proposal for a new or revised (or just revised? do we want new stuff to go through two separate readings?) course outline of record (COR) or program is approved at its first reading at Curriculum and Instruction, with no recommended or required changes from the committee, that COR or program proposal shall be able to be approved for a second reading at that same meeting, and will not need to come to Curriculum and Instruction for a second reading.

Rohrbacher: This motion is to streamline our process in C&I and has been discussed with Nancy and talked about with other colleges at the Curriculum Institute. This is for courses that come to C&I for review and if there are no issues or suggestions for change during the first read, then we would like to approve them on the spot for a second read so it doesn't have to wait until the next meeting. A lot of different colleges do this. It was recommended that this process only be used for course revisions and not new ones. If the committee or faculty feel that a course needs to come back to C&I for further changes, it can do so. It is important for new courses to be looked at carefully just in case something is missed during the first read. It was also suggested to combine preliminary and tech review. (ACCJC Standard IV. A. 4 and 5—Leadership and Governance)

MSC (Mayer/Calderone) to table 2-in-1 Motion with the understanding that Francien Rohrbacher will reword motion to include that this can be done for revisions only.

C&I summer schedule (Rohrbacher)

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- See attachment
- C&I will meet over summer to review outdated CORs
- Preliminary and Technical review will continue over summer
- Division meetings will continue over summer
- Academic affairs will continue over summer (ACCJC Standard IV. A. 4 and 5—Leadership and Governance)

C&I summer timeline for updating outdated CORs **(Rohrbacher)**

- See attachment
- Francien will hold scheduled online office hours via Zoom starting summer session
- Francien will present scheduled Zoom tutorials for the curriculum process and using CMS over summer
- Francien will be available for scheduled meetings to revise CORs via Zoom over summer (ACCJC Standard IV. A. 4 and 5—Leadership and Governance)

Articulation update **(Cortes)**

CSUs will still honor our lab courses for Spring 2020.

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								

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1%	CHLDV 141	COURSE	Revise	SOCIAL SCIENCES DIVISION	CHILD DEVELOPMENT	Nonsubstantial Change B	1stRead	tabled	Mack/ Kretzmann	
2%	CHLDV 180	COURSE	Revise	SOCIAL SCIENCES DIVISION	CHILD DEVELOPMENT	Nonsubstantial Change B	1stRead			
3%	CHLDV 181	COURSE	Revise	SOCIAL SCIENCES DIVISION	CHILD DEVELOPMENT	Nonsubstantial Change B	1stRead			
4%	CHLDV 182	COURSE	Revise	SOCIAL SCIENCES DIVISION	CHILD DEVELOPMENT	Nonsubstantial Change B	1stRead			
	MSC to review and approve this prerequisites for these items Motion: Carried First/Second:									
	Mack/Parypinski									
	Biancheri: Due to the current situation of COVID-19, we want to temporarily allow students to take CHLDV 141 without the student teaching									
	component (180,181,182). We are hoping this is only for the fall semester.									
	Traynor: These should be an info item, and was told to bring them to C&I by Dr. Ritterbrown. These courses are not going through									
	permanent changes. These courses are going to go through Senate to be approved as well. We want to remove the corequisite so									
	students									
	can take 141 during the fall and 180, 181, 182 in the winter if restrictions are lifted. In addition, it would be good to include a ticket note.									
	According to Dr. Ritterbrown, this is supposed to go to C&I then to Senate for approval. It was discussed to form this as a motion then									
	send it									
	to Senate.									
	A discussion took place regarding whether to vote on this change and it was mentioned to vote on the fact to make this									
	corequisite									
	temporarily a prerequisite for the fall 2020 term.									
	Kevin Mack put forth the motion stating Because of the COVID emergency, CHLDV 180, 181, and 182 will have its co-requisite of CHLDV 141									

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	changed into a pre-requisite. This applies only for fall 2020 and winter 2021. Mack/Calderone (ACCJS Standard II. A. 3—Student learning outcomes)					Motion: Carried	First/Second:		
	Items #1-4 were taken together.								
	2nd Reads								
5	ENGL 298	COURSE	Create	ENGLISH DIVISION	TRANSFER ENGLISH	New Course	2ndRead	Carried	Parypinski/Dudley
6	ENGL 298H	COURSE	Create	ENGLISH DIVISION	TRANSFER ENGLISH	New Course	2ndRead		
	Parypinski: The only change is that we shortened the catalog description by eliminating the extra topic breakdown.								
	Items #5-6 were taken together.								
7	MATH 102	COURSE	Revise	MATHEMATICS DIVISION	TRANSFER MATH	Nonsubstantial Change B	2ndRead	Carried	Palermo/ Frontini
8	MATH 102+	COURSE	Create	MATHEMATICS DIVISION	TRANSFER MATH	New Course	2ndRead		
9	MATH 102S	COURSE	Create	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	New Course	2ndRead		
10	MATH 136	COURSE	Revise	MATHEMATICS DIVISION	TRANSFER MATH	Substantial Change	2ndRead		
11	MATH 136+	COURSE	Revise	MATHEMATICS DIVISION	TRANSFER MATH	Substantial Change	2ndRead		
12	MATH 136H	COURSE	Revise	MATHEMATICS DIVISION	TRANSFER MATH	Substantial Change	2ndRead		
	Palermo: All suggested changes from the first read were made. I fixed the exit standards for 102, 102+, and 102s but they still do not look correct.								
	Items #7-12 were taken together.								
13	Addiction Studies Counseling - AS Degree	PROGRAM	Revise	HEALTH SCIENCES DIVISION	ALCOHOL/DRUG STUDIES	Substantial Change	2ndRead	Carried	Dudley/ Kretzmann

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14	Addiction Studies Counseling - Certificate	PROGRAM	Revise	HEALTH SCIENCES DIVISION	ALCOHOL/DRUG STUDIES	Substantial Change	2ndRead		
Salazar: The cultural diversity requirement was eliminated because AD ST 114 (Treatment Considerations with the Culturally Diverse) is taking over that requirement. This course is geared to deal with the special populations whereas the old course touched more on historical (ACCJC Standard II. A. 12—General education)									
issues. This change was also made per CAADE.									
Items #13-14 were taken together.									
15	Computer Science - AS Degree	PROGRAM	Revise	BUSINESS DIVISION	COMP SCIENCE/ INFO SYSTEMS	Substantial Change	2ndRead	Carried	Margaryan/ Kretzmann
16	Computer Science - Certificate	PROGRAM	Revise	BUSINESS DIVISION	COMP SCIENCE/ INFO SYSTEMS	Substantial Change	2ndRead		
Margaryan: No changes were made between the first and second reads.									
Items #15-16 were taken together.									
17	Critical Care Nursing Skill Award	PROGRAM	Create	HEALTH SCIENCES DIVISION	NURSING SCIENCE	New Program	2ndRead	Carried	Dudley/ Kretzmann
18	Emergency Medical Responder Skill Award	PROGRAM	Create	HEALTH SCIENCES DIVISION	EMERGENCY MEDICAL TECHNOLOGY	New Program	2ndRead		
19	Emergency Medical Technician Skill Award	PROGRAM	Create	HEALTH SCIENCES DIVISION	EMERGENCY MEDICAL TECHNOLOGY	New Program	2ndRead		
20	History - AA-T	PROGRAM	Revise	SOCIAL SCIENCES DIVISION	HISTORY	Substantial Change	2ndRead	Carried	Mack/ Mayer

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21	Introduction to Emergency Medical Services Skill Award	PROGRAM	Create	HEALTH SCIENCES DIVISION	EMERGENCY MEDICAL TECHNOLOGY	New Program	2ndRead		
	Dudley: The suggested change to remove the course number from the title was made.								
	Francien: I removed the SLOs from the corresponding courses and put them as PLOs since they are based on the courses.								
	It was mentioned by Yvette that they are in the process of changing all program learning outcomes for all divisions and departments and								
	and that these changes to PLOS will be brought to C&I during the summer.								
	Items #17-19 and 21 were taken together.								
22	Social Science - AA Degree	PROGRAM	Revise	SOCIAL SCIENCES DIVISION	SOCIAL SCIENCE	Substantial Change	2ndRead		
	Mack: For the History AA-T the only change that was made was to list A to make it more clear.								
	Items #20 and 22 were taken together.								

**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

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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: 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)

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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)