

Minutes
Curriculum and Instruction Committee
May 27, 2020

**Glendale Community College
Curriculum & Instruction Committee
Minutes
Wednesday, May 27, 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, 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: Agnes Eguaras, Edward Karpp, Jolie Morris, Freddy Saucedo, Nancy Traynor, Yvette Ybarra, Terrence Yu

Minutes Recorder: Patrik Namagardi

Guests Present: Elizabeth Kronbeck

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

Approval of Minutes

MSC (**Frontini/McDonald**) to approve the minutes of May 13, 2020 Curriculum & Instruction Committee

I. Announcements

CoDE Approved DE Addenda

Nareh Manooki (ENGR 100 - TAD - COR: 4/2016)

Nareh Manooki (ENGR 122 - TAD - COR: 3/2019)

Nareh Manooki (ENGR 125 - TAD - COR: 3/2019)

Nareh Manooki (ENGR 133 - TAD - COR: 11/2019)

Stacy Jazan (SPAN 124H - LAD - COR: 3/11/2020)

Sarah Mécheneau (FRENCH 101 - LAD - COR: 10/23/2019)

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Mari Lopez (JAPAN 101 - LAD - COR: 10/2019)

Mari Lopez (JAPAN 102 - LAD - COR: 10/2019)

Mari Lopez (JAPAN 103 - LAD - COR: 10/2019)

Mari Lopez (JAPAN 104 - LAD - COR: 10/2019)

Lourdes Girardi (SPAN 103 - LAD - COR: 10/2019)

Division Blanket Distance Education (DE) Addendum Form: Courses with Outdated CORs (Expires 12/31/2020)_ENGLISH_DIVISION

Division Blanket Distance Education (DE) Addendum Form: Courses with Current CORs_ENGLISH (ENGL CLASSES)_DIVISION

Division Blanket Distance Education (DE) Addendum Form: Courses with Current CORs_ENGLISH (HUMN CLASSES)_DIVISION

Division Blanket Distance Education (DE) Addendum Form: Courses with Current CORs_HEALTH_SCIENCES&TECH_DIVISION

Division Blanket Distance Education (DE) Addendum Form: Courses with Outdated CORs_HEALTH_SCIENCES&TECH_DIVISION

Division Blanket Distance Education (DE) Addendum Form: Courses with Outdated CORs_LAD_DIVISION

Division Blanket Distance Education (DE) Addendum Form: Courses with Current CORs_LAD_DIVISION

Division Blanket Distance Education (DE) Addendum Form: Courses with Current CORs_SSD_DIVISION

Division Blanket Distance Education (DE) Addendum Form: Courses with Outdated CORs_SSD_DIVISION

Division Blanket Distance Education (DE) Addendum Form: Courses with Current CORs_CESL_DIVISION

Next Preliminary Review deadline—June 9, 2020

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.

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- GCC will reimburse registration costs
- When registering, select Area C

II. Old Business

2-in-1 Motion—Revised (**Rohrbacher**)

Motion: If a proposal for a revised course outline of record (COR) or program is approved at its first reading at Curriculum and Instruction (C&I), with no recommended or required changes from the committee, the C&I committee shall have the option to approve the proposal for a second reading at that same meeting, and it will not need to come to Curriculum and Instruction for a second reading. In the event that additional changes/updates are made to the proposal after the second reading, it shall come back to C&I for another reading to approve those changes.

The wording has been changed and the committee was asked what they think about the revised motion. Maria Kretzmann mentioned that the revision is non-controversial but recommended that Francien revise motion to specify that minor revisions such as typos will not require the proposal to come back to C&I after a second read. It was discussed that this will allow us to make sure when we're bringing our courses through to make their outlines cleaner. Yvette Ybarra mentioned maybe we can make sure people clear up comments and mistakes before it makes it to preliminary review. Susie Chin recommends having tech review in the beginning of the course revision process. (ACCJC Standard IV.A.5—Decision-Making Roles and Processes)

MSC (**Frontini/Kretzmann**) 2-in-1 Motion was approved and carried.

C&I summer schedule (**Rohrbacher**)

- Clarifying compensation for Preliminary Review, Technical Review, and C&I Reps/faculty for curriculum work over the summer

Dr. Ritterbrown will bring this to HR, Guild, and administration.

III. New Business

Check-in with C&I reps on updated outdated CORs (**Rohrbacher**)

Articulation update (Cortes)

Cortes: Transfer Course submissions is due June 25. I am working on cutting and pasting course outlines onto ASSIST.org. On the Guided Pathways front, based on student focus group the naming convention "Metamajors" will be renamed to Learning and Professional Pathways (LPP) pending Guided Pathways Steering Committee, Academic Affairs and Campus Exec approval. LPP draft descriptions will be presented at next week's Division Chairs meeting, if time allows.

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	ESL 1	COURSE	Revise	NONCREDIT ESL	ESL NON-CREDIT	Substantial Change	1stRead	Carried	Mayer/ Kretzmann
*2	ESL 10	COURSE	Revise	NONCREDIT ESL	ESL NON-CREDIT	Substantial Change	1stRead		
*3	ESL 20	COURSE	Revise	NONCREDIT ESL	ESL NON-CREDIT	Substantial Change	1stRead		
*4	ESL 30	COURSE	Revise	NONCREDIT ESL	ESL NON-CREDIT	Substantial Change	1stRead		

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*5	ESL 40	COURSE	Revise	NONCREDIT ESL	ESL NON-CREDIT	Substantial Change	1stRead		
*6	ESL 50	COURSE	Revise	NONCREDIT ESL	ESL NON-CREDIT	Substantial Change	1stRead		
	Mayer: These courses are going through a 5 year cycle revision. We looked at the data and revised SLOs for writing and updated textbooks.								
	It was asked if any preconditions for enrollment are being removed, and Paul Mayer explained that all courses should have a precondition for enrollment and that it has not changed.								
	Rohrbacher: TOP codes had to change because they were out of date and they needed to be updated.								
	Traynor: Lecture says 224 hours, but hours listed under lab. Which is it?								
	Mayer: All of our courses are lecture.								
	Mack: Some of the courses have variable hours and others do not. Is it different for each course?								
	Mayer: The old method was to designate hours for each and every section, but I left it as is for each course. I believe it should be variable or have a specific set number of hours.								
	Kretzmann argues that new faculty should have some flexibility on how many hours are spent on each topic.								
	Czech: Variable hours indicate the fact that we have open entry and open exit. In addition, there are different hours for the courses between summer and fall.								
	Items #1-6 were taken together.								
*7	MUSIC 121	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	NON-COMMERCIAL MUSIC	Nonsubstantial Change B	1stRead	Carried	Delto/ Kretzmann
*8	MUSIC 122	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	NON-COMMERCIAL MUSIC	Nonsubstantial Change B	1stRead		

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	Delto: The DE addenda was expiring so they came in for a review. Both courses had the catalog notes, SLOs, and textbooks updated.								
	In addition, we included the DE supplemental forms.								
	It was clarified and determined that we are staying with the non CE top codes								
	Mack noticed a repetition between exit standard #3 and an SLO for Music 121 and it was agreed that they would remove the exit								
	standard and leave it as a SLO								
	Items #7-8 were taken together.								
*9	PHOTO 136	COURSE	Create	VISUAL & PERFORMING ARTS DIVISION	PHOTOGRAPHY	New Course	1stRead	Carried	Delto/ Frontini
	Delto: David Yamamoto wrote this new course. It had some issues regarding the logistics of flying drones, but that got cleared up								
	so we are bringing it through.								
	Morris: There is a course note that this course accompanies AT152 so does that mean they have to take it together at the same time?								
	Delto: I have to check with David Yamamoto because I don't remember this course having a								
	corequisite.								
	Rohrbacher: Is this going to be confusing to students?								
	Dr. Ritterbrown: It is confusing, and we have also been confused about this course because we are developing guidelines on where on								
	campus to fly these aircrafts and do you have to have a pilot's license. The language is vague because we are still working on this.								
	It was determined that Dr. Ritterbrown will talk to David Yamamoto and get a little more								
	guidance.								
	It was recommended to still call to question for this course.								
Deletions									
10	PHILO 123	COURSE	Delete	SOCIAL SCIENCES DIVISION	PHILOSOPHY	Deletion	1stRead	Carried	Mack/ McDonald
11	PSYCH 111	COURSE	Delete	SOCIAL SCIENCES DIVISION	PSYCHOLOGY	Deletion	1stRead		
12	ETH S 101	COURSE	Delete	SOCIAL SCIENCES DIVISION	ETHNIC STUDIES	Deletion	1stRead		

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13	GEOG 114	COURSE	Delete	SOCIAL SCIENCES DIVISION	GEOGRAPHY	Deletion	1stRead		
Mack: We are deleting these courses because they have not been taught for a while.									
It was mentioned that a lot of Ethnic Studies courses have been dropped and that students are complaining. What is the deal									
with Ethnic Studies 101?									
Mack: I will clarify at our next division meeting, but I think the biggest issue is that we do not have enough faculty.									
Cortes: We have students complaining and I feel like we are limiting the options for our DI students. When things get back to normal									
we need to figure out how to get faculty hired and bring some of these courses back.									
Items #10-13 were taken together.									
14	ENGR 103	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	ENGINEERING TECHNOLOGY (21)	Deletion	1stRead	Carried	Herwerth/ Kretzmann
15	ENGR 131	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	ENGINEERING TECHNOLOGY (21)	Deletion	1stRead		
16	ENGR 299	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	ENGINEERING TECHNOLOGY (21)	Deletion	1stRead		
Herwerth: We are deleting these courses because they have not been offered in some time. In addition, there is a similar course									
to ENGR 103 in architecture.									
Items #14-16 were taken together.									

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

DUE DATE: 9/14/20

AA/AA Degrees and Certificates
Accounting

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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
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)

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)

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Technical Theater

(Move units to end of description)