

Minutes
Curriculum and Instruction Committee
November 13, 2019

**Glendale Community College
Curriculum & Instruction Committee
Minutes
Wednesday, November 13, 2019
1:40p.m., SG 137**

Co-Chairs: Francien Rohrbacher and Michael Ritterbrown called the meeting to order at 1:40 p.m.

Voting Members Present: Erin Calderone, Sevada Chamras, Susie Chin, Richard Cortes, Maria Czech, 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, Terrence Yu

Minutes Recorder: Patrik Namagardi

Guests Present: Troy Davis, Caroline Hallam, Kohar Kesian, Sonali Perera

Absent: Tina Andersen-Wahlberg, Agnes Eguaras, Eric Hanson, Arda Najarian, Alfred Ramirez, Alexa Schumacher, Jan Swinton, Nancy Traynor, Yvette Ybarra

Approval of Minutes

MSC (**Frontini/Kretzmann**) to approve the minutes of October 23, 2019 Curriculum & Instruction Committee

I. Announcements

Next Preliminary Review Deadline: January 13, 2020
CoDE Approved DE Addenda
N/A

The last code meeting will be on November 26, 2019. Send items at least a week before.

II. New Business

Report from Regional Curriculum Meeting (**Rohrbacher**)

- Skill awards can't exceed 15.5 units
- COCI curriculum database decision has been pushed back to January 2020
- Noncredit streamlining process continuing, but STV will still need to be submitted to state
- Recommendation to create UCTP programs in Chemistry and Physics
- Reminder: CE courses/programs must be reviewed/revised every 2 years

There was a discussion about eLumen as our next curriculum software. Other companies like Course Leaf was mentioned, and it was discussed that it costs \$200,000 for the good version. Dr. Ritterbrown mentioned that if the state was to choose this over eLumen then we would get the software for free, but it probably wouldn't be the \$200,000? He also stated that eLumen looks like the best option for us at this point.

It is recommended that a UC transfer pathway program is created for physics and chemistry. Richard Cortes recommends students finish the IGETC because a counselor or articulation officer was not invited to this meeting and the pathway creates an extra lab for students, which they should not have to take. Dr. Chamras suggests submitting a proposal and attaching the GE or IGETC pattern with it.

OER sources on CORs (**Rohrbacher**)

- Must be comparable to commercial texts with respect to currency and stability (ASCCC, Spring 2019, Resolution 09.03)
- CSUs and UCs agree that OERs can articulate, as long as the text is "a stable, bona fide textbook, and not just a collection of links to lecture notes or other web pages" (<https://www.collegeofsanmateo.edu/articulation/docs/2013-January-GE-Reviewers-Guiding-Notes.pdf>)
- Help at GCC <https://campusguides.glendale.edu/c.php?g=800303&p=5810231>
- Work with the Library to decide on OER texts for your course(s)
- Other resources:
 - OpenStax <https://openstax.org/impact>
 - Open Textbook Library <https://open.umn.edu/opentextbooks/>
 - https://www.sac.edu/AcademicAffairs/DistanceEd/Documents/OER_FAQ_Extended.pdf

Use of OERs is a local decision, falling under the 10+1. So, how should we represent OER materials on our CORS?

See OER PowerPoint on C&I website <https://www.glendale.edu/Home/ShowDocument?id=42232>

Articulation update (**Cortes**)

None

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
1	ABSE 35	COURSE	Create	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	ADULT BASIC AND SECONDARY ED	New Course	2ndRead	Carried	Czech/ McDonald
2	ABSE 36	COURSE	Create	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	ADULT BASIC AND SECONDARY ED	New Course	2ndRead		
3	ABSE 37	COURSE	Create	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	ADULT BASIC AND SECONDARY ED	New Course	2ndRead		
4	ABSE 38	COURSE	Create	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	ADULT BASIC AND SECONDARY ED	New Course	2ndRead		
Czech: Minor revisions that were addressed during first read were made.									
Items #1-4 were taken together									

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5	ARTH 102	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	ART HISTORY	Nonsubstantial Change B	1stRead	Carried	Helgeson/Delto
6	ARTH 199	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	ART HISTORY	Nonsubstantial Change B	1stRead		
Helgeson: ARTH 102 is the study of the history of western art and ARTH 199 is the history of photography. ARTH wanted to move classes from studio art to the art history, so we did a discipline change and updated the course hours and text.									
Mack: For ARTH 199, one of the exit standards and one of the SLOs are a little identical. Maybe you can remove one of the exit standards. Also, can you clarify SLO #2?									
Helgeson: We need to just add the words "using correct terminology."									
Kevin Mack brought up a discussion about a research paper for classes with no prerequisites and Susie Chin mentioned that a research is not always needed as a method of assessing understanding.									
Francien Rohrbacher mentioned that we have writing classes without prerequisites, but that is what the division wants.									
Helgeson will bring the comments back to the division but informed us that the division wants a clear pathway to the class.									
Mayer: Is there a way of giving students the heads up about knowing how to write a research paper? (ACCJC Standard II. A. 3 & 11: Learning Outcomes)									
Kretzmann: That is what a recommended preparation does. It does not prohibit enrollment. It is just a heads up.									
Items #5-6 were taken together.									
7	BIOL 114	COURSE	Revise	BIOLOGY DIVISION	BIOLOGY	Nonsubstantial Change B	2ndRead	Carried	Kretzmann/Calderone
Kretzmann: This course went through a cyclical review and had everything updated. Seeing what happens with this course, we might archive it.									
Mack: Would this course work for some of our programs?									
Kretzmann: It might because it is a less demanding course. We can build up demand in other areas.									
Cortes: Pasadena City College had a 3-unit anatomy and physiology course. Is this a similar course?									
Kretzmann: Yes. This course was designed for Sonali's coding certificate but we can morph it into an anatomy course but cannot make it fully online.									
8%	CHEM 101	COURSE	Revise	PHYSICAL SCIENCES DIVISION	CHEMISTRY	Nonsubstantial Change A	OnlyR	Carried	Chamras/Kretzmann
MSC to review and approve the prerequisites for this course. Motion: Carried First/Second: Chamras/Kretzmann									

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	Chamras: We changed the Carnegie hours that were not reflected properly. In addition, we made changes to the English and Math preconditions for enrollment by adding ENGL 100 and changing the math courses.								
	Rohrbacher: This might have to come back for a second read. (ACCJC Standard II. A. 3 &11: Learning Outcomes)								
	Palermo: For the two Math 90 courses add "or equivalent" because of our modular 90 courses.								
	Mack: Some of the entry standards need to be checked off and there are 12 student learning outcomes.								
	Kretzmann: This is not a cyclical revision so we can't touch them yet.								
	Courses having the same titles were discussed and it was determined we can have it. Maria Kretzmann explained they have a course in Biology like this that they want to change. However, it will be a major change at the state.								
9	CHEM 102	COURSE	Revise	PHYSICAL SCIENCES DIVISION	CHEMISTRY	Technical Change	TECH		
10%	GEOL 101	COURSE	Revise	PHYSICAL SCIENCES DIVISION	GEOLOGY	Nonsubstantial Change A	OnlyR	Carried	Chamras/ Kretzmann
11%	GEOL 101H	COURSE	Revise	PHYSICAL SCIENCES DIVISION	GEOLOGY	Nonsubstantial Change A	OnlyR		
12%	GEOL 105	COURSE	Revise	PHYSICAL SCIENCES DIVISION	GEOLOGY	Nonsubstantial Change A	OnlyR		
	MSC to review and approve the prerequisites for these courses. Motion: Carried First/Second: Chamras/Kretzmann								
	Chamras: We changed the Carnegie hours that were not reflected properly. In addition, we made changes to the English and Math preconditions for enrollment by adding ENGL 100. For GEOL 101, we changed the math 110 prerequisite to math 100. (ACCJC Standard II. A. 3 &11: Learning Outcomes)								
	Morris: Geology 101 says grade only. Do you want to keep this as grade only?								
	Chamras: I will have to check.								
	It was discussed that an honors course cannot have different expectations from a regular course. In addition, it was also mentioned that we do not offer GEOL 110 anymore but we keep it in the catalog for catalog rights.								
	Items # 10-12 were taken together.								
13	GEOL 111	COURSE	Revise	PHYSICAL SCIENCES DIVISION	GEOLOGY	Technical Change	TECH		

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14	GEOL 111H	COURSE	Revise	PHYSICAL SCIENCES DIVISION	GEOLOGY	Technical Change	TECH		
15	MOA 184	COURSE	Revise	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATION	Substantial Change	2ndRead	Carried	Margaryan/ McDonald
16	MOA 188	COURSE	Revise	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATION	Substantial Change	2ndRead		
17	MOA 193	COURSE	Revise	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATION	Substantial Change	2ndRead		
18	MOA 194	COURSE	Revise	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATION	Substantial Change	2ndRead		
19	MOA 195	COURSE	Revise	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATION	Substantial Change	2ndRead		
Perera: Besides having to check the boxes for the entry standards on MOA 184, all other changes recommended during the first read were made.									
The last two entry standards for MOA 184 are repeated and it was decided that they will be deleted. In addition, Sonali revised 3 SLOs and updated the catalog description for MOA 193.									
Items #15-19 were taken together.									
20	MOA 197	COURSE	Revise	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATION	Substantial Change	2ndRead	Tabled	Ritterbrown/ Mayer
Perera: We revised the catalog description and added a sentence to make it clear it is for charting and coding. The language has been changed to include more coding.									
Kretzmann: This course still feels like a biology course with some coding with the course content and the textbook being used.									
Perera: The students need to know the body and read the textbook so they can assign the codes.									
Ritterbrown: A biology prerequisite can be added to this course, but MOA should not be teaching biology.									
Perera: This course is not teaching biology.									
Francien Rohrbacher did some research on medical coding at other college campuses and noticed they were under allied health or life sciences.									
The question was asked if this is an actual coding class. Perera responded that it is not a coding class.									

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	Rohrbacher: If this is a prerequisite for coding and not a coding class, then should they maybe have to take a biology class instead. The book looks like								
	a biology textbook.								
	Dr. Ritterbrown looked up the textbook and mentioned that it is a biology textbook.								
	Kretzmann: We designed Biology 114 with Sonali to fulfill this need.								
	Perera: Biology 114 has been only offered during the winter in a face to face format. However, the goal is to have all MOA courses be online.								
	Dr. Ritterbrown: That is a scheduling issue.								
	Rohrbacher: This seems like a larger discussion that we need to have about where this class belongs.								
21	MUSIC 125	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	NON-COMMERCIAL MUSIC	Nonsubstantial Change B	1stRead	Carried	Helgeson/ Kretzmann
22	MUSIC 126	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	NON-COMMERCIAL MUSIC	Nonsubstantial Change B	1stRead		
23	MUSIC 148	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	NON-COMMERCIAL MUSIC	Nonsubstantial Change B	1stRead		
24	MUSIC 160	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	NON-COMMERCIAL MUSIC	Nonsubstantial Change A	OnlyR		
25	MUSIC 161	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	NON-COMMERCIAL MUSIC	Nonsubstantial Change A	OnlyR		
	Morris: There is a note on MUS 125 and 126 about scholars. Either make it a scholar's course or not but the note needs to be removed.								
	Helgeson: This was probably an old practice. Paul Sherman is checking with Scholars.								
	Kretzmann: MUS 125 & 126 do not have recommended preparations but it looks like students should be able to read music notes. Should there be a								
	recommended preperation?								
	Helgeson: These courses are only for music students mostly.								
	Mack: Maybe having a catalog note will be good.								

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	A question about SLO #2 was brought up and Byron Delto mentioned that he will be revising all the SLOs.								
	Items #21-25 were taken together.								
26	PE 256	COURSE	Create	KINESIOLOGY DIVISION	PHYSICAL EDUCATION	New Course	2ndRead	Carried	Calderone/ Mack
27	PE 257	COURSE	Create	KINESIOLOGY DIVISION	PHYSICAL EDUCATION	New Course	2ndRead		
28	PE 258	COURSE	Create	KINESIOLOGY DIVISION	PHYSICAL EDUCATION	New Course	2ndRead		
	Calderone: I fixed an error that was brought up and filled out the supplemental forms.								
	Items #26-28 were taken together.								
29	STV 151	COURSE	Create	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	New Course	2ndRead	Carried	Czech/ Kretzmann
30	STV 152	COURSE	Create	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	New Course	2ndRead		
	Czech: These are mirrored courses we arranged with engineering and architecture.								
	Kretzmann: STV 152 has a credit course as a recommended preparation. Will this be an issue for noncredit students?								
	Rohrbacher: No								
	Items #29-30 were taken together.								
31	STV 60	COURSE	Create	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	New Course	2ndRead	Carried	Czech/ Kretzmann
32	STV 61	COURSE	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Nonsubstantial Change B	2ndRead		
33	STV 64	COURSE	Create	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	New Course	2ndRead		

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34	STV 65	COURSE	Create	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	New Course	2ndRead		
Czech: Minor revisions were made from the first read to the second read like using alternative textbooks instead of OER.									
A discussion to have a link between these courses and MOA was brought up, and it was mentioned that it is in the thought process. However, this discussion has been going on for four years now and the courses seem perfect for that.									
Items #31-34 were taken together.									
35	T ART 112	COURSE	Create	VISUAL & PERFORMING ARTS DIVISION	THEATRE ARTS	New Course	2ndRead	Carried	Helgeson/ Delto
36	Biology - AS-T	PROGRAM	Revise	BIOLOGY DIVISION	BIOLOGY	Substantial Change	2ndRead	Carried	Kretzmann/ McDonald
Kretzmann: There were no changes made between the first and second read.									
37	Digital Photography Skill Award	PROGRAM	Create	VISUAL & PERFORMING ARTS DIVISION	PHOTOGRAPHY	New Program	2ndRead	Carried	Helgeson/ Kretzmann
38	Photographic Lighting Skill Award	PROGRAM	Create	VISUAL & PERFORMING ARTS DIVISION	PHOTOGRAPHY	New Program	2ndRead		
39	Traditional Photography Skill Award	PROGRAM	Create	VISUAL & PERFORMING ARTS DIVISION	PHOTOGRAPHY	New Program	2ndRead		
Helgeson: The LMI data was added for these skill awards. We also changed the incorrect units on the traditional certificate.									
Items #37-39 were taken together.									

C-ID revisions needed:

ART 101H
ART 107

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ART 108
ECON 102H
MUSIC 211
MUSIC 236
MUSIC 237

**CoDE Addenda That Need to Be
Renewed this Semester**

LING 101
ARCH 229
ARCH 230
FIRE 106
FIRE 108
FIRE 114
ART 101
MUS 127
T ART 101

**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

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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: 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)

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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)