

Minutes
Curriculum and Instruction Committee November
27, 2019

**Glendale Community College
Curriculum & Instruction Committee
Minutes
Wednesday, November 27, 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, Susie Chin, Richard Cortes, Maria Czech, 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: Jolie Morris, Terrence Yu

Minutes Recorder: Patrik Namagardi

Guests Present: Troy Davis, Richard Kamei, Melissa Malandrakis

Absent: Tina Andersen-Wahlberg, Sevada Chamras, Byron Delto, Catherine Dudley, Agnes Eguaras, Eric Hanson, Edward Karpp, Arda Najarian, Alfred Ramirez, Freddy Saucedo, Alexa Schumacher, Jan Swinton, Nancy Traynor, Yvette Ybarra

Approval of Minutes

MSC (**Frontini/Cortes**) to approve the minutes of November 13, 2019 Curriculum & Instruction Committee

I. Announcements

Next Preliminary Review Deadline: January 13, 2020

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Reminder: Revise MATH advisories for courses/programs (per AB 705 changes—check your email from Sept. 24!) CoDE

Approved DE Addenda

1. ENGL 123 (Amarnath Ravva – ENGD – COR: 11/6/17)
2. CABOT 285 (Yvette Kayzakian – BUSD – COR: 11/1/2016)
3. CABOT 286 (Yvette Kayzakian – BUSD – COR: 11/1/2016)
4. CS/IS 240 (Simon Mirzayan – BUSD – COR: 9/17/2019)
5. CS/IS 241 (Simon Mirzayan – BUSD – COR: 9/17/2019)
6. CS/IS 242 (Simon Mirzayan – BUSD – COR: 9/17/2019)
7. CS/IS 243 (Simon Mirzayan – BUSD – COR: 9/17/2019)
8. KIN 100 (Yvette Ybarra - KIND – COR: 5/01/2016)
9. HIST 132 (Hazel Ramos – SSD – COR: 5/01/2018)
10. HIST 140 (Hazel Ramos – SSD – COR: 2/15/2016)
11. HIST 141 (Hazel Ramos – SSD – COR: 2/15/2016)
12. HIST 141H (Hazel Ramos – SSD – COR: 4/17/2018)
13. Sonali Perera (MOA 188 – BUSD – COR: 11/19/2019)
14. Sonali Perera (MOA 193 – BUSD – COR: 11/19/2019)
15. Sonali Perera (MOA 194 – BUSD – COR: 11/19/2019)

II. New Business

Articulation update (Cortes)

Cortes: Check for information from me about resources on how articulation can improve enrollment.

Curriculum Action Items

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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	ACCTG 160	COURSE	Revise	BUSINESS DIVISION	ACCOUNTING	Nonsubstantial Change A	OnlyR	Carried	Margaryan/McDonald
Margaryan: We updated the text and it was recommended to update the out of class assignments and submit for DE.									
Kretzmann: The exit standards should be more detailed and the SLOs should be broader. However, if Yvette approved them then									
it is okay.									
Margaryan: She approved them and informed us to only add one more SLO.									
*% 2	ACCTG 185	COURSE	Create	BUSINESS DIVISION	ACCOUNTING	New Course	1stRead	Carried	Margaryan/Kretzmann
MSC to review and approve the prerequisites for this course. Motion: Carried First/Second: Margaryan/Kretzmann									
Margaryan: This is a new course. We changed the acronyms and explained what they are. We also fixed the discrepancies in the hours of lab and lecture.									
*% 3	ANTHR 102	COURSE	Revise	SOCIAL SCIENCES DIVISION	ANTHROPOLOGY	Nonsubstantial Change B	1stRead	Carried	Mack/Kretzmann
*% 4	ANTHR 102H	COURSE	Revise	SOCIAL SCIENCES DIVISION	ANTHROPOLOGY	Nonsubstantial Change B	1stRead		

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	MSC to review and approve the prerequisites for these courses. Motion: Carried First/Second:										
	Mack/Kretzmann										
	Mack: These are going through a cyclical review. We added ENGL 100 to the advisories and revised the statement, exit standards, SLOs, and worked on the course content										
	Items # 3 and #4 were taken together.										
*5	ARTH 101	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	ART HISTORY	Nonsubstantial Change B	1stRead	Carried	Helgeson/McDonald		
*6	ARTH 101H	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	ART HISTORY	Nonsubstantial Change B	1stRead				
	Helgeson: These courses are going through a cyclical review and for DE approval. ARTH 101 had its hours and prefix changed. In addition to these										
	ARTH 101H had the exit standards changed because they were not matching ARTH 101 and also went through a CID revision.										
	Mack: The Scholars statement is really long. Can we just clean it up a little? In addition, the out of class assignments need to be cleaned up as well.										
	Rohrbacher: The regular course and the honors course should practically be the same. Also, should these courses have advisories?										
	Kretzmann: Yes, there is a recommended preparation on the CID.										

	It was mentioned to table these courses but then retracted because it is a first read and we can ask the division to make requested changes and bring it back for a second read.									
	Items #5 and #6 were taken together.									
7	ARTH 102	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	ART HISTORY	Nonsubstantial Change B	2ndRead	Tabled	Mayer/Zobayan	
8	ARTH 199	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	ART HISTORY	Nonsubstantial Change B	2ndRead	Carried	Helgeson/McDonald	

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	Helgeson: We deleted 1 exit standard that was redundant in ARTH 199. We redid one of the SLOs in ARTH 102 and it was discussed that the art history department wants to keep the research paper.				
	It was discussed when the prefix change will take effect and Melissa mentioned that if Nancy gets the courses approved by March or April then we can make changes; however, anything after April can't be changed because of the registration timeline.				
	Mayer: There are no entry standards for ARTH 102 and it is asking to have students write a research paper with sources. We need something that will help students understand they are going to have to write a paper. Early ESL students who are not ready to write a paper will enroll and possibly not succeed in the class.				
	Dr. Ritterbrown: I understand your concern but they are not willing to change it.				
	Rohrbacher: According to Richard Coleman, students have not had a problem in the past.				
	Calderone: Is there something listed in the handbook?				
	Rohrbacher: No, if there are no issues with articulation or grades, then it is up to the division.				
	Cortes: The CID descriptors have advisories. At the very least, put a recommended preparation.				
	Kretzmann: What is the objection of having a recommended preparation? It does not affect enrollment.				
	Helgeson: We want to get as many people in the class and the department feels that a recommended preparation is a roadblock.				
	Frontini: The students' lack of knowledge will make it hard on them and they will be demoralized.				
	Helgeson: Offering a class and not offering a class can be a matter of one to two people.				
	It was questioned what our purposes are for creating classes. Is it to make it easy to get students?				
	Chin: Why is the term "research paper" used? Why not use something else or why call it a research paper and not just a paper?				
	Mack: The CID descriptor says research project.				
	Kretzmann: Can we change it to research project? It is more open ended. For example, a research project can mean an oral project.				
	Dr. Ritterbrown: Art history offers too many courses and I do not think prerequisites or recommended preparations are a problem. I recommend having a recommended preparation.				

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	Mayer: This course should go back to the department and be discussed about having a recommended preparation or changing research paper to research project would be a nice option.								
	Helgeson: I can bring it back to the department and discuss it with them. I am okay with the term research project and if the CID wants a recommended preparation, then we will do that.								
	Cortes: It is not ethical to not put a recommended preparation because we are just wanting more enrollment.								
	Rohrbacher recommended that someone from the Art History division should come talk to C&I about the rationale for the lack of advisories. (ACCJC Standard IV. A. 4—Decision-Making Roles and Processes)								
	Items #7 and #8 were taken together. Item #7 was tabled and item #8 was carried.								
*9	ATHPE 170	COURSE	Create	KINESIOLOGY DIVISION	ATHLETICS AND PHYSICAL EDUCATION	New Course	1stRead	Carried	Calderone/ Cortes
*% 10	BIOL 298	COURSE	Revise	BIOLOGY DIVISION	BIOLOGY	Nonsubstantial Change A	OnlyR	Carried	Kretzmann/ Mayer
	MSC to review and approve the prerequisites for this course. Motion: Carried First/Second: Kretzmann/Mayer								
	Math prerequisites were changed to match math AB705 changes.								
	It was discussed that this course articulates to UCLA and therefore will articulate to any UC. (ACCJC Standard II. A. 9—Student Learning Programs and Support Services)								
11	CHEM 101	COURSE	Revise	PHYSICAL SCIENCES DIVISION	CHEMISTRY	Nonsubstantial Change B	2ndRead	Carried	Rohrbacher/ Kretzmann
	Rohrbacher: There were no changes made from the first read to the second read.								
*12	ENGR 133	COURSE	Create	TECHNOLOGY & AVIATION DIVISION	ENGINEERING, GENERAL (15)	New Course	1stRead	Carried	Herwerth/ Kretzmann
	Herwerth: This is a new course we were asked to create by UCLA and Cal State LA that will articulate into intro to engineering. This is a hands-on, project-based class.								
	Rohrbacher: Please revise exit standard #13.								

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	Kretzmann: ENGL 100 needs to be added to the preconditions for enrollment and also some entry standards need to be checked.								
*% 13	ESL 111	COURSE	Revise	CREDIT ESL DIVISION	ESL GRAMMAR/WRITING	Nonsubstantial Change B	1stRead	Carried	McDonald/ Kretzmann
*% 14	ESL 123	COURSE	Revise	CREDIT ESL DIVISION	ESL GRAMMAR/WRITING	Nonsubstantial Change B	1stRead		
*% 15	ESL 133	COURSE	Revise	CREDIT ESL DIVISION	ESL GRAMMAR/WRITING	Nonsubstantial Change B	1stRead		
*% 16	ESL 141	COURSE	Revise	CREDIT ESL DIVISION	ESL GRAMMAR/WRITING	Nonsubstantial Change B	1stRead		
*% 17	ESL 151	COURSE	Revise	CREDIT ESL DIVISION	ESL GRAMMAR/WRITING	Nonsubstantial Change B	1stRead		
	MSC to review and approve the prerequisites for these courses. Motion: Carried First/Second: McDonald/Kretzmann								
	McDonald: Changes were made to the catalog statements, SLOS, outdated textbooks, course content, and exit standards.								
	Mayer: The description says library research techniques but that is not reflected in the outcomes or exit standards.								
	McDonald: Yvette said to remove the SLOs and exit standards that sound like assignments.								
	Kretzmann: Please make sure to check some of the entry standards.								
	Mack: The course content is confusing. Also, for ESL 151 out of class assignment #3 and #6 are repeated. For ESL 133, one exit standard and one SLO look identical.								
	Mack: For ESL 123, SLO #2 should have a space between the words "clear" and "beginning". (ACCJC Standard II.A.3)								
	It was discussed that these classes were going to be offered fully online and a concern about cheating was brought up and discussed that this is a CoDE or Senate question								
	Items #13-17 were taken together.								

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*18	KIN 170	COURSE	Create	KINESIOLOGY DIVISION	KINESIOLOGY	New Course	1stRead		
*19	KIN 171	COURSE	Create	KINESIOLOGY DIVISION	KINESIOLOGY	New Course	1stRead		

Calderone: ATHPE 170 is a new athletics course for lacrosse. It is the first step in the process of creating a team. KIN 170 and 171 are courses that are being proposed. KIN 170 is a coaching theory course that will be a part of the new sports/coaching certificate/AS degree. KIN 171 is a small teams theory course									
Items #9, 18, and 19 were taken together.									
*% 20	LING 101	COURSE	Revise	CREDIT ESL DIVISION	LINGUISTICS	Nonsubstantial Change B	1stRead	Carried	McDonald/ Cortes
MSC to review and approve the prerequisites for this course. Motion: Carried First/Second: McDonald/Czech									
McDonald: Changes were made to the wording and the requirements. I am not comfortable answering questions, but will take notes back to the department.									
Kretzmann: Some entry standards should be marked and ESL 155 should also be on page three.									
Rohrbacher: Or remove ESL 155 if it should just be ESL 151.									
It was questioned if the instructor wants to keep the percentage language on the methods of evaluation, and Brian McDonald mentioned that the instructor wants to keep this constant with the other courses. However, he will talk to the instructor.									
*% 21	MCOMM 105	COURSE	Create	LANGUAGE ARTS DIVISION	MASS COMMUNICATION	New Course	1stRead	Tabled	Frontini/ Mayer
The mass communications department will talk to the social sciences department regarding this course.									
*% 22	MOA 180	COURSE	Revise	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATION	Nonsubstantial Change B	1stRead	Tabled	Rohrbacher/ Mayer
*% 23	MOA 181	COURSE	Revise	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATION	Nonsubstantial Change B	1stRead		

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*% 24	MOA 182	COURSE	Revise	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATION	Nonsubstantial Change B	1stRead		
*% 25	MOA 183	COURSE	Revise	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATION	Nonsubstantial Change B	1stRead		
*% 26	MOA 185	COURSE	Revise	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATION	Nonsubstantial Change B	1stRead		
These courses were tabled because discipline faculty was not present at the meeting.									
Items # 22-26 were taken together.									

27	MUSIC 120	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	NON-COMMERCIAL MUSIC	Nonsubstantial Change A	OnlyR	Carried	Helgeson/ Kretzmann
Helgeson: We updated the textbooks, course content, notes, and description to fit the CID descriptor.									
Rohrbacher: Some of these entry standards are not needed. However, if they are listed in the CID then leave them.									
28	MUSIC 125	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	NON-COMMERCIAL MUSIC	Nonsubstantial Change B	2ndRead	Tabled	Mayer/ Kretzmann
29	MUSIC 126	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	NON-COMMERCIAL MUSIC	Nonsubstantial Change B	2ndRead		
Helgeson: These are the courses that are mostly for music majors and needed to be updated for CID.									
Kretzmann: Was the Scholars statement fixed?									
Helgeson: We are waiting for Paul Sherman to get an answer from Dr. Harnett.									
These courses were tabled because of the requirement of a research paper with no preconditions for enrollment.									

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	Items #28 and #29 were taken together.								
30	MUSIC 127	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	NON-COMMERCIAL MUSIC	Nonsubstantial Change B	1stRead	Carried	Helgeson/ Kretzmann
	Some grammar questions were answered and it was mentioned that the course content needs to be divided up.								
	Kretzmann: The SLOs and exit standards are almost exactly the same.								
	Rohrbacher: Exit standards should not have the word "understand".								
	Kretzmann: These are old textbooks. Are you going to update them or is there a justification?								
31	MUSIC 148	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	NON-COMMERCIAL MUSIC	Nonsubstantial Change B	2ndRead	Carried	Helgeson/ McDonald
*% 32	SOC 103	COURSE	Revise	SOCIAL SCIENCES DIVISION	SOCIOLOGY	Nonsubstantial Change A	OnlyR	Carried	Mack/ Cortes
	MSC to review and approve the prerequisites for this course. Motion: Carried First/Second: Mack/Cortes								
	Mack: We updated the hours to reflect 54, modified the SLOs, kept 3 and dumped 2, added English 100 to the preconditions for enrollment, and updated textbooks								
*% 33	SOC 200	COURSE	Create	SOCIAL SCIENCES DIVISION	SOCIOLOGY	New Course	1stRead	Carried	Mack/ Kretzmann
	MSC to review and approve the prerequisites for this course. Motion: Carried First/Second: Mack/Kretzmann								
	Mack: This is a new class that will be part of the AA-T. We met with Richard Cortes when creating this course and there is a CID. There was no CID for the Social Science course.								
	Kamei: We will work with Mike Dulay for scheduling.								
	Palermo: Math 136H is in the entry standards but is not listed on page 3.								
	Cortes: The CID descriptor does not list math 136.								

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	Kamei: This was a decision on the department's part.								
*34	T ART 101	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	THEATRE ARTS	Nonsubstantial Change A	OnlyR	Carried	Helgeson/ McDonald
	This course is going through a cyclical review and for DE approval.								
	Mayer: The out of class assignment lists research and writing assignments. I think this is good and maybe it can be an option for the other ARTH courses.								
	Kretzmann: Should we check for advisories so we are consistent?								
	Rohrbacher: There are no advisories or recommendations.								
35	Biological Sciences - AS Degree	PROGRAM	Revise	BIOLOGY DIVISION	BIOLOGY	Substantial Change	1stRead	Carried	Kretzmann/ Cortes
	Kretzmann: The only new updates are the math preconditions for enrollment and one PLO was removed.								
*36	Foreign Languages AA	PROGRAM	Create	LANGUAGE ARTS DIVISION	SPANISH	New Program	2ndRead	Carried	Frontini/ Mayer
	Frontini: The changes suggested during the 1st read were made.								
37	Geology AS-T	PROGRAM	Create	PHYSICAL SCIENCES DIVISION	GEOLOGY	New Program	1stRead	Carried	Rohrbacher/ Mack
	Rohrbacher: The required Math courses had to be changed because of AB 705.								

C-ID revisions needed:
ART 101H

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ART 107
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)**

DUE DATE: 2/14/20
description:

AA/AA Degrees and Certificates
Accounting

Visual Arts - Animation
Art

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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: 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)
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)

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