**Glendale Community College
Curriculum & Instruction Committee
Minutes
Wednesday, October 9, 2019
1:40p.m., SG 137**

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

Voting Members Present: Erin Calderone, Susie Chin, Richard Cortes, Troy Davis, Catherine Dudley, Flavio Frontini, Jayson Helgeson, Chris Herwerth, Maria Kretzmann, Kevin Mack, Paul Mayer, Brian McDonald, Simon Mirzayan (Proxy), Suzanne Palermo, Joanna Parypinski

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

Minutes Recorder: Patrik Namagardi

Guests Present: Eric Johnston, Kohar Kesian, Ngo Thye, Carol Paxton, Randal Parker, Sonali Perera

Absent: Tina Andersen-Wahlberg, Sevada Chamras, Maria Czech, Byron Delto, Eric Hanson, Araik Eric Margaryan, Arda Najarian, Alfred Ramirez, Michael Ritterbrown, Alexa Schumacher, Jan Swinton Yvette Ybarra

Approval of Minutes

MSC **(Frontini/Chin)** to approve the minutes of September 25, 2019 Curriculum & Instruction Committee

I.   ## Announcements

Next Preliminary Review Deadline: October 10, 2019
CoDE Approved DE Addenda
n/a

Minutes
Curriculum and Instruction Committee
October 9, 2019

II.   New Business

Adding ACCJC Standards to C&I meeting minutes (Rohrbacher)
Francien will be doing this for accreditation.

Skill Awards (Rohrbacher)
Rohrbacher: As a committee we should define what skill awards are and what they should include.
Saucedo: Requirements for skill awards are changing and should now include LMI data and submission to LACORC. (ACCJC Standard II. A. 3 using established procedures to assess programs)

2019 Curriculum Institute Report (Rohrbacher/Traynor)
Some information that was gathered at the Institute was that we should review the vision or mission statement periodically, courses with prerequisites being added or changed need to have a second motion as well. C&I should hold a retreat, meeting, or training about Guided Pathways, AB 705, and other things besides curriculum items. It is important to advertise new courses and programs.
Kretzmann: Are we going to move away from print catalogs? We do not want to upload information about courses and programs on our webpages until it is in our catalog or at least online.

Articulation update (Cortes)
We are having a C-ID challenge because we have to constantly check if any changes have been made. The reviewers don't get notifications. AB 1786- All community colleges have expanded the credit by exam policy to credit by prior learning. The Chancellor's office said to accept subjects that military and veterans have been bringing. There will be a pure distinction with credit by exam and courses taken here. For the TMC site, Google TMC Chancellor's Office and it is the 1st link. **Traynor:** When completing TMCs, make sure they all look the same and also look at the outline to make sure it is current. (ACCJC Standard II. A. 5 ensuring proper academic rigor)

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	ANTHR 103	COURSE	Revise	SOCIAL SCIENCES DIVISION	ANTHROPOLOGY	NonSubstantial Change B	1stRead	Carried	Mack/ Frontini
	Johnston: The outline has not been updated in many years. The amount of methodology in this course has been shortened because it is taught in								
	another course. This provides flexibility with how the course is taught. Everything from SLOs to textbooks to course content has been updated.								
	ANTHR 103 is part of the required core for the Anthro AA-T								
	Kretzmann: Can this course be a pass/no pass? If yes, shouldn't it be in a catalog note?								
	Morris: It doesn't have to be in the catalog note. Usually there is only a note if it is only a pass/no pass course.								
	Kretzmann: Have you guys thought about raising the recommended prep? (ACCJC Standard IV. A. 4 faculty and admin roles in making recommendations for curriculum) (ACCJC Standard II.A.9. awarding course credit based on attainment of SLOs)								
	Johnston: No, because we do not want to defer students.								
2	HIT 186	COURSE	Delete	BUSINESS DIVISION	HEALTH INFORMATION TECHNOLOGY	DELETE	OnlyR	Carried	Mirzayan/ McDonald
3	HIT 190	COURSE	Delete	BUSINESS DIVISION	HEALTH INFORMATION TECHNOLOGY	DELETE	OnlyR		

4	HIT 196	COURSE	Delete	BUSINESS DIVISION	HEALTH INFORMATION TECHNOLOGY	DELETE	OnlyR		
5	HIT 198	COURSE	Delete	BUSINESS DIVISION	HEALTH INFORMATION TECHNOLOGY	DELETE	OnlyR		
	Perera: These courses are being deleted because they are part of the HIT degree and certificate which is being removed.								
	Traynor: HIT 196 is being offered in Spring 2020 so we cannot remove it till Fall 2020.								
	Items #2-5 were taken together.								
6%	MATH 100	COURSE	Revise	MATHEMATICS DIVISION	TRANSFER MATH	NonSubstantial Change B	1stRead	Carried	Palermo/ Kretzmann
7	MATH 101	COURSE	Delete	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	DELETE	OnlyR	Carried	Palermo/ Mayer
8	MATH 103	COURSE	Delete	MATHEMATICS DIVISION	TRANSFER MATH	DELETE	OnlyR		
9	MATH 103H	COURSE	Delete	MATHEMATICS DIVISION	TRANSFER MATH	DELETE	OnlyR		
10	MATH 104	COURSE	Delete	MATHEMATICS DIVISION	TRANSFER MATH	DELETE	OnlyR		
11	MATH 104H	COURSE	Delete	MATHEMATICS DIVISION	TRANSFER MATH	DELETE	OnlyR		
12	MATH 118	COURSE	Delete	MATHEMATICS DIVISION	TRANSFER MATH	DELETE	OnlyR		
13	MATH 119	COURSE	Delete	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	DELETE	OnlyR		
14	MATH 120	COURSE	Delete	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	DELETE	OnlyR		
15	MATH 130	COURSE	Delete	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	DELETE	OnlyR		
16	MATH 131	COURSE	Delete	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	DELETE	OnlyR		

17%	MATH 133	COURSE	Revise	MATHEMATICS DIVISION	TRANSFER MATH	NonSubstantial Change B	1stRead		
18%	MATH 135	COURSE	Revise	MATHEMATICS DIVISION	TRANSFER MATH	NonSubstantial Change B	1stRead		
19%	MATH 136H	COURSE	Revise	MATHEMATICS DIVISION	TRANSFER MATH	NonSubstantial Change B	1stRead		
20%	MATH 138	COURSE	Revise	MATHEMATICS DIVISION	TRANSFER MATH	NonSubstantial Change B	1stRead		
	MSC to review and approve the prerequisites for these courses. Motion: Carried First/Second: Palermo/Kretzmann								
	Paxton: These courses are all being revised to add new prerequisites like the math 30s and 90s.								
	Paxton: In addition, Math 133 and 135 went through a cyclical revision.								
	It was discussed whether to keep the old prerequisites in the course as well to ensure there is no confusion for students who have taken the old								
	prerequisite courses. It was recommended we keep the old prerequisites in for a year during the overlap period while courses are being revised.								
	Palermo: Should other divisions with our courses as prerequisites do the same?								
	It was agreed that pre-conditions for enrollment remain in catalog until changes have been approved.								
	Items #6 and #17-20 were taken together.								
21	MATH 141	COURSE	Delete	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	DELETE	OnlyR		
22	MATH 144	COURSE	Delete	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	DELETE	OnlyR		
23	MATH 145	COURSE	Delete	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	DELETE	OnlyR		
24	MATH 146	COURSE	Delete	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	DELETE	OnlyR		
25	MATH 155	COURSE	Delete	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	DELETE	OnlyR		
26	MATH 219A	COURSE	Delete	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	DELETE	OnlyR		

				MATHEMATICS	DEVELOPMENTAL				
27	MATH 219B	COURSE	Delete	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	DELETE	OnlyR		
28	MATH 219C	COURSE	Delete	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	DELETE	OnlyR		
29	MATH 220A	COURSE	Delete	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	DELETE	OnlyR		
30	MATH 220B	COURSE	Delete	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	DELETE	OnlyR		
31	MATH 245A	COURSE	Delete	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	DELETE	OnlyR		
32	MATH 245B	COURSE	Delete	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	DELETE	OnlyR		
33	MATH 246A	COURSE	Delete	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	DELETE	OnlyR		
34	MATH 246B	COURSE	Delete	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	DELETE	OnlyR		
35	MATH 255A	COURSE	Delete	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	DELETE	OnlyR		
36	MATH 255B	COURSE	Delete	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	DELETE	OnlyR		
37	MATH 255C	COURSE	Delete	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	DELETE	OnlyR		
38	MATH 255D	COURSE	Delete	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	DELETE	OnlyR		
39	MATH 301	COURSE	Delete	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	DELETE	OnlyR		
40	MATH 331	COURSE	Delete	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	DELETE	OnlyR		
41	MATH 336	COURSE	Delete	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	DELETE	OnlyR		

42	MATH 341	COURSE	Delete	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	DELETE	OnlyR		
	Palermo: These courses are being deleted because we do not offer them anymore. Math 104 and 104H are being replaced by 104E and 104EH.								
*43	NS 277	COURSE	Create	HEALTH SCIENCES DIVISION	NURSING SCIENCE	New Course	1stRead	Carried	Dudley/ Frontini
	Dudley: This course is for registered nurses who are interested in critical care. This course does not have a hospital component to it.								
	We have been piloting this course as a grant funded course for the past two years. There is a shortage in critical care nurses.								
	Kretzmann: Are the entry standards what the registered nurses are supposed to know before they take this course.								
	Kesaian: Not necessarily, they can also be recommended by a hospital.								
	Kretzmann: How do you assess SLO #2 (ACCJC Standard II.A.9. awarding course credit based on attainment of SLOs)								
	Thai: How they can relay their composure under stress. Patients are seen on the acuity and complexity of their condition.								
	It was discussed that the catalog statement had some terms that students might not understand. However, it was determined that a nurse reading								
	the description would know what the terms are and their meanings.								
	Mack: For the course content, can we break them down a little with subtopics?								
	Calderone: Add simulated care studies to out of class assignment #1.								
*% 44	PHILO 117	COURSE	Revise	SOCIAL SCIENCES DIVISION	PHILOSOPHY	NonSubstantial Change B	1stRead	Carried	Mack/ Kretzmann
	MSC to review and approve the prerequisites for this course. Motion: Carried First/Second: Mack/Kretzmann								
	Mack: This course has not been revised in 4-5 years. In addition, we are adding English 100 as a requisite.								
	We also strengthened the exit standards, outcomes, course content, and made a minor change to the catalog statement.								
	Parker: This course is required by Philosophy majors.								
	A question about this course being on the graduation requirements was brought up, and it was discussed and determined that it is on there.								

45	ST DV 129	COURSE	Delete	STUDENT SERVICES DIVISION	STUDENT DEVELOPMENT	DELETE	OnlyR	Carried	Davis/ Mack
46	ST DV 146	COURSE	Delete	STUDENT SERVICES DIVISION	STUDENT DEVELOPMENT	DELETE	OnlyR		
	Davis: Item #45 is suffering with low enrollment for the past 4 years so it is being archived and #46 has hardly ever been offered.								
	Items #45 and #46 were taken together.								
*47	T ART 112	COURSE	Create	VISUAL & PERFORMING ARTS DIVISION	THEATRE ARTS	New Course	1stRead	Carried	Helgeson/ Frontini
	Helgeson: This course is Movement for Actors. It helps students make sure their physical motions are working with their thoughts.								
	Kretzmann: Will there be any credit limitations because of overlap with other courses?								
	Helgeson: Im not sure how deep other courses get into the content, but I will clarify with my colleagues.								
	It was agreed that we should avoid passive tense in catalog statements.								
*48	Digital Photography Skill Award	PROGRAM	Create	VISUAL & PERFORMING ARTS DIVISION	PHOTOGRAPHY	New Program	1stRead	Carried	Helgeson/ Cortes
49	Health Information Technology AS Degree	PROGRAM	Delete	BUSINESS DIVISION	HEALTH INFORMATION TECHNOLOGY	DELETE	OnlyR		
50	Health Information Technology Certificate	PROGRAM	Delete	BUSINESS DIVISION	HEALTH INFORMATION TECHNOLOGY	DELETE	OnlyR	Carried	Mirzayan/ McDonald
	Perera: The HIT certificate and degree are being deleted because we do not have the resources and funding in place for these at the moment.								
	Items #49 and #50 were taken together.								
*51	Photographic Lighting Skill Award	PROGRAM	Create	VISUAL & PERFORMING ARTS DIVISION	PHOTOGRAPHY	New Program	1stRead		
52	Psychology - AA-T	PROGRAM	Revise	SOCIAL SCIENCES DIVISION	PSYCHOLOGY	Substantial Change	1stRead	Carried	Mack/ McDonald
	Mack: It was suggested to add Psych 200 to this AA-T. So we added Psych 200 instead of Soc 200 and added the honors versions of courses.								

	Kretzmann: Do we have to add all the honors courses to the programs?								
	Traynor: It is up to you, but you do not have to. (ACCJC Standard II. A. 3 using established procedures to assess programs)								
53	Spanish - AA-T	PROGRAM	Revise	LANGUAGE ARTS DIVISION	SPANISH	Substantial Change	1stRead	Carried	Frontini/ Cortes
54	Speech/Communication - AA Degree	PROGRAM	Revise	LANGUAGE ARTS DIVISION	SPEECH COMMUNICATIONS	Substantial Change	1stRead		
	Frontini: For the Speech AA, we changed the catalog description, removed a course from list A that is not offered anymore, and changed the								
	wording of the PLOs. For the Spanish AA-T, we removed Spanish 125, Spanish 126.								
	Kretzmann: For the Speech degree, should we have a list of the courses at the end of the description?								
	Rohrbacher: No								
	A question about the annual completers stating 0 was brought up, but was said it would be discussed when it comes through for a cyclical review.								
	Traynor: I attached a TMC and the narrative, please fill them out.								
	Mack: Remove the second repeated wording from the catalog description.								
	Items # 53 and #54 were taken together.								
*55	Traditional Photography Skill Award	PROGRAM	Create	VISUAL & PERFORMING ARTS DIVISION	PHOTOGRAPHY	New Program	1stRead		
	Helgeson: These are short skill awards. The traditional course units are not adding up. It should be 7 units and not 8.								
	Kretzmann: It is useful as a committee to know if there is a need for these skill awards.								
	The process of bringing through are skill award was discussed and Freddy Saucedo explained that for new skill awards, it is the same process as								
	bringing through a degree or certificate but without it going to the Chancellor's Office. In addition, the LMI information is required and submitted								
	to the regional website. Skill awards are locally issued.								
	Traynor: Should we ask that this data be attached to the skill awards coming through?								
	Saucedo: Yes.								
	Francien Rohrbacher will work with Jason Helgeson on some of the information in these programs. (ACCJC Standard II. A. 3 using established procedures to assess programs)								
	Items #48, #51, and #55 were taken together.								

C-ID revisions needed:
ART 101H
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)
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

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

Minutes
Curriculum and Instruction Committee
October 9, 2019

**These programs need to revise
their current catalog (program) description:**
<mark>**DUE DATE: 6/12/2019**</mark>**, 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**

<u>AS/AA Degrees and Certificates</u>

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)

<u>Certificate Programs--Non-Degree</u>

Minutes
Curriculum and Instruction Committee
October 9, 2019

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)