

Minutes
Curriculum and Instruction Committee
September 11, 2019

**Glendale Community College
Curriculum & Instruction Committee
Minutes
Wednesday, September 11, 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, Byron Delto, Flavio Frontini, Jayson Helgeson, Chris Herwerth, Kohar Kesian (proxy), Maria Kretzmann, Kevin Mack, Araik Eric Margaryan, Paul Mayer, Brian McDonald, Joanna Parypinski, Suzanne Palermo

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

Minutes Recorder: Patrik Namagardi

Guests Present: Melissa Kibrick, Shelby McIntyre, Carol Paxton, Mitch Shively, Jan Young

Absent: Tina Andersen-Wahlberg, Mark Bowen, Troy Davis, Catherine Dudley, Arda Najarian, Alfred Ramirez, Alexa Schumacher, Jan Swinton

Approval of Minutes

MSC (**Frontini/McDonald**) to approve the minutes of June 12, 2019 Curriculum & Instruction Committee

I. Announcements

C-ID revisions needed:

ADMJ-116
ART 101H
ART 107
ART 108
ECON 102H

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~~MATH 100~~
~~MATH 110~~
MUSIC 211
MUSIC 236
MUSIC 237

CoDE Approved DE Addenda

None

CoDE Addenda That Need to Be Renewed this Semester

HIT 182
LING 101
~~PE 164—course deleted or number changed?~~
~~PE 227—course deleted or number changed?~~
MATH 101
CHLDV 160
~~CHLDV 220—course deleted or number changed?~~
ETH S 110
ETH S 121
PHIL 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

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Accounting

~~Addiction Studies Counseling~~

Visual Arts - Animation

Art

Visual Arts - Two/Three dimensional

~~Biology~~

Bookkeeping

Business Administration

Entrepreneurship/Small Business

Financial Planning and Investment

General Business

International Business

~~Engineering Technology—CAD & Design~~

~~Drafting~~

Foreign Language

~~Visual Arts—Graphic Design~~

~~Health Science~~

Insurance Specialist: Property & Casualty

Interdisciplinary Humanities

Machinist

Management

Marketing

Visual Arts - Media Arts

Music

Visual Arts - Photography

Registered Nursing

~~Social Science~~

Speech Communication

~~Welding~~

Certificate Programs—Non-Degree

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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)
Child Development AS Degree or Certificate	(General description 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)
English AA Degree	(Needs to add units to end of description)
Fire Technology AS Degree or Certificate	(Needs to be shorter--no more than 3 sentences); (Needs to add units to end of description)
Foreign Language AA Degree or Certificate (Armenian, French, Italian, Japanese, Spanish)	(Needs to be shorter--no more than 3 sentences)
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)

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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)

Next Preliminary Review Deadline: September 12, 2019

eLumen Curriculum System Overview (Ritterbrown/Rohrbacher/Shively)

We had a presentation of the eLumen program for curriculum management to replace our current system. A hands-on training was recommended and has been scheduled for 9/25.

ETH S 132 is being placed into the additional discipline of History

HIST 152 is being placed into the additional discipline of Ethnic Studies

Report from 2019 C&I Institute (Rohrbacher/Traynor)

This report was postponed for the next C&I meeting.

II. New Business

Articulation update (Cortes)

We were informed that the 19-20 articulation reports will hopefully be uploaded by Monday.

III. New Business (Curriculum Action Items)

Item # Items with (* need to be reviewed	Proposal Name	Type	Action	Division	Department	Level Change	Stage	Motion	First/Second
1	CHEM 110	COURSE	Revise	PHYSICAL SCIENCES DIVISION	CHEMISTRY	Nonsubstantial Change B	2ndRead	Tabled	Mayer/ Mack
	It was discussed that some examples of the out of class assignments should be provided and there were some questions about the math prerequisites								
	prerequisites. Physical Sciences C&I rep was not present at the meeting.								
2	ENGL 101H	COURSE	Revise	ENGLISH	ENGLISH	Nonsubstantial Change B	1stRead	Carried	Parypinski/ Calderone
	Parypinski: We needed to update ENGL 101H because ENGL 101 was updated recently.								
	Mack: Please fix the formatting in the last sentence in the catalog statement.								
3	T ART 111	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	THEATRE ARTS	Nonsubstantial Change B	2ndRead	Carried	Helgeson/ Chin
	Helgeson: This course is going through a cyclical change and there were no changes recommended during the first read.								
	Mack: SLO #3 would be a little tough to measure.								
	Calderone: Maybe students can have a written product that can be measured.								
	Helgeson: It may be that students record themselves, listen to the recording, and evaluate from the recording.								
4	Choreographic Studies & Dance Technique - AS Degree	PROGRAM	Revise	VISUAL & PERFORMING ARTS DIVISION	DANCE	Substantial Change	2ndRead	Carried	Delto/ Mayer
5	Choreographic Studies & Dance Technique - Certificate	PROGRAM	Revise	VISUAL & PERFORMING ARTS DIVISION	DANCE	Substantial Change	2ndRead		
	Delto: We are archiving some of the courses that were in the degree and certificate.								

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	Dr. Karpp: Fix the spelling on choreographic.								
	Items #4 and #5 were taken together.								
6	English - AA Degree	PROGRAM	Revise	ENGLISH DIVISION	TRANSFER ENGLISH	Nonsubstantial Change B	2ndRead	Carried	Parypinski/ Frontini
7	English - AA-T	PROGRAM	Revise	ENGLISH DIVISION	TRANSFER ENGLISH	Nonsubstantial Change B	2ndRead		
	Parypinski: There are courses in the degrees that are being archived.								
	Morris: The note stating required courses not being able to be double counted as extra units is missing.								
	Rohrbacher: We will bring this to Sarah McLemore's attention.								
	Traynor: A TMC and narrative have been attached to the AA-T and needs to be completed.								
	Items #6 and #7 were taken together.								
8	French Language AA Degree	PROGRAM	Revise	LANGUAGE ARTS DIVISION	FRENCH	Substantial Change	2ndRead	Carried	Frontini/ Kretzmann
9	French Language Certificate	PROGRAM	Revise	LANGUAGE ARTS DIVISION	FRENCH	Substantial Change	2ndRead		
10	Interdisciplinary Humanities: Creativity - AA Degree	PROGRAM	Revise	ENGLISH DIVISION	HUMANITIES	Substantial Change	2ndRead	Carried	Parypinski/ McDonald
	Parypinski: There are courses in the degree that are being archived.								
11	Italian Language AA Degree	PROGRAM	Revise	LANGUAGE ARTS DIVISION	ITALIAN	Substantial Change	2ndRead		
12	Italian Language Certificate	PROGRAM	Revise	LANGUAGE ARTS DIVISION	ITALIAN	Substantial Change	2ndRead		
13	Japanese Language AA Degree	PROGRAM	Revise	LANGUAGE ARTS DIVISION	JAPANESE	Substantial Change	2ndRead		
14	Japanese Language Certificate	PROGRAM	Revise	LANGUAGE ARTS DIVISION	JAPANESE	Substantial Change	2ndRead		
15	Mass Communication - AS Degree	PROGRAM	Revise	LANGUAGE ARTS DIVISION	MASS COMMUNICATION	Substantial Change	2ndRead		

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16	Mass Communication - Certificate	PROGRAM	Revise	LANGUAGE ARTS DIVISION	MASS COMMUNICATION	Substantial Change	1stRead		
*17	Professional Accounting - Certificate of Achievement	PROGRAM	Create	BUSINESS DIVISION	ACCOUNTING	New Program	1stRead	Carried	Margaryan/ Mack
	Margaryan: This is a low unit certificate.								
	Mack: In one section it states that enrollment won't increase as a result of this certificate, but in another section it says that it will. Which one is it?								
	Margaryan: It will increase enrollment.								
	It was discussed that PLO #3 is long and Rohrbacher informed to separate it on Page 2.								
	The difference between certificates and skill awards were discussed and Traynor informed us that skill awards are from work force development and certificates are from admissions.								
	Mayer: In courses or programs can we use etc.?								
	Rohrbacher: It is better to use "including but not limited to."								
18	Spanish Language AA Degree	PROGRAM	Revise	LANGUAGE ARTS DIVISION	SPANISH	Substantial Change	2ndRead		
19	Spanish Language Certificate	PROGRAM	Revise	LANGUAGE ARTS DIVISION	SPANISH	Substantial Change	2ndRead		
	Frontini: We removed the courses that are being archived.								
	Traynor: Philo 114 needs to be deleted off the table from Japanese.								
	Dr. Karpp: Fix the catalog statements so they are all consistent with language of degrees versus certificates.								
	Items #8, #9, #11-#16, #18, and #19 were taken together.								
20	Theatre Arts - Option 1 General - AA Degree	PROGRAM	Revise	VISUAL & PERFORMING ARTS DIVISION	THEATRE ARTS	Substantial Change	2ndRead	Carried	Delto/ Frontini
21	Theatre Arts - Option 2 Acting - AA Degree	PROGRAM	Revise	VISUAL & PERFORMING ARTS DIVISION	THEATRE ARTS	Substantial Change	2ndRead		
	Delto: We are archiving some of the courses that were in the degree and certificate.								
	Items #20 and #21 were taken together.								

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22	Welding - AS Degree	PROGRAM	Revise	TECHNOLOGY & AVIATION DIVISION	WELDING	Substantial Change	2ndRead	Carried	Herwerth/ McDonald	
23	Welding - Certificate	PROGRAM	Revise	TECHNOLOGY & AVIATION DIVISION	WELDING	Substantial Change	2ndRead			
	Herwerth: The catalog statement was updated and the acronyms mentioned during the first read were changed.									
	Items #22 and #23 were taken together.									
	Item #17 advisories were discussed and approved.									