

Agenda  
Curriculum and Instruction Committee  
December 12, 2018

**Glendale Community College  
Curriculum & Instruction Committee  
Agenda  
Wednesday, December 12, 2018  
1:40p.m., SG 137**

**Approval of Minutes**

November 28, 2018 Curriculum & Instruction Committee

**I. Announcements**

**C-ID revisions needed:**

~~ADMJ 116~~  
ART 101H  
ART 107  
ART 108  
ECON 102H  
~~MATH 100~~  
~~MATH 110~~  
MUSIC 211  
MUSIC 236  
MUSIC 237

**CoDE Approved DE Addenda**

None

**These programs need a 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**

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AA/AA Degrees and Certificates

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

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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)
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)

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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)

## **CMS Update—None**

### **What Do We Expect from a COR—Course Content (Rohrbacher)**

From the PCAH (2017): “Content, in terms of a specific body of knowledge, should depict the scope and depth of topics or subjects to be covered by the course” (p. 24).

- The course content usually takes the form of an outline
- One or two pages in length
- The topics in the outline should relate to the course objectives
- Do not copy the titles of chapters from a textbook associated for the course. Instead, organize your content in outline format, with main topics and subtopics, if any
- Leave wiggle room—make topics broad enough to include multiple approaches
- Course topics and subtopics should be brief and should be written as topics rather than as complete sentences
- Use bullet points when identifying subtopic
- Include hours for all main topics

## **II. New Business**

Articulation update (**Cortes**)

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**III. New Business (Curriculum Action Items)**

Item #	Proposal Name	Type	Action	Stage	Division	Department	Level Change
1	ART 270	COURSE	Revise	2ndRead	VISUAL & PERFORMING ARTS DIVISION	ANIMATION	Nonsubstantial Change B
2	BUSAD 165	COURSE	Create	2ndRead	BUSINESS DIVISION	BUSINESS ADMINISTRATION	New Course
3	CHLDV 140	COURSE	Revise	2ndRead	SOCIAL SCIENCES DIVISION	CHILD DEVELOPMENT	Nonsubstantial Change B
4	CHLDV 154	COURSE	Revise	2ndRead	SOCIAL SCIENCES DIVISION	CHILD DEVELOPMENT	Nonsubstantial Change B
5	ENGR 101	COURSE	Revise	2ndRead	TECHNOLOGY & AVIATION DIVISION	ENGINEERING TECHNOLOGY (21)	Nonsubstantial Change B
6	ENGR 117	COURSE	Create	2ndRead	TECHNOLOGY & AVIATION DIVISION	ENGINEERING, GENERAL (15)	New Course
7	ENGR 122	COURSE	Create	2ndRead	TECHNOLOGY & AVIATION DIVISION	ENGINEERING, GENERAL (15)	New Course
8	ENGR 125	COURSE	Create	2ndRead	TECHNOLOGY & AVIATION DIVISION	ENGINEERING, GENERAL (15)	New Course
9	ENGR 180	COURSE	Create	2ndRead	TECHNOLOGY & AVIATION DIVISION	ENGINEERING, GENERAL (15)	New Course
10	HUMAN 110	COURSE	Revise	2ndRead	ENGLISH DIVISION	HUMANITIES	Nonsubstantial Change B
11	HUMAN 117	COURSE	Revise	2ndRead	ENGLISH DIVISION	HUMANITIES	Nonsubstantial Change B
12	KIN 158	COURSE	Create	2ndRead	KINESIOLOGY DIVISION	KINESIOLOGY	New Course
13	OBT 63	COURSE	Create	2ndRead	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	OFFICE BUSINESS TECHNOLOGY	New Course
14	PHILO 101	COURSE	Revise	2ndRead	SOCIAL SCIENCES DIVISION	PHILOSOPHY	Nonsubstantial Change B
15	PHY 105	COURSE	Revise	2ndRead	PHYSICAL SCIENCES DIVISION	PHYSICS	Nonsubstantial Change B
16	PHY 106	COURSE	Revise	2ndRead	PHYSICAL SCIENCES DIVISION	PHYSICS	Nonsubstantial Change B
17	T ED 140	COURSE	Revise	2ndRead	TECHNOLOGY & AVIATION DIVISION	TECHNICAL EDUCATION	Substantial Change
18	T ED 142	COURSE	Revise	2ndRead	TECHNOLOGY & AVIATION DIVISION	TECHNICAL EDUCATION	Nonsubstantial Change B

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19	Architectural Drafting & Design - AS Degree	PROGRAM	Revise	2ndRead	TECHNOLOGY & AVIATION DIVISION	ARCHITECTURE	Nonsubstantial Change B
20	Architectural Drafting & Design - Certificate	PROGRAM	Revise	2ndRead	TECHNOLOGY & AVIATION DIVISION	ARCHITECTURE	Nonsubstantial Change B
21	AS Exercise Science	PROGRAM	Create	2ndRead	KINESIOLOGY DIVISION	KINESIOLOGY	New Program
22	Civil Engineering AS	PROGRAM	Create	2ndRead	TECHNOLOGY & AVIATION DIVISION	ENGINEERING, GENERAL (15)	New Program
23	Computer Engineering AS	PROGRAM	Create	2ndRead	TECHNOLOGY & AVIATION DIVISION	ENGINEERING, GENERAL (15)	New Program
24	Customer Service Certificate	PROGRAM	Create	2ndRead	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	OFFICE BUSINESS TECHNOLOGY	New Program
25	Electrical Engineering AS Degree	PROGRAM	Create	2ndRead	TECHNOLOGY & AVIATION DIVISION	ENGINEERING, GENERAL (15)	New Program
26	Fitness Specialist Certificate	PROGRAM	Revise	2ndRead	KINESIOLOGY DIVISION	KINESIOLOGY	Nonsubstantial Change B
27	Gender and Sexuality Studies AA-T	PROGRAM	Create	2ndRead	SOCIAL SCIENCES DIVISION	SOCIAL SCIENCE	New Program
28	Geology AS-T	PROGRAM	Create	2ndRead	PHYSICAL SCIENCES DIVISION	GEOLOGY	New Program
29	Graphic Design AA	PROGRAM	Revise	2ndRead	VISUAL & PERFORMING ARTS DIVISION	ANIMATION	Nonsubstantial Change B
30	Mechanical Engineering AS	PROGRAM	Create	2ndRead	TECHNOLOGY & AVIATION DIVISION	ENGINEERING, GENERAL (15)	New Program
31	Physical Science - Earth Science	PROGRAM	Revise	1stRead	PHYSICAL SCIENCES DIVISION	PHYSICAL SCIENCE	Nonubstantial Change B