

Minutes
Curriculum and Instruction Committee
April 10, 2019

**Glendale Community College
Curriculum & Instruction Committee
Minutes
Wednesday, April 10, 2019
1:40p.m., SG 138**

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, Lorig Gabrielian, Julie Gamberg, Jayson Helgeson, Chris Herwerth, Richard Kamei (Proxy for Kevin Mack), Maria Kretzmann, Paul Mayer, Brian McDonald, Carol Paxton, Scott Rubke,

Resources Present: Edward Karpp, Jolie Morris, Nancy Traynor, Terrence Yu

Minutes Recorder: Patrik Namagardi

Guests Present:

Absent: Tina Andersen-Wahlberg, Mark Bowen, Catherine Dudley, Agnes Eguaras, Kevin Mack, Araik Eric Margaryan, Arda Najarian, Alfred Ramirez, Freddy Saucedo, Alexa Schumacher, Jan Swinton, Yvette Ybarra

Approval of Minutes

MSC (**Frontini/Delto**) to approve the minutes of March 27, 2019 Curriculum & Instruction Committee

I. Announcements

C-ID revisions needed:

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

Minutes
Curriculum and Instruction Committee
April 10, 2019
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**

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

Minutes
Curriculum and Instruction Committee
April 10, 2019
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
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

Minutes

Curriculum and Instruction Committee

April 10, 2019

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 units to end of description)	(Needs to be shorter--no more than 3 sentences); (Needs to add
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)
Medical Office AS Degree or Certificate: Medical Coding Assistant	(Needs to add units to end of description)

CMS Update

Curriculum Institute 2019—July 10-13 in Burlingame

II. New Business

Articulation update (**Cortes**)

Be mindful of C-IDs when updating programs. There are templates on the C-ID website.

Some colleges have pulled together and used Prop 39 funds to introduce students to interactive career maps. For example, one on HVAC is shown. It will be beneficial to students and Guided Pathways if we can create something like this.

Announcement:

Traynor- Once courses have gone through the Board and before they go to the state, outlines are given to Patrik to post on the website and file them away. You can check the C&I website on Fridays to see if the outlines have been uploaded.

Rohrbacher: In future C&I agendas, you will see an asterisk for cyclical review.

III. New Business (Curriculum Action Items)

Item #	Proposal Name	Type	Action	Division	Department	Level Change	Stage	Motion	First/Second
1	ARCH 109	COURSE	Create	TECHNOLOGY & AVIATION DIVISION	ARCHITECTURE	New Course	2ndRead	Carried	Herwerth/ Frontini
2	ARCH 143	COURSE	Create	TECHNOLOGY & AVIATION DIVISION	ARCHITECTURE	New Course	2ndRead		
Herwerth: We incorporated all the comments made from the last meeting. Edits were also made to the content that overlapped with another section.									
Furthermore, the course description was revised again and the SLOs were rewritten.									
Paxton: Arch 109 has seeking approval for Spring 2021?									
Herwerth: No, we want it a year from now.									
Items #1 & #2 were taken together.									
3	ENGR 121	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	ENGINEERING TECHNOLOGY (21)	Nonsubstantial Change A	OnlyR	Carried	Herwerth/ Kretzmann
4	ENGR 151	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	ENGINEERING TECHNOLOGY (21)	Nonsubstantial Change A	OnlyR		
Herwerth: These courses have not been offered for a while and we do not plan on offering them. They are not part of a program.									
Rohrbacher: The courses will be archived.									
Items #3 & #4 were taken together.									
5	ESL 136	COURSE	Revise	CREDIT ESL DIVISION	ESL READING/VOCABULARY	Nonsubstantial Change B	2ndRead	Carried	McDonald/ Calderone
McDonald: Minor changes were made to the course.									
6	MATH 112	COURSE	Revise	MATHEMATICS DIVISION	TRANSFER MATH	Nonsubstantial Change B	2ndRead	Carried	Paxton/ Calderone
7	MATH 112+	COURSE	Create	MATHEMATICS DIVISION	TRANSFER MATH	New Course	2ndRead		

Minutes
Curriculum and Instruction Committee
April 10, 2019

8	MATH 136+	COURSE	Create	MATHEMATICS DIVISION	TRANSFER MATH	New Course	2ndRead		
These courses are a result of AB 705 and changes that were recommended were made.									
Items #6-8 were taken together.									
9	SOC S 134	COURSE	Delete	SOCIAL SCIENCES DIVISION	SOCIAL SCIENCE	Nonsubstantial Change A	OnlyR	Carried	Kamai/ Frontini
Kamai- This class has not been offered for a while. In addition, there is another class.									
Kretzmann: There is no rationale on CMS?									
Traynor: It is a CMS issue.									
10	STV 100	COURSE	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Nonsubstantial Change B	2ndRead	Carried	Czech/Mayer
11	STV 101	COURSE	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Nonsubstantial Change B	2ndRead		
12	STV 11	COURSE	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Nonsubstantial Change B	2ndRead		
13	STV 111	COURSE	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Nonsubstantial Change B	2ndRead		
14	STV 113	COURSE	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Nonsubstantial Change B	2ndRead		
15	STV 12	COURSE	Revise	NONCREDIT BUSINESS	SHORT TERM VOCATIONAL	Nonsubstantial Change B	2ndRead		

Minutes
Curriculum and Instruction Committee
April 10, 2019

				& LIFE SKILLS DIVISION					
16	STV 13	COURSE	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Nonsubstantial Change B	2ndRead		
17	STV 138	COURSE	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Nonsubstantial Change B	2ndRead		
18	STV 14	COURSE	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Nonsubstantial Change B	2ndRead		
19	STV 140	COURSE	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Nonsubstantial Change B	2ndRead		
20	STV 150	COURSE	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Nonsubstantial Change B	2ndRead		
21	STV 21	COURSE	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Nonsubstantial Change B	2ndRead		
22	STV 22	COURSE	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Nonsubstantial Change B	2ndRead		
23	STV 23	COURSE	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Nonsubstantial Change B	2ndRead		

Minutes
Curriculum and Instruction Committee
April 10, 2019

24	STV 250	COURSE	Create	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Nonsubstantial Change B	2ndRead		
25	STV 31	COURSE	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Nonsubstantial Change B	2ndRead		
26	STV 33	COURSE	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Nonsubstantial Change B	2ndRead		
27	STV 34	COURSE	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Nonsubstantial Change B	2ndRead		
28	STV 40	COURSE	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Nonsubstantial Change B	2ndRead		
29	STV 50	COURSE	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Nonsubstantial Change B	2ndRead		
30	STV 61	COURSE	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Nonsubstantial Change B	2ndRead		
31	STV 62	COURSE	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Nonsubstantial Change B	2ndRead		
32	STV 63	COURSE	Create	NONCREDIT BUSINESS	SHORT TERM VOCATIONAL	Nonsubstantial Change B	2ndRead		

Minutes
Curriculum and Instruction Committee
April 10, 2019

				& LIFE SKILLS DIVISION					
33	STV 70	COURSE	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Nonsubstantial Change B	2ndRead		
34	STV 80	COURSE	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Nonsubstantial Change B	2ndRead		
35	STV 90	COURSE	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Nonsubstantial Change B	2ndRead		
36	STV 91	COURSE	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Nonsubstantial Change B	2ndRead		
37	STV 95	COURSE	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Nonsubstantial Change B	2ndRead		
38	STV 97	COURSE	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Nonsubstantial Change B	2ndRead		
Czech: These courses are not going through a cyclical review. It is a departmental name change from OBT to STV.									
Items #10-38 were taken together.									
39	Philosophy- AA-T	PROGRAM	Revise	SOCIAL SCIENCES DIVISION	PHILOSOPHY	Substantial Change	2ndRead	Carried	Kamai/ Frontini
Kamei: No recommendations were made from the last meeting.									
Nancy: Kevin sent an updated TMC with Phil 117 and 118 being moved to list B which requires an articulation, so we have to drop it back down to list C.									
Kamei: Dropping it back down to list C is fine.									

Minutes
Curriculum and Instruction Committee
April 10, 2019

	Mayer: Hist 101 and 102 have the same titles. Should we fix that?						
	Traynor: I will check on it.						