

Minutes
Curriculum and Instruction Committee
April 24, 2019

**Glendale Community College
Curriculum & Instruction Committee
Minutes
Wednesday, April 24, 2019
1:40p.m., SG 138**

Co-Chairs: Michael Ritterbrown called the meeting to order at 1:40 p.m.

Voting Members Present: John Gold (Proxy for Erin Calderone), Susie Chin, Richard Cortes, Maria Czech, Catherine Dudley, Flavio Frontini, Julie Gamberg, Jayson Helgeson, Chris Herwerth, Maria Kretzmann, Kevin Mack, Paul Mayer, Carol Paxton,

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

Minutes Recorder: Patrik Namagardi

Guests Present: Abraham Baca, Mike Eberts

Absent: Tina Andersen-Wahlberg, Mark Bowen, Erin Calderone, Byron Delto, Agnes Eguaras, Lorig Gabrielian, Araik Eric Margaryan, Brian McDonald, Arda Najarian, Alfred Ramirez, Francien Rohrbacher, Scott Rubke, Alexa Schumacher, Jan Swinton, Yvette Ybarra

I. Announcements

C-ID revisions needed:

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

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MUSIC 237

CoDE Approved DE Addenda

ENGL 122, 182, 183
PHOTO 130
ART 115
BUSAD 177
FIRE 101, 102, 103, 104, 105

**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

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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
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:**

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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)

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

Curriculum Institute 2019—July 10-13 in Burlingame

II. New Business

Articulation update (**Cortes**) - None

III. New Business (Curriculum Action Items)

Item #	Proposal Name	Type	Action	Division	Department	Level Change	Stage	Motion	First/Second
* Cyclical Review or new course/program									
*1	ABSE 120	COURSE	Create	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	ADULT BASIC AND SECONDARY ED	New Course	1stRead	Carried	Czech/ Frontini
*2	ABSE 121	COURSE	Create	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	ADULT BASIC AND SECONDARY ED	New Course	1stRead		
*3	ABSE 122	COURSE	Create	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	ADULT BASIC AND SECONDARY ED	New Course	1stRead		
Czech: These are short refresher courses in math. Each course gives students a review of mathematical vocabulary and goes through major principles in the topic. The three courses are basic math, statistics, and algebra.									
Kretzmann: Why are these three courses short?									
Czech: These are short courses that students can just go and complete as a refresher. They are not whole semester courses, they are courses that can be completed in 20 hrs.									
Kretzmann: ESL 30 is mentioned as a precondition for enrollment but is missing from the section.									
Items #1-3 were taken together.									
*4	ART 106	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	ART HISTORY	Nonsubstantial Change A	OnlyR	Carried	Helgeson/ Mack
Helgeson: The only change for this course was to the textbook.									

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	Mack: This course does not have any entry standards but requires a research paper.								
	Helgeson: The instructor does not want to have a recommended prep for this class.								
	Chin: It would be good to find out if a research paper is necessary. Maybe an essay, critique, or analysis is more appropriate.								
	Helgeson: The other courses don't have prerequisites either.								
	Traynor: These courses haven't had prerequisites in the past and there aren't any now, this is just a change to textbooks.								
	Dr. Ritterbrown: Maybe change the wording to research project if there is no ENGL prerequisite.								
*5	ART 118	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	ART HISTORY	Nonsubstantial Change A	OnlyR	Carried	Mack/ Frontini
	Helgeson: This course had some textbooks added, course content simplified, SLOs modified, and exit standards consolidated.								
	Kretzmann: The out of class assignments look intense, so I believe this course needs some kind of English recommended prep.								
	Gamberg: Why hasn't this course had an English prep and how has it been going?								
	It was discussed that comments about an English recommended prep will be taken back to the instructor and faculty in the department.								
	Mack: The catalog description looks very short.								
	Dr. Ritterbrown: Remember to think about students reading these descriptions when writing them.								
6	BIOL 103	COURSE	Delete	BIOLOGY DIVISION	BIOLOGY	Deletion	OnlyR	Carried	Kretzmann/ Mayer
	Kretzmann: We are phasing this course out but want to leave it in the AS-T just in case we want to offer it later.								
	Traynor: We can't just decide to offer it later, it would have to come back through C&I. My understanding about leaving it in the								
	AS-T was just in case students had previously taken it.								
	It was discussed that the course will be taken out and for the AS-T we will bring it back to C&I within a year to remove the course.								
7	BIOL 120	COURSE	Revise	BIOLOGY DIVISION	BIOLOGY	Nonsubstantial Change A	OnlyR	Carried	Kretzmann/ Mack
	Kretzmann: The only revision made was to two learning outcomes to correspond with unit exams.								
	SLOs and exit standards wording was also discussed.								
*8	BIOL 123	COURSE	Revise	BIOLOGY DIVISION	BIOLOGY	Nonsubstantial Change A	OnlyR	Carried	Kretzmann/ Mayer
*9	BIOL 123H	COURSE	Create	BIOLOGY DIVISION	BIOLOGY	New Course	1stRead		
	Kretzmann: This is an evolution course and had changes made to SLOs, course content, and exit standards. 123H is a new honor								
	version of the course. I propose having a higher English prerequisite for the honors course if that is okay.								

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	Traynor: Every honors course we offer have prerequisites that match the regular course.								
	Kretzmann: Okay, I will also add ENGL 100 or 120 or ESL 151 as the preconditions for enrollment and mark the grading option.								
	Morris: In order to be a honors student, they have to have ENGL 101 at the very minimum.								
	Items #8 and #9 were taken together.								
*10	BIOL 131	COURSE	Revise	BIOLOGY DIVISION	BIOLOGY	Nonsubstantial Change B	1stRead	Carried	Kretzmann/ Frontini
	Kretzmann: The course had some changes made to the catalog statement, textbooks, standards, and basically all the sections.								
*11	ECON 101	COURSE	Revise	SOCIAL SCIENCES DIVISION	ECONOMICS	Nonsubstantial Change B	1stRead	Carried	Mack/ Kretzmann
	Mack: Changes are standard. SLOs and textbooks were updated and the course content was flushed out. We talked to the faculty and determined that ECON 102 is not needed as a prerequisite for 101.								
	Karpp: We do not have to validate a deletion.								
	Paxton: Math prerequisites need to be changed because the courses listed are not going to be offered anymore.								
	Traynor: The math should be 90 or 90+.								
*12	EMT 141	COURSE	Create	HEALTH SCIENCES DIVISION	EMERGENCY MEDICAL TECHNOLOGY	New Course	1stRead	Carried	Dudley/ Kretzmann
	Kretzmann: What is the elective course content (#7)? Is it different routes students can take?								
	Baca: This is a new refresher course and the elective content is being included because of the new curriculum at the state.								
	It is current content that is required for students to know.								
	It was discussed and suggested to change that section to current content or contemporary current standards and practices.								
13	ENGL 109	COURSE	Revise	ENGLISH DIVISION	TRANSFER ENGLISH	Nonsubstantial Change B	1stRead	Carried	Gamberg/ Mack
	Gamberg: This course only had small changes made to the catalog description.								
14	ENGL 99	COURSE	Delete	ENGLISH DIVISION	TRANSFER ENGLISH	Deletion	OnlyR	Carried	Gamberg/ Mack
	Gamberg: This is just a deletion of an old corequisite for the accelerated English course.								
*15	ETH S 125	COURSE	Revise	SOCIAL SCIENCES DIVISION	ETHNIC STUDIES	Nonsubstantial Change A	OnlyR	Carried	Mack/ Mayer

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	Mack: This course is going through a cyclical review and had some major revisions, specifically in the course content section.								
	The course content is now related to what is expected of students to know these days.								
*16	MCOMM 120	COURSE	Revise	LANGUAGE ARTS DIVISION	MASS COMMUNICATION	Nonsubstantial Change B	1stRead	Carried	Frontini/ Gamberg
	Eberts: This course has not been updated for a while and we are looking to get the course approved for DE addendum.								
	Mayer: Are we still using ENGL 120 as a precondition for enrollment.								
	Traynor: Adjust the preconditions for enrollment to say ENGL 100 or ENGL 120 or ESL 151.								
17	PE 111	COURSE	Revise	KINESIOLOGY DIVISION	PHYSICAL EDUCATION	Nonsubstantial Change B	1stRead	Carried	Mack/ Gold
	Gold: This course is just coming through for a name change (Cycling Level 2).								
	Morris: It is missing the grading option.								
*18	SOC 141	COURSE	Create	SOCIAL SCIENCES DIVISION	SOCIOLOGY	New Course	1stRead	Carried	Mack/ Frontini
	Mack: This is a social work field work class and is the basis of a brand-new degree.								
	Sapra: This is a field work-based class.								
	Mack: This is a core class for the AA-T and there is a demand for this class because there are employment opportunities.								
	Kretzmann: Are students only being prepared for this class by a recommended prep of SOC 140?								
	Sapra: Yes								
	It was discussed that there are a lot of lecture hours and if there will be any time for field work. It was suggested to add a course								
	note, so students are aware of what additional work is requested of them.								
	Mack: We went with what the CID says at the state.								
19	Photography - AS	PROGRAM	Revise	VISUAL & PERFORMING ARTS DIVISION	PHOTOGRAPHY	Substantial Change	1stRead		
20	Photography - Certificate	PROGRAM	Revise	VISUAL & PERFORMING ARTS DIVISION	PHOTOGRAPHY	Substantial Change	1stRead	Carried	Helgeson/ Mack
	Helgeson: These programs went through substantial changes. We added a few courses increasing the units from 27 to 34.								
	Instructors felt they were not fully preparing students. Classes were renumbered and other classes were added.								
	Item # 1-3, 9, 12 and 18's advisories were discussed and approved during the course/program reviews at this meeting.								