**Glendale Community College
Curriculum & Instruction Committee**

Minutes

**Wednesday, December 12, 2018
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: Mary Elizabeth Barrett, Mark Bowen, Erin Calderone, Susie Chin, Richard Cortes, Maria Czech, Flavio Frontini, Julie Gamberg, Jayson Helgeson, Chris Herwerth, Maria Kretzmann, Kevin Mack, Araik Eric Margaryan, Paul Mayer, Carol Paxton, Benjamin Salazar (proxy for Catherine Dudley)

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

Minutes Recorder: Patrik Namagardi

Guests Present: John Leland

Absent: Tina Andersen-Wahlberg, Byron Delto, Catherine Dudley, Brian McDonald, Arda Najarian, Alfred Ramirez, Scott Rubke, Alexa Schumacher, Jan Swinton

Approval of Minutes

MSC **(Frontini/Kretzmann)** to approve the minutes of November 28, 2018 Curriculum & Instruction Committee

I.   **Announcements**

C-ID revisions needed:
~~ADMJ 116~~
ART 101H
ART 107

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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:
<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**

-**Dr. Ritterbrown**: When creating catalog statements, keep in mind it is for students.

-**Ybarra**: Keep this in mind because we are updating the Program Learning Outcomes as well.

<u>AA/AA Degrees and Certificates</u>
Accounting
Addiction Studies Counseling
Visual Arts - Animation

Art
Visual Arts - Two/Three dimensional

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~~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
Cinematography & Editing
Computer Programmer
Computer Support Technician
Fire Academy

Verdugo Recruit Fire Academy

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  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)
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)

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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)**

III. New Business (Curriculum Action Items)

Item #	Proposal Name	Type	Action	Division	Department	Level Change	Stage	Motion	First/Second
1	ART 270	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	ANIMATION	Nonsubstantial Change B	2ndRead	Carried/ Unanimous	Helgeson/ Mayer

	Helgason: There was an error in units in the catalog statement which was corrected. We also shifted some hours and updated textbooks.								
2	BUSAD 165	COURSE	Create	BUSINESS DIVISION	BUSINESS ADMINISTRATION	New Course	2ndRead	Carried/ Unanimous	Margaryan/ Frontini
	Margaryan: This is a new course which had a minor correction made in the lab hours.								
3	CHLDV 140	COURSE	Revise	SOCIAL SCIENCES DIVISION	CHILD DEVELOPMENT	Nonsubstantial Change B	2ndRead	Carried/ Unanimous	Mack/ Frontini
4	CHLDV 154	COURSE	Revise	SOCIAL SCIENCES DIVISION	CHILD DEVELOPMENT	Nonsubstantial Change B	2ndRead		
	Mack: For CHLDV 140 we changed the course title and for CHLDV 154 we changed the catalog statement.								
	Mack: Otherwise, no other changes were requested.								
	Items #3 and #4 were taken together.								
5	ENGR 101	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	ENGINEERING TECHNOLOGY (21)	Nonsubstantial Change B	2ndRead	Carried/ Unanimous	Herwerth/ Mack
6	ENGR 117	COURSE	Create	TECHNOLOGY & AVIATION DIVISION	ENGINEERING, GENERAL (15)	New Course	2ndRead		
7	ENGR 122	COURSE	Create	TECHNOLOGY & AVIATION DIVISION	ENGINEERING, GENERAL (15)	New Course	2ndRead		
8	ENGR 125	COURSE	Create	TECHNOLOGY & AVIATION DIVISION	ENGINEERING, GENERAL (15)	New Course	2ndRead		
9	ENGR 180	COURSE	Create	TECHNOLOGY & AVIATION DIVISION	ENGINEERING, GENERAL (15)	New Course	2ndRead		
	Herwerth: We incorporated all the comments from the first read and also made all the recommended preps consistent.								
	Herwerth: I reached out to Rory regarding the discussion about the ENGR 125 course and he said he is not concerned.								
	Items #5-9 were taken together.								
10	HUMAN 110	COURSE	Revise	ENGLISH DIVISION	HUMANITIES	Nonubstantial Change B	2ndRead	Carried/ Unanimous	Gamberg/ Chin
11	HUMAN 117	COURSE	Revise	ENGLISH DIVISION	HUMANITIES	Nonubstantial Change B	2ndRead		
	Gamberg: A couple of SLO changes were requested and those changes have been made.								
	Items #10 and #11 were taken together.								

								Carried/	Calderone/
12	KIN 158	COURSE	Create	KINESIOLOGY DIVISION	KINESIOLOGY	New Course	2ndRead	Unanimous	Kretzmann
	Calderone: This is the class that teaches how to work with people of special populations.								
	Calderone: We took away that note that was discussed last meeting and added and abbreviated catalog statement.								
13	OBT 63	COURSE	Create	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	OFFICE BUSINESS TECHNOLOGY	New Course	2ndRead	Carried/ Unanimous	Czech/ Gamberg
	Czech: This is the new medical back office course. The only change made from the first read was that we polished the course description.								
14	PHILO 101	COURSE	Revise	SOCIAL SCIENCES DIVISION	PHILOSOPHY	Nonubstantial Change B	2ndRead	Carried/ Unanimous	Mack/ Frontini
	Mack: The course content was structured. The committee recommended that we tweak the methods of evaluation requiring a research paper.								
	Mack: However, the faculty didn't want to remove this method of evaluation so I changed it to analytical paper instead.								
15	PHY 105	COURSE	Revise	PHYSICAL SCIENCES DIVISION	PHYSICS	Nonubstantial Change B	2ndRead	Carried/ Unanimous	Bowen/ Kretzmann
16	PHY 106	COURSE	Revise	PHYSICAL SCIENCES DIVISION	PHYSICS	Nonubstantial Change B	2ndRead		
	Bowen: All changes that were suggested during the first read were made and the catalog note for both courses was dropped.								
	Kretzmann: The catalog note is still showing up in PHY 105.								
	Traynor: Sometimes there are issues removing catalog notes.								
	Bowen: I also reordered the methods of evaluation.								
	Paxton: Math 110B or equivalent can be added to the preconditions for enrollment in PHY 105.								
	Cortes: Is PHY 105 still recommended if the student has not taken high school physics?								
	Bowen: Yes.								
	Items #15 and #16 were taken together.								
17	T ED 140	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	TECHNICAL EDUCATION	Substantial Change	2ndRead	Carried/ Unanimous	Herwerth/ Mack
18	T ED 142	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	TECHNICAL EDUCATION	Nonsubstantial Change B	2ndRead		
	Herwerth: We incorporated all the comments from the first read.								
	Items #17 and #18 were taken together.								

19	Architectural Drafting & Design - AS Degree	PROGRAM	Revise	TECHNOLOGY & AVIATION DIVISION	ARCHITECTURE	Nonsubstantial Change B	2ndRead	Carried/ Unanimous	Herwerth/ Frontini
20	Architectural Drafting & Design - Certificate	PROGRAM	Revise	TECHNOLOGY & AVIATION DIVISION	ARCHITECTURE	Nonsubstantial Change B	2ndRead		
	Herwerth: These courses were approved last time without any issues.								
	Items #19 and #20 were taken together.								
21	AS Exercise Science	PROGRAM	Create	KINESIOLOGY DIVISION	KINESIOLOGY	New Program	2ndRead	Carried/ Unanimous	Calderone/ Bowen
22	Civil Engineering AS	PROGRAM	Create	TECHNOLOGY & AVIATION DIVISION	ENGINEERING, GENERAL (15)	New Program	2ndRead	Carried/ Unanimous	Herwerth/ Frontini
23	Computer Engineering AS	PROGRAM	Create	TECHNOLOGY & AVIATION DIVISION	ENGINEERING, GENERAL (15)	New Program	2ndRead		
24	Customer Service Certificate	PROGRAM	Create	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	OFFICE BUSINESS TECHNOLOGY	New Program	2ndRead	Carried/ Unanimous	Czech/ Frontini
	Czech: We combined several courses to create this certificate.								
	Barrett: How is the SLO with the wording "Examine the value" going to be measured?								
	Czech: I will change the wording so the SLO can be measurable.								
25	Electrical Engineering AS Degree	PROGRAM	Create	TECHNOLOGY & AVIATION DIVISION	ENGINEERING, GENERAL (15)	New Program	2ndRead		
26	Fitness Specialist Certificate	PROGRAM	Revise	KINESIOLOGY DIVISION	KINESIOLOGY	Nonsubstantial Change B	2ndRead		
	Calderone: The only update made was adding the recommended courses in the program table, and adding the equivalents back in.								
	Items #21 and #26 were taken together.								
27	Gender and Sexuality Studies AA-T	PROGRAM	Create	SOCIAL SCIENCES DIVISION	SOCIAL SCIENCE	New Program	2ndRead	Carried/ Unanimous	Mack/ Frontini

	The faculty workload section was updated.								
28	Geology AS-T	PROGRAM	Create	PHYSICAL SCIENCES DIVISION	GEOLOGY	New Program	2ndRead	Carried/ Unanimous	Bowen/ Mack
	No discussion								
29	Graphic Design AA	PROGRAM	Revise	VISUAL & PERFORMING ARTS DIVISION	ANIMATION	Nonsubstantial Change B	2ndRead	Carried/ Unanimous	Helgeson/ Frontini
	Helgeson: We simplified the title and included a catalog statement.								
30	Mechanical Engineering AS	PROGRAM	Create	TECHNOLOGY & AVIATION DIVISION	ENGINEERING, GENERAL (15)	New Program	2ndRead		
	Herwerth: These are the lower unit degrees.								
	Herwerth: We made all the updates that were suggested during the first read and added the units to the catalog statement.								
	Herwerth: Item #30 with the confusing wording on choosing courses was fixed to be clearer.								
	Items #22, #23, #25, and #30 were taken together.								
31	Physical Science - Earth Science	PROGRAM	Revise	PHYSICAL SCIENCES DIVISION	PHYSICAL SCIENCE	Nonubstantial Change B	1stRead	Carried/ Unanimous	Bowen/ Mack
	Bowen: We are adding Geology 111 to the degree, however, it has not been added to section 4.								
	It was looked at and determined that is in the program requirements.								
	Mack: On page 7 shouldn't faculty workload be between .5 and .7?								
	Kretzmann: There is a formula for calculating the faculty workload which we have to follow.								
	Traynor: I have some that are .8 and higher.								
	Paxton: There is a reference to basket weaving on page 10. Is this just a place holder?								
	Leland: It has to be removed and I just deleted it.								
	Rohrbacher: Only CTE programs have to justify and prove that there is a need and no competition with a local community college.								
	Rohrbacher: A list of the colleges that offer the same degree is fine.								

Item #31's advisories were approved during the course reviews.							