

Minutes  
Curriculum and Instruction Committee  
February 27, 2019

**Glendale Community College  
Curriculum & Instruction Committee  
Minutes  
Wednesday, February 27, 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, Catherine Dudley, Flavio Frontini, Lorig Gabrielian, Julie Gamberg, Jayson Helgeson, Chris Herwerth, Maria Kretzmann, Kevin Mack, Araik Eric Margaryan, Paul Mayer, Brian McDonald, Carol Paxton,

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

**Minutes Recorder:** Patrik Namagardi

**Guests Present:** Troy Davis, Yvette Hassakoursian, Piper Rooney, Shant Shahoian, Nick Smith

**Absent:** Tina Andersen-Wahlberg, Mark Bowen, Byron Delto, Arda Najarian, Alfred Ramirez, Scott Rubke, Alexa Schumacher, Jan Swinton, Yvette Ybarra

**Approval of Minutes**

MSC (**Frontini/Margaryan**) to approve the minutes of December 12, 2018 Curriculum & Instruction Committee

**I. Announcements**

We had a conference call with Pedro regarding CMS. Will let you know any new updates/changes to CMS as they occur.

**C-ID revisions needed:**

ADMJ-116  
ART 101H  
ART 107  
ART 108

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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**

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

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~~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  
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)
<del>Foreign Language AA Degree or Certificate</del> (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)
<u>Certificate Programs--Non-Degree</u>	
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—Out of Class Assignments and Methods of Evaluation (Rohrbacher--Tabled)**

Out of class assignments:

Connect to in-class methods of evaluation and must connect to exit standards

Example: Written outline of a presentation related to class content

Example: Research essay related to class content

Methods of Evaluation:

Take place in the class and align with methods of instruction (attendance should not have a significant role in evaluating students—Title 5, section 55002)

Example: in-class individual or group presentation

Example: in-class essay exams (including midterms/finals)

**II. New Business**

Articulation update (**Cortes**)

New version of assist should be launched by May 2019. We will bring back trainings if this happens.

Item #	Proposal Name	Type	Action	Division	Department	Level Change	Stage	Motion	First/Second
1	ACCTG 101	COURSE	Revise	BUSINESS DIVISION	ACCOUNTING	Substantial Change	1stRead	Carried/ Unanimous	Margaryan/ Mack
2	ACCTG 110	COURSE	Revise	BUSINESS DIVISION	ACCOUNTING	Substantial Change	1stRead		
3	ACCTG 150	COURSE	Revise	BUSINESS DIVISION	ACCOUNTING	Substantial Change	1stRead		
	Margaryan: These programs had changes made to their SAM codes.								
	Saucedo: This change is part of the Code Alignment Project. A couple of programs required a change in SAM codes.								
	A comment was made about a catalog note in ACCTG 150 and it was discussed that it would be removed.								
	Mack: SLO #1 is two in one and maybe we should change it. Maybe split where one says “recognize” and the other says “apply”.								
	Margaryan will split the SLO.								
	Items #1-3 were taken together.								

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4	BUSAD 101	COURSE	Revise	BUSINESS DIVISION	BUSINESS ADMINISTRATION	Nonsubstantial Change A	OnlyR	Carried/ Unanimous	Margaryan/ Frontini
5	BUSAD 113	COURSE	Revise	BUSINESS DIVISION	BUSINESS ADMINISTRATION	Nonsubstantial Change B	1stRead		
6	BUSAD 115	COURSE	Revise	BUSINESS DIVISION	BUSINESS ADMINISTRATION	Nonsubstantial Change B	1stRead		
7	BUSAD 131	COURSE	Revise	BUSINESS DIVISION	BUSINESS ADMINISTRATION	Nonsubstantial Change A	OnlyR		
8	BUSAD 135	COURSE	Revise	BUSINESS DIVISION	BUSINESS ADMINISTRATION	Nonsubstantial Change B	1stRead		
9	BUSAD 136	COURSE	Revise	BUSINESS DIVISION	BUSINESS ADMINISTRATION	Nonsubstantial Change A	OnlyR		
10	BUSAD 141	COURSE	Revise	BUSINESS DIVISION	BUSINESS ADMINISTRATION	Nonsubstantial Change A	OnlyR		
11	BUSAD 144	COURSE	Revise	BUSINESS DIVISION	BUSINESS ADMINISTRATION	Nonsubstantial Change B	1stRead		
12	BUSAD 145	COURSE	Revise	BUSINESS DIVISION	BUSINESS ADMINISTRATION	Nonsubstantial Change B	1stRead		
13	BUSAD 162	COURSE	Revise	BUSINESS DIVISION	BUSINESS ADMINISTRATION	Nonsubstantial Change A	OnlyR		
14	BUSAD 164	COURSE	Revise	BUSINESS DIVISION	BUSINESS ADMINISTRATION	Nonsubstantial Change B	1stRead		
15	BUSAD 166	COURSE	Revise	BUSINESS DIVISION	BUSINESS ADMINISTRATION	Nonsubstantial Change A	OnlyR		
16	BUSAD 175	COURSE	Revise	BUSINESS DIVISION	BUSINESS ADMINISTRATION	Nonsubstantial Change A	OnlyR		
17	BUSAD 176	COURSE	Revise	BUSINESS DIVISION	BUSINESS ADMINISTRATION	Nonsubstantial Change B	1stRead		

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18	BUSAD 180	COURSE	Revise	BUSINESS DIVISION	BUSINESS ADMINISTRATION	Nonsubstantial Change B	1stRead		
19	BUSAD 202	COURSE	Revise	BUSINESS DIVISION	BUSINESS ADMINISTRATION	Nonsubstantial Change B	1stRead		
20	BUSAD 204	COURSE	Revise	BUSINESS DIVISION	BUSINESS ADMINISTRATION	Nonsubstantial Change A	OnlyR		
Margaryan: Not too many changes were made. There were changes in the course content and textbooks.									
Rohrbacher: Some courses are applying for CSU transferability, which means they need to go through two reads at C&I.									
Morris: BUSAD 166 took out advertising art and made it graphic. (Margaryan will take this back to the division).									
BUSAD 131 needs supplemental form A for preconditions. (Margaryan will fill out the forms and submit them.)									
Morris: BUSAD 175 and 180 have a sentence in the prerequisites that states "and;" however, in the preconditions for enrollment section it says "or".									
Margaryan will figure it out and make the necessary change.									
BUSAD 164 doesn't have entry standards for the recommended prep BUSAD 162.									
A question about the wording "or equivalent" was discussed and it was determined that we find this wording valuable.									
Classes with ENGL 120 as prerequisites will keep ENGL 120 as prereq until ENGL 100 is officially approved.									
Kretzmann: What is the point of BUSAD 180 if we have 175 and 176 that cover the same topic of import/export.									
Traynor: BUSAD 202 has a different top code at the state. Which one is the correct top code?									
Items #4-20 were taken together.									
21	CAM 250	COURSE	Create	TECHNOLOGY & AVIATION DIVISION	COMPUTER AIDED MANUFACTURING	New Course	1stRead	Carried/ Unanimous	Herwerth/ Kretzmann
Herwerth: This is a new course; we are updating our CNC program. It is a 4th level access class.									
Mack: For the recommended prep add a blank or "and".									
22	CHLDV 180	COURSE	Revise	SOCIAL SCIENCES DIVISION	CHILD DEVELOPMENT	Nonsubstantial Change A	OnlyR	Carried/ Unanimous	Mack/Mayer
23	CHLDV 181	COURSE	Revise	SOCIAL SCIENCES DIVISION	CHILD DEVELOPMENT	Nonsubstantial Change A	OnlyR		

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24	CHLDV 182	COURSE	Revise	SOCIAL SCIENCES DIVISION	CHILD DEVELOPMENT	Nonsubstantial Change A	OnlyR		
Mack: CHLDV 180-182 are all lab classes that correspond to different age levels. These courses are going through a cyclical review.									
Rohrbacher: Can you update the course content with a few bullet points letting us know what is being done in the lab.									
Kretzmann: These old textbooks need to have justifications.									
Items #22-24 were taken together.									
25	ECON 102	COURSE	Revise	SOCIAL SCIENCES DIVISION	ECONOMICS	Nonsubstantial Change A	OnlyR	Carried/ Unanimous	Mack/ Kretzmann
Mack: This course is going through a basic cyclical review.									
Rohrbacher: Change the phrase “demonstrate an understanding of” to “explain”.									
26	ENGL 100	COURSE	Create	ENGLISH DIVISION	DEVELOPMENTAL ENGLISH	New Course	1stRead	Carried/ Unanimous	Gamberg/ Mack
Gamberg: This is a new course which is one level below ENGL 101.									
Mayer: How is this course different from ENGL 120?									
Rohrbacher: ENGL 100 combines ENGL 199 and 120 and because of AB705 we are only allowed to offer one course that is one level below transfer.									
McLemore: Students who place in this course automatically go into ENGL 101+ after if they pass but can challenge the placement and to into 101.									
27	ENGL 101	COURSE	Revise	ENGLISH DIVISION	TRANSFER ENGLISH	Substantial Change	1stRead	Carried/ Unanimous	Gamberg/ Czech
Gamberg: The course is going through a 5-year revision cycle and changes have been made in every aspect of the course outline, even the name.									
Gamberg: In addition, we have changed this course from 3 LEC units to 4 LEC units to align it with AB705.									
Cortes: We need be aware that students might think that ENGL 120 satisfies 101 now because of this name change.									
Dr. Ritterbrown: Question about the 4th unit. I feel this isn't a great idea.									
Herwerth: The extra unit might have an impact on ENGR students because it could affect their financial aid.									
Herwerth: Is it possible to increase contact hours but keep the units the same?									
McLemore: Content is being added to the course and if we think about cutting units, that would be a bigger discussion.									



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	There was a concern from Richard Cortes about losing AD-Ts as a result so maybe we should find ways to shave off units of the AD-Ts.								
28	ENGL 101+	COURSE	Create	ENGLISH DIVISION	TRANSFER ENGLISH	New Course	1stRead	Carried/ Unanimous	Gamberg/ Calderone
	Gamberg: 101+ is mandated by AB705 and most colleges have chosen to do it with a course requisite.								
	Gamberg:101+ has 101's outline with the additional corequisite.								
	McLemore: After a year of enrollment, students get confused in enrolling in this course, so the scheduling office recommends putting the								
	corequisite into the course.								
	Calderone: Can students choose to take 101+?								
	McLemore: Yes, new guided placement survey allows them to do this.								
	Kretzmann: Can students in ENGL 101 add ENGL 199 if they need extra help. (McLemore responded yes).								
	Frontini: If students in 101 feel they need 101+ can they transfer into it? (McLemore responded yes).								
29	ENGL 102H	COURSE	Revise	ENGLISH DIVISION	TRANSFER ENGLISH	Technical	Info		
30	ENGL 199	COURSE	Revise	ENGLISH DIVISION	DEVELOPMENTAL ENGLISH	Nonsubstantial Change B	1stRead	tabled	Gamberg/ Kretzmann
	Gamberg: This course was originally a corequisite but we decided to make it a standalone course/corequisite which allows us to								
	pair it with other English courses.								
	Kretzmann: Can students concurrently enroll in this course and ENGL 101?								
	The answer to Kretzmann's question is yes.								
31	ESL 126	COURSE	Revise	CREDIT ESL DIVISION	ESL READING/ VOCABULARY	Nonsubstantial Change B	1stRead	Carried/ Unanimous	Delto/ Gamberg
	Prerequisites were discussed and Traynor and Morris recommended that prereqs should be ESL 111 or 116. In this case we wouldn't have to								
	change the ESL chart in the catalog.								
32	ETH S 102	COURSE	Revise	SOCIAL SCIENCES DIVISION	ETHNIC STUDIES	Nonsubstantial Change A	OnlyR	Carried/ Unanimous	Mack/Mayer
33	ETH S 110	COURSE	Revise	SOCIAL SCIENCES DIVISION	ETHNIC STUDIES	Nonsubstantial Change A	OnlyR		
34	ETH S 120	COURSE	Revise	SOCIAL SCIENCES DIVISION	ETHNIC STUDIES	Nonsubstantial Change A	OnlyR		

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35	ETH S 121	COURSE	Revise	SOCIAL SCIENCES DIVISION	ETHNIC STUDIES	Nonsubstantial Change A	OnlyR		
36	ETH S 123	COURSE	Revise	SOCIAL SCIENCES DIVISION	ETHNIC STUDIES	Nonsubstantial Change A	OnlyR		
37	ETH S 124	COURSE	Revise	SOCIAL SCIENCES DIVISION	ETHNIC STUDIES	Nonsubstantial Change A	OnlyR		
Mack: Basic changes were made. These classes are about different groups but they are standardized.									
Rohrbacher: ETH S 121 and ETH S 124 have catalog statement changes so they need to come back for a second read.									
Items #32-37 were taken together.									
38	HUMAN 125	COURSE	Revise	ENGLISH DIVISION	HUMANITIES	Nonsubstantial Change A	OnlyR	Carried/ Unanimous	Gamberg/ Mack
Gamberg: This course is going through a normal 5-year cycle change. It was made stronger and updates were made to the course including the course content and assignments.									
Mack: All entry standards for the ESL prerequisite say "no."									
Gamberg: I will fix this and also add "or" to ENGL 120 in the prerequisite section.									
39	MATH 15	COURSE	Create	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	New Course	2ndRead	Carried/ Unanimous	Paxton/ Kretzmann
Paxton: Liz Russell realized that the lab and lecture was incorrect when scheduling so hours have been distributed in a different lecture and lab ratio.									
Czech: Would the GE test scores be considered for the non credit students. (Paxton will take this question back to the division).									
Mayer: Is there a student assessment that guides students on options of what class to take?									
Paxton: Students will be given a placement and with the new math website they can self-assess.									
40	MATH 30AB	COURSE	Create	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	New Course	1stRead	Carried/ Unanimous	Paxton/ Frontini
41	MATH 30CD	COURSE	Create	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	New Course	1stRead		

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42	MATH 30E	COURSE	Create	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	New Course	1stRead		
43	MATH 90AB	COURSE	Create	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	New Course	1stRead		
44	MATH 90CD	COURSE	Create	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	New Course	1stRead		
45	MATH 90EF	COURSE	Create	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	New Course	1stRead		
Paxton: This modularized method was created when STEM and SLAM were created. It was created by Yvette Hassakoursian, a math faculty member who developed and ran the self-paced program. They are 1 level below transfer and will be replacing the self-paced math courses.									
Kretzmann: A question about anticipating problems with students waiting semesters between the different modules and repeatability was discussed. (Paxton mentioned that they do not anticipate any problems and that these courses are not repeatable.)									
Mayer: Can students repeat these courses at another college?									
Paxton: I do not know if other colleges are offering these courses.									
Mack: I suggest using simpler wording for the catalog description.									
Gabrielian: Is it possible for the Math 30 sequence to lead into Math 112.									
Paxton: There is a bridge in place so students don't have to take the full Math 90.									
Items # 40-45 were taken together.									
46	MOA 182	COURSE	Revise	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATION	Nonsubstantial Change B	1stRead	Carried/ Unanimous	Margaryan/ Frontini
Margaryan: This course is going through a cyclical review and the LEC units were changed from 3 to 2 and 1 unit of lab was added.									
Morris: The grading option is missing.									
A discussion about changes made to the catalog statement was brought up and it was determined that there were changes made without it being stated in the justification. Sonali Perera will have to check these changes and make sure if it is ok.									
47	SPCH 117	COURSE	Create	LANGUAGE ARTS DIVISION	SPEECH COMMUNICATIONS	New Course	1stRead	Carried/ Unanimous	Frontini/ Kretzmann
Smith: This is a professional voiceover course that focuses on 3 areas: how to do voiceovers, business of voiceovers, and technology.									
Rohrbacher: It was recommended that the course content be broken down in smaller chunks but Flavio has already taken care of this.									

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	Mayer: Can theater students take this class as well and can the two divisions bridge?								
	Dr. Ritterbrown: How does this course interface with the curriculum?								
	Smith: This course should be taught in conjunction with T ARTS.								
It was discussed that this course can be cross-listed with different departments, but to make sure other departments that have similar courses									
are okay with this.									
48	T ART 104	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	THEATRE ARTS	Nonsubstantial Change A	OnlyR	tabled	Rohrbacher/Mack
49	Economics - AA-T	PROGRAM	Create	SOCIAL SCIENCES DIVISION	ECONOMICS	New Program	1stRead	Carried/Unanimous	Mack/Kretzmann
Mack: This is a brand new program that is modeled after the state AA-T. A few classes that the state directly wants economic students									
taking were added.									
Kretzmann: The required core units on page 12 show 12-14 units but I calculate 15 and the number of total units should be changed to 21-24.									
Mack will fix this.									
50	English Option 2: Creative Writing	PROGRAM	Create	ENGLISH DIVISION	TRANSFER ENGLISH	New Program	2ndRead	Carried/Unanimous	Gamberg/Kretzmann
Gamberg: This is a degree that mirrors the AD-T but is a local degree.									
Gamberg: A minor mistake was corrected and a correction from AA-T to AA was made.									
51	Health Science - AS Degree	PROGRAM	Revise	BIOLOGY DIVISION	BIOLOGY	Substantial Change	1stRead	Carried/Unanimous	Kretzmann/Calderone
A catalog statement needs to be written that broadens the goals so the program applies to others besides nursing students. Communication									
has been established between the nursing faculty about this program.									
Calderone: It should be made clear to students that we also have a Kinesiology degree that CSUs require. Should we talk to counseling or put									
a note in the catalog description?									

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	Kretzmann: Lets coordinate where the overlap is and fix it before the second read.								
	Morris: More information can be added on the certificates page.								
	Rohrbacher made a call to extend the meeting for 5 more minutes. (Mack/Calderone)								
52	History - AA-T	PROGRAM	Revise	SOCIAL SCIENCES DIVISION	HISTORY	Substantial Change	1stRead	Carried/ Unanimous	Mack/ Calderone
	Mack: This program is going through a basic revision and had some new curricula added.								
	Traynor: Just an FYI that honors are not in CID yet so we cannot include them.								
	Mack: I was going to talk to you about that and how to move forward.								
	Traynor: If we can show they have put them in and they have been in for 45 days then we can include them.								
53	Physical Science - Earth Science	PROGRAM	Revise	PHYSICAL SCIENCES DIVISION	PHYSICAL SCIENCE	Substantial Change	2ndRead	Carried/ Unanimous	Kretzmann/ Frontini
54	Social Science - AA Degree	PROGRAM	Revise	SOCIAL SCIENCES DIVISION	SOCIAL SCIENCE	Substantial Change	1stRead	Carried/ Unanimous	Mack/ Calderone
	This is a local degree that had courses added and removed. Honors courses can be added to local degrees.								
	Item #21, 26, 28, 15, 40-45, 47, and 49's advisories were discussed and approved during the course reviews at this meeting.								