

Minutes
Curriculum and Instruction Committee
June 12, 2019

**Glendale Community College
Curriculum & Instruction Committee
Minutes
Wednesday, June 12, 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: Mark Bowen, Erin Calderone, Susie Chin, Richard Cortes, Byron Delto, Lorig Gabrielian, Julie Gamberg, Jayson Helgeson, Chris Herwerth, Maria Kretzmann, Kevin Mack, Araik Eric Margaryan, Paul Mayer, Carol Paxton, Scott Rubke

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

Minutes Recorder: Patrik Namagardi

Guests Present: Sevada Isayan, Joanna Parypinski, Ben Salazar, Paul Sherman

Absent: Tina Andersen-Wahlberg, Maria Czech, Catherine Dudley, Flavio Frontini, Brian McDonald, Arda Najarian, Alfred Ramirez, Alexa Schumacher, Jan Swinton,

Approval of Minutes

MSC (**Rohrbacher/Mack**) to approve the minutes of May 22, 2019 Curriculum & Instruction Committee

I. Announcements

C-ID revisions needed:

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

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~~MATH 100~~
~~MATH 110~~
MUSIC 211
MUSIC 236
MUSIC 237

CoDE Approved DE Addenda

1. OBT 50 (Cindy Pollack – NCBUSD – COR 9/16)
2. BUSAD 163 (Rafael Cardona – BUSD – COR 10/18)
3. BUSAD 165 (Rafael Cardona – BUSD – COR 3/19)
4. ENGL 101 (Julie Gamberg – ENGLD – COR 4/24/19)
5. MUS 120 (Byron Delto – VPAD – COR 12/2017)
6. ACCTG 160 (Sevada Isayan – BUSD – COR 5/22/2019)
7. ACCTG 150 (Sevada Isayan – BUSD – COR 5/22/2019)
8. ACCTG 250 (Sevada Isayan – BUSD – COR 5/22/2019)
9. BUSAD 112 (Sevada Isayan – BUSD – COR 5/22/2019)
10. BUSAD 114 (Sevada Isayan – BUSD – COR 5/22/2019)
11. BUSAD 116 (Sevada Isayan – BUSD – COR 5/22/2019)
12. BUSAD 169 (AKA: 205) (Sevada Isayan – BUSD – COR 5/22/2019)
13. RE 101 (Sevada Isayan – BUSD – COR 5/22/2019)
14. RE 105 (Sevada Isayan – BUSD – COR 5/22/2019)
15. RE 120 (Sevada Isayan – BUSD – COR 5/22/2019)
16. RE 195 (Sevada Isayan – BUSD – COR 5/22/2019)
17. MCOMM 120 (Mike Eberts—LAD COR 5/22/2019)
18. ST DV 125 (Molly Mercer—STSD—COR 5/22/2019)

**These programs need a catalog
(program) description:**

DUE DATE: 2/14/20

AA/AA Degrees and Certificates

Accounting

Addiction Studies Counseling

Visual Arts - Animation

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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

Certificate Programs – Non-Degree

Cinematography & Editing

Computer Programmer

Computer Support Technician

Fire Academy

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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)	
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)

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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)

Next Preliminary Review Deadline: August 15, 2019

HUM 106 has been placed in the additional discipline of Ethnic Studies (Rohrbacher)

Rohrbacher: This was approved by the English Division and discussed at Senate.

Reminder: Section 1 of course/program proposals in CMS (Rohrbacher)

Traynor: There is a form that C&I reps have to fill when bringing a program through. Also, the program tables are in the programs in CMS now.

Rohrbacher: There will be workshops in the fall.

Wording to include in role of C&I Representative in C&I Handbook: (Rohrbacher)

- Invite faculty or chair of their division/department to attend C&I meetings when curriculum from their division is being reviewed

II. New Business

Articulation update (**Cortes**)

Cortes: The email regarding Assist.org is misleading. The site just had a facelift. Every UC has a different way of publicizing their articulation.

Kretzmann: If there is no new articulation, then do we honor the old one?

Cortes: Yes

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New Business (Curriculum Action Items)

Item # Items with (*) need to be reviewed	Proposal Name	Type	Action	Division	Department	Level Change	Stage	Motion	First/Second
1	BIOL 115	COURSE	Revise	BIOLOGY DIVISION	BIOLOGY	Nonsubstantial Change B	2ndRead	Carried	Kretzmann/ Mayer
	Kretzmann: The only change we made was removing high school biology.								
2	BUSAD 112	COURSE	Revise	BUSINESS DIVISION	BUSINESS ADMINISTRATION	Nonsubstantial Change B	2ndRead	Carried	Margaryan/ Mayer
3	BUSAD 116	COURSE	Revise	BUSINESS DIVISION	BUSINESS ADMINISTRATION	Nonsubstantial Change B	2ndRead		
4	BUSAD 169	COURSE	Revise	BUSINESS DIVISION	BUSINESS ADMINISTRATION	Nonsubstantial Change B	2ndRead		
	No comments or suggestions were made.								
	Items #2-4 were taken together.								
*5	CHEM 110	COURSE	Revise	PHYSICAL SCIENCES DIVISION	CHEMISTRY	Nonsubstantial Change B	1stRead	Carried	Bowen/ Kretzmann
	Bowen: Updates were made to the course outline, teaching methods, course content, prerequisites, and textbooks.								
	Mack: Should we include only the new math classes?								
	Rohrbacher: We will list them all for now.								
	Cortes: What changed in the course content for the prerequisite to be changed to include math 90.								
	Paxton: We will check to see which math classes fit.								
6	CHLDV 160	COURSE	Revise	SOCIAL SCIENCES DIVISION	CHILD DEVELOPMENT	Nonsubstantial Change B	2ndRead	Carried	Mack/ Kretzmann

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	Mack: We checked the boxes for the entry standards.									
7	CS/IS 240	COURSE	Create	BUSINESS DIVISION	COMP SCIENCE/ INFO SYSTEMS	New Course	2ndRead	Carried	Margaryan/ Cortes	
8	CS/IS 241	COURSE	Create	BUSINESS DIVISION	COMP SCIENCE/ INFO SYSTEMS	New Course	2ndRead			
9	CS/IS 242	COURSE	Create	BUSINESS DIVISION	COMP SCIENCE/ INFO SYSTEMS	New Course	2ndRead			
10	CS/IS 243	COURSE	Create	BUSINESS DIVISION	COMP SCIENCE/ INFO SYSTEMS	New Course	2ndRead			
	Isayan: Santa Monica College (SMC) usually offers 9 courses but because the demand was high this semester, they offered 11.									
	Dr. Ritterbrown: Do we know what the local demand is? Do we have any local data?									
	Isayan: It is hard to get a matrix specific to the discipline.									
	Dr. Ritterbrown: We have seen other programs start in CS/IS but are not getting enrollment.									
	Isayan: SMC has seen significant demand for these courses and the advantage is that they are online.									
	It was discussed whether or not courses have any preconditions for enrollment, and if so, then to make sure the entry standards are marked as well.									
	Saucedo: The K-12 system has also been involved in this program which will prepare students at that level before coming into the college level. These courses will be good as the industry grows, not only with Amazon but also Microsoft.									
	Mack: CS/IS 241 seems like it is designed for Amazon specifically.									
	Saucedo: Amazon is the biggest player in cloud computing at the moment.									
	It was discussed to spell out the acronyms in the catalog descriptions because this is not consistent throughout the courses.									
	Items #7-10 were taken together.									
11	ENGL 116	COURSE	Delete	ENGLISH DIVISION	TRANSFER ENGLISH	Delete	OnlyR	Carried	Gamberg/ Rohrbacher	
12	FIRE 101	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	FIRE TECHNOLOGY	Nonsubstantial Change B	2ndRead	Carried	Rubke/ Mack	

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13	FIRE 102	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	FIRE TECHNOLOGY	Nonsubstantial Change B	2ndRead		
14	FIRE 103	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	FIRE TECHNOLOGY	Nonsubstantial Change B	2ndRead		
15	FIRE 104	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	FIRE TECHNOLOGY	Nonsubstantial Change B	2ndRead		
16	FIRE 105	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	FIRE TECHNOLOGY	Nonsubstantial Change B	2ndRead		
Herwerth: The formatting for these courses was fixed. The ENGL prerequisite was discussed and we feel comfortable with the recommended preparation.									
These courses also went through CID approvals and we also did work on the out of class assignments.									
Morris: The grading was changed from grade with pass/no pass to grade only. Is that what you want?									
Herwerth: Scott says grade only.									
It was discussed the preconditions for enrollment for all of these classes are recommended preparations.									
Items #12-16 were taken together.									
17	HUMAN 120	COURSE	Delete	ENGLISH DIVISION	HUMANITIES	Delete	OnlyR		
18	HUMAN 130	COURSE	Delete	ENGLISH DIVISION	HUMANITIES	Delete	OnlyR		
Gamberg: HUMAN 130 is being archived because it is too similar to another Humanities course.									
Gamberg: HUMAN 120 is being archived because we can't find anyone to teach it.									
Gamberg: ENGL 116 is being archived.									
Items #11, #17, and #18 were taken together.									
19	MATH 107	COURSE	Revise	MATHEMATICS DIVISION	TRANSFER MATH	Nonsubstantial Change B	2ndRead	Carried	Paxton/ Kretzmann
20	MATH 107H	COURSE	Revise	MATHEMATICS DIVISION	TRANSFER MATH	Nonsubstantial Change B	2ndRead		

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21	MATH 108	COURSE	Revise	MATHEMATICS DIVISION	TRANSFER MATH	Nonsubstantial Change B	2ndRead		
22	MATH 108H	COURSE	Revise	MATHEMATICS DIVISION	TRANSFER MATH	Nonsubstantial Change B	2ndRead		
23	MATH 110	COURSE	Revise	MATHEMATICS DIVISION	TRANSFER MATH	Nonsubstantial Change B	2ndRead		
24	MATH 136	COURSE	Revise	MATHEMATICS DIVISION	TRANSFER MATH	Nonsubstantial Change B	2ndRead		
Paxton: The only change for Math 110 since the last meeting was the placement terminology. For Math 136, we added Math 118 as a prerequisite.									
Paxton: For Math 107, 107H, 108, and 108H, we added new prerequisite courses.									
Items #19-24 were taken together.									
25	MUSIC 130	COURSE	Create	VISUAL & PERFORMING ARTS DIVISION	NON-COMMERCIAL MUSIC	New Course	2ndRead	Carried	Delto/ Helgeson
Sherman: According to the labor market index, there are 95,000 music education jobs. Four-year music schools also offer these courses and PCC offers four different courses.									
26	MUSIC 176	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	COMMERCIAL MUSIC	Nonsubstantial Change B	2ndRead		
27	MUSIC 177	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	COMMERCIAL MUSIC	Nonsubstantial Change B	2ndRead		
28	MUSIC 178	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	COMMERCIAL MUSIC	Nonsubstantial Change B	2ndRead		
29	MUSIC 179	COURSE	Create	VISUAL & PERFORMING ARTS DIVISION	COMMERCIAL MUSIC	New Course	2ndRead		

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30	MUSIC 181	COURSE	Create	VISUAL & PERFORMING ARTS DIVISION	COMMERCIAL MUSIC	New Course	2ndRead		
31	MUSIC 184	COURSE	Create	VISUAL & PERFORMING ARTS DIVISION	COMMERCIAL MUSIC	New Course	2ndRead		
32	MUSIC 187	COURSE	Create	VISUAL & PERFORMING ARTS DIVISION	COMMERCIAL MUSIC	New Course	2ndRead	Carried	Delto/ Kretzmann
Delto: Half of the courses are just going through a cyclical revision and updating CID descriptors. For the new courses, the changes that were recommended were made.									
The biggest change was the wording of "participation" and "contribution."									
Rohrbacher: Please provide an example of contribution.									
Items #26-32 were taken together.									
33	PHILO 113	COURSE	Delete	SOCIAL SCIENCES DIVISION	PHILOSOPHY	Delete	OnlyR	Carried	Mack/ Cortes
34	PHILO 114	COURSE	Delete	SOCIAL SCIENCES DIVISION	PHILOSOPHY	Delete	OnlyR		
These courses are being replaced by Philo 115.									
Items #33 and #34 were taken together.									
35	PHILO 119	COURSE	Revise	SOCIAL SCIENCES DIVISION	PHILOSOPHY	Nonsubstantial Change B	2ndRead	Carried	Mack/ Mayer
Mack: No suggestions were made.									
36	POL S 103	COURSE	Revise	SOCIAL SCIENCES DIVISION	POLITICAL SCIENCE	Nonsubstantial Change B	2ndRead	Carried	Mack/ Mayer
Mack: No suggestions were made.									
37	POL S 114	COURSE	Create	SOCIAL SCIENCES DIVISION	POLITICAL SCIENCE	New Course	2ndRead	Carried	Mack/ Mayer

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	Mack: We renumbered the course, but it is still the same law pathways course.								
*38	ST DV 100	COURSE	Revise	STUDENT SERVICES DIVISION	STUDENT DEVELOPMENT	Nonsubstantial Change A	OnlyR	Carried	Gabrielian/ Cortes
	Gabrielian: This course is for the EOPS program and only had one slight change which was the removal of one SLO.								
*39	T ART 111	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	THEATRE ARTS	Nonsubstantial Change A	1stRead	Carried	Helgeson/ Mayer
	Helgeson: The course is going through a cyclical revision. The catalog statement was simplified, SLOs were modified, and there is a newer reprint of the text.								
	Helgeson: We deleted the ENGL and ESL prerequisites. T Arts instructors are okay with the deletions and prefer to keep them off.								
	Kretzmann: Seems reasonable to remove.								
40	Accounting Ethics Skill Award	PROGRAM	Create	BUSINESS DIVISION	ACCOUNTING	New Program	2ndRead	Carried	Margaryan/ Mayer
41	Addiction Studies Counseling - AS Degree	PROGRAM	Revise	HEALTH SCIENCES DIVISION	ALCOHOL/ DRUG STUDIES	Substantial Change	2ndRead	Carried	Cortes/ Mack
42	Addiction Studies Counseling - Certificate	PROGRAM	Revise	HEALTH SCIENCES DIVISION	ALCOHOL/ DRUG STUDIES	Substantial Change	2ndRead		
	Salazar: The AS degree and certificate now match, a catalog description was added, and both are 39 units.								
	Items #41 & #42 were taken together.								
43	Advanced Tax Preparation - Accounting Skill Award	PROGRAM	Create	BUSINESS DIVISION	ACCOUNTING	New Program	2ndRead		
	Margaryan: No changes were made since the last meeting.								
	Items #40 and #43 were taken together.								
44	Choreographic Studies & Dance Technique - AS Degree	PROGRAM	Revise	VISUAL & PERFORMING ARTS DIVISION	DANCE	Substantial Change	1stRead	Carried	Helgeson/ Delto

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45	Choreographic Studies & Dance Technique - Certificate	PROGRAM	Revise	VISUAL & PERFORMING ARTS DIVISION	DANCE	Substantial Change	1stRead		
Helgeson: The only change is that HUMAN 120 was deleted from these programs.									
Items #44 and #45 were taken together.									
46	English - AA Degree	PROGRAM	Revise	ENGLISH DIVISION	TRANSFER ENGLISH	Substantial Change	1stRead	Carried	Gamberg/Mayer
47	English - AA-T	PROGRAM	Revise	ENGLISH DIVISION	TRANSFER ENGLISH	Substantial Change	1stRead		
Gamberg: These programs are coming back because ENGL 116 is being deleted.									
Kretzmann: Add the units to the catalog description.									
Items #46 and #47 were taken together.									
48	French Language AA Degree	PROGRAM	Revise	LANGUAGE ARTS DIVISION	FRENCH	Substantial Change	1stRead	Carried	Gamberg/Mack
49	French Language Certificate	PROGRAM	Revise	LANGUAGE ARTS DIVISION	FRENCH	Substantial Change	1stRead		
50	Interdisciplinary Humanities: Creativity - AA Degree	PROGRAM	Revise	ENGLISH DIVISION	HUMANITIES	Substantial Change	1stRead	Carried	Gamberg/Mayer
Gamberg: We are deleting HUMAN 120 and ETH S 101 from the program.									
51	Italian Language AA Degree	PROGRAM	Revise	LANGUAGE ARTS DIVISION	ITALIAN	Substantial Change	1stRead		
52	Italian Language Certificate	PROGRAM	Revise	LANGUAGE ARTS DIVISION	ITALIAN	Substantial Change	1stRead		
53	Japanese Language AA Degree	PROGRAM	Revise	LANGUAGE ARTS DIVISION	JAPANESE	Substantial Change	1stRead		
54	Japanese Language Certificate	PROGRAM	Revise	LANGUAGE ARTS DIVISION	JAPANESE	Substantial Change	1stRead		

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55	Mass Communication - AS Degree	PROGRAM	Revise	LANGUAGE ARTS DIVISION	MASS COMMUNICATION	Substantial Change	1stRead		
56	Social Work and Human Services	PROGRAM	Create	SOCIAL SCIENCES DIVISION	SOCIOLOGY	Substantial Change	2ndRead	Carried	Mack/ Mayer
Mack: Maria and I identified two alternate BIOL courses that work with this program. Also, both match the TMC.									
57	Sociology - AA-T	PROGRAM	Revise	SOCIAL SCIENCES DIVISION	SOCIOLOGY	Substantial Change	2ndRead	Carried	Mack/ Mayer
Mack: There were no changes made since the last meeting.									
Traynor: Social Science 200 is being taken off and Psychology 131 is being submitted for CID.									
58	Spanish Language AA Degree	PROGRAM	Revise	LANGUAGE ARTS DIVISION	SPANISH	Substantial Change	1stRead		
59	Spanish Language Certificate	PROGRAM	Revise	LANGUAGE ARTS DIVISION	SPANISH	Substantial Change	1stRead		
Mack: All of these degrees are having courses being archived.									
Items #48, #49, #51-#55, and #58, and #59 were taken together.									
60	Theatre Arts - Option 1 General - AA Degree	PROGRAM	Revise	VISUAL & PERFORMING ARTS DIVISION	THEATRE ARTS	Substantial Change	1stRead	Carried	Delto/ Mayer
61	Theatre Arts - Option 2 Acting - AA Degree	PROGRAM	Revise	VISUAL & PERFORMING ARTS DIVISION	THEATRE ARTS	Substantial Change	1stRead		
Delto: ENGL 116 is being deleted from the programs.									
Items #60 and #61 were taken together.									
*62	Welding – AS Degree	PROGRAM	Revise	TECHNOLOGY AND AVAIATION DIVISION	WELDING	Substantial Change	1stRead	Carried	Herwerth/ Mayer
*63	Welding – Certificate	PROGRAM	Revise	TECHNOLOGY AND AVIATION DIVISION	WELDING	Substantial Change	1stRead		
Herwerth: The only change to these programs were that we added a catalog description.									
Kretzmann: Can we get definitions for the acronyms?									

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	Items #62 and #63 were taken together.							
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