

Minutes
Curriculum and Instruction Committee
March 13, 2019

**Glendale Community College
Curriculum & Instruction Committee
Minutes
Wednesday, March 13, 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: Sarah, McLemore, Piper Rooney

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/McDonald**) to approve the minutes of February 27, 2019 Curriculum & Instruction Committee

I. Announcements

* An announcement about only reads was made and it was that if an ONLY R item comes to C&I and there are changes that need to be made, then it will be tabled.

C-ID revisions needed:

~~ADMJ-116~~
ART 101H

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ART 107
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:**

**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

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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
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)
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)

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Tax Preparer
Technical Theater

(Needs to add units to end of description)
(Move units to end of description)

CMS Update

*Pedro is making changes to the PDFs that is sparking other glitches. Pedro is aware of these glitches and Fran will continue to check with Pedro to bring CMS back to normal.

AA 19-11: Revised unit threshold for Certificates of Achievement (Rohrbacher)

What Do We Expect from a COR—Out of Class Assignments and Methods of Evaluation (Rohrbacher)

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)

* Sarah recommends changing methods of evaluation to in class assignments.

* Attendance of students and course content was discussed and it was determined that the assignments and evaluations should tie into mastery of content. In addition, 5% attendance is fair. It was also determined that the according to the statewide senate, we cannot give 0% for attendance.

II. New Business

Articulation update (**Cortes**)

* No updates

III. New Business (Curriculum Action Items)

Item #	Proposal Name	Type	Action	Division	Department	Level Change	Stage	Motion	First/Second
1	ACCTG 101	COURSE	Revise	BUSINESS DIVISION	ACCOUNTING	Substantial Change	2ndRead	Carried	Margaryan/ Czech
2	ACCTG 110	COURSE	Revise	BUSINESS DIVISION	ACCOUNTING	Substantial Change	2ndRead		
3	ACCTG 150	COURSE	Revise	BUSINESS DIVISION	ACCOUNTING	Substantial Change	2ndRead		
These courses had changes to the SAM codes. There were no other changes since the first read.									
Items #1-3 were taken together.									
4	BUSAD 113	COURSE	Revise	BUSINESS DIVISION	BUSINESS ADMINISTRATION	Nonsubstantial Change B	2ndRead	Carried	Margaryan/ McDonald
5	BUSAD 115	COURSE	Revise	BUSINESS DIVISION	BUSINESS ADMINISTRATION	Nonsubstantial Change B	2ndRead		
6	BUSAD 131	COURSE	Revise	BUSINESS DIVISION	BUSINESS ADMINISTRATION	Nonsubstantial Change B	2ndRead		
7	BUSAD 135	COURSE	Revise	BUSINESS DIVISION	BUSINESS ADMINISTRATION	Nonsubstantial Change B	2ndRead		
8	BUSAD 144	COURSE	Revise	BUSINESS DIVISION	BUSINESS ADMINISTRATION	Nonsubstantial Change B	2ndRead		
9	BUSAD 145	COURSE	Revise	BUSINESS DIVISION	BUSINESS ADMINISTRATION	Nonsubstantial Change B	2ndRead		
10	BUSAD 164	COURSE	Revise	BUSINESS DIVISION	BUSINESS ADMINISTRATION	Nonsubstantial Change B	2ndRead		
11	BUSAD 166	COURSE	Revise	BUSINESS DIVISION	BUSINESS ADMINISTRATION	Nonsubstantial Change B	2ndRead		
12	BUSAD 175	COURSE	Revise	BUSINESS DIVISION	BUSINESS ADMINISTRATION	Nonsubstantial Change B	2ndRead		

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13	BUSAD 176	COURSE	Revise	BUSINESS DIVISION	BUSINESS ADMINISTRATION	Nonsubstantial Change B	2ndRead		
14	BUSAD 180	COURSE	Revise	BUSINESS DIVISION	BUSINESS ADMINISTRATION	Nonsubstantial Change B	2ndRead		
15	BUSAD 202	COURSE	Revise	BUSINESS DIVISION	BUSINESS ADMINISTRATION	Nonsubstantial Change B	2ndRead		
Margaryan: A few minor changes were made including some formatting. Supplemental form A is now available for BUSAD 141.									
In regard to the BUSAD 180 and 175 overlap question, it was explained that 175 has a broader focus and 180 is more specific.									
For BUSAD 166 the last sentence from the catalog statement was removed and for BUSAD 202 we are going to go with the top code that									
	is in the proposal.								
Items #4-15 were taken together.									
16	CAM 250	COURSE	Create	TECHNOLOGY & AVIATION DIVISION	COMPUTER AIDED MANUFACTURING	New Course	2ndRead	Carried	Herwerth/ Mack
Herwerth: CNC course and the only change from 1st read to 2nd read was a correction to the requisites by adding "or" and "and".									
17	CHLDV 180	COURSE	Revise	SOCIAL SCIENCES DIVISION	CHILD DEVELOPMENT	Nonsubstantial Change B	2ndRead	Carried	Mack/ Gamberg
18	CHLDV 181	COURSE	Revise	SOCIAL SCIENCES DIVISION	CHILD DEVELOPMENT	Nonsubstantial Change B	2ndRead		
19	CHLDV 182	COURSE	Revise	SOCIAL SCIENCES DIVISION	CHILD DEVELOPMENT	Nonsubstantial Change B	2ndRead		
Mack: These are the lab courses for CHLDV 141. The course content is all the same for each course even though the courses are for different age groups.									
The course content was provided by Deborah Owens. In addition, textbook justifications are included.									
Items #17-19 were taken together.									
20	ENGL 100	COURSE	Create	ENGLISH DIVISION	DEVELOPMENTAL ENGLISH	New Course	2ndRead	Carried	Gamberg/ McDonald
Gamberg: This is the single course below transfer (ENGL 101) and is replacing ENGL 191 and ENGL 120.									
21	ENGL 101	COURSE	Revise	ENGLISH DIVISION	TRANSFER ENGLISH	Substantial Change	2ndRead	Carried	Gamberg/ Czech

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	Gamberg: This is the 4-unit ENGL 101 course that has been completely revised and updated.								
	Mack: The social sciences division has discussed the unit change and is opposed to adding the extra unit because they believe that the change hurts students who are ready for 101. The question raised was why make them take an extra unit. In addition, this is bad timing because the Chancellor's office is asking us to lower units. We also believe that this will cause enrollment issues as well.								
	Cortes: The 4 units can be transferable to UC. Pasadena City College and Mt. Sac both do it. Students had to take 7 units to get to 101 but here they are taking 1 extra unit to transfer which is okay. Also, adding the 1 unit does not affect any ADTs. There is no double counting units so we do not have to worry about that. This change won't affect enrollment.								
	Gabrielian: This change will hurt the nursing program. We are cutting down general education units in the nursing program.								
	Dudley: We are also reducing the number of nursing units as well.								
	The motion carried with one objection and three abstentions.								
22	ENGL 101+	COURSE	Create	ENGLISH DIVISION	TRANSFER ENGLISH	New Course	2ndRead	Carried	Gamberg/ Kretzmann
	Gamberg: 101+ is a new course that students can enroll in using multiple measures. It is a course with additional support. It is now all one course and not a course with a corequisite.								
	A flow chart of the classes was passed out and discussed that the chart will change in fall to reflect the course changes								
	The hours were discussed and it was clarified that 27 hours for English 101+ and 36 hours for English 199 are correct.								
	Kretzmann: Can we require students to attend all hours that they are not paying for?								
	Traynor: Yes, because it is within the threshold.								
23	ENGL 199	COURSE	Revise	ENGLISH DIVISION	DEVELOPMENTAL ENGLISH	Nonsubstantial Change B	1stRead	Carried	Gamberg/ Kretzmann
	Rohrbacher: This course was tabled at the last meeting because of questions and the changes being made.								
	Gamberg: This is a stand-alone corequisite and placement is based on academic background and completion of ESL 151 and ENGL 100								
	Traynor: This cannot be a stand-alone course.								
	McLemore: ENGL 199 will be going away and will be replaced with ENGL 100. We will remove ENGL 199 around winter 2020. ENGL 199 will continue to be offered as a paired class.								
	Traynor: Either wait to put the course in or put it in now. I need to figure out when to make it effective.								

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24	ESL 126	COURSE	Revise	CREDIT ESL DIVISION	ESL READING/ VOCABULARY	Nonsubstantial Change B	2ndRead	Carried	McDonald/ Cortes
McDonald: We fixed the prerequisite to read ESL 111 or 116.									
25	ETH S 121	COURSE	Revise	SOCIAL SCIENCES DIVISION	ETHNIC STUDIES	Nonsubstantial Change B	2ndRead		
26	ETH S 124	COURSE	Revise	SOCIAL SCIENCES DIVISION	ETHNIC STUDIES	Nonsubstantial Change B	2ndRead	Carried	Mack/ Kretzmann
Mack: ETH S 121 had no changes made between the 1st and 2nd read. ETH S 124 has a more fleshed out catalog statement now.									
Items #25 and #26 were taken together.									
27	MATH 30AB	COURSE	Create	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	New Course	2ndRead	Carried	Paxton/ McDonald
28	MATH 30CD	COURSE	Create	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	New Course	2ndRead		
29	MATH 30E	COURSE	Create	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	New Course	2ndRead		
30	MATH 90AB	COURSE	Create	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	New Course	2ndRead		
31	MATH 90CD	COURSE	Create	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	New Course	2ndRead		
32	MATH 90EF	COURSE	Create	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	New Course	2ndRead		
Paxton: These are brand new courses that are replacing the self-paced math courses.									
The first sentence in the catalog statement was reworded for clarity. Does the new one seem a little more redundant?									
Mack: I like the change.									
Items #27-32 were taken together.									
33	MOA 182	COURSE	Revise	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATION	Nonsubstantial Change B	2ndRead	Carried	Margaryan/ Mack
Margaryan: The grading option was reverted to the original method.									
34	SPCH 117	COURSE	Create	LANGUAGE ARTS DIVISION	SPEECH COMMUNICATIONS	New Course	2ndRead	Carried	Frontini/ Mack

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	Frontini: The two changes that were requested were made. The last line in the catalog statement was removed and the course content was changed.								
	Helgeson: The Theatre Arts division has some concerns with this course because has the word "acting" in the title, they feel some intrusion.								
	Frontini: I have talked to the division chair of language arts about cross-listing the course with Theatre Arts								
35	T ART 104	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	THEATRE ARTS	Nonsubstantial Change B	1stRead	Carried	Helgeson/Margaryan
	Helgeson: This is the Acting Fundamentals part II course and most changes were made in the outline like adding more techniques, theories, and methodologies. In addition, small changes were also made besides the course content being updated.								
	Kretzmann: The entry standards are all marked no. Should they say yes?								
	Mack: One of the out of class assignments seems unnecessary and the class content is missing a bullet point on the last word.								
	It was discussed that the out of class assignment could be a critique.								
36	Economics - AA-T	PROGRAM	Create	SOCIAL SCIENCES DIVISION	ECONOMICS	New Program	2ndRead	Carried	Mack/Cortes
	Mack: The required core units should now add up to 15.								
37	Health Science - AS Degree	PROGRAM	Revise	BIOLOGY DIVISION	BIOLOGY	Substantial Change	2ndRead	Carried	Kretzmann/Calderone
	Kretzmann: The biology division and kinesiology division talked and determined that the word "kinesiology" be removed.								
38	History - AA-T	PROGRAM	Revise	SOCIAL SCIENCES DIVISION	HISTORY	Substantial Change	2ndRead	Carried	Mack/Cortes
	Mack: The only difference is that we added Honors History.								
	Traynor: If honors courses have been submitted for CID and it's been more than 45 days, we can include the course.								
	The name change for History 119 was discussed and it was determined that it should be changed in the proposed course.								
	Traynor: I also make changes as I submit to the state. Also, courses in a program should be brought through first then the program.								
39	Social Science - AA Degree	PROGRAM	Revise	SOCIAL SCIENCES DIVISION	SOCIAL SCIENCE	Substantial Change	2ndRead	Carried	Mack/ Frontini
	Mack: This is a cyclical review with classes being added and removed. A lot of honors courses were added because it is a local degree.								