

Minutes
Curriculum and Instruction Committee
March 27, 2019

**Glendale Community College
Curriculum & Instruction Committee
Minutes
Wednesday, March 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, Byron Delto, 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: Jolie Morris, Freddy Saucedo, Nancy Traynor, Terrence Yu

Minutes Recorder: Patrik Namagardi

Guests Present: Sarah, McLemore, Piper Rooney

Absent: Tina Andersen-Wahlberg, Mark Bowen, Agnes Eguaras, Edward Karpp, Arda Najarian, Alfred Ramirez, Scott Rubke, Alexa Schumacher, Jan Swinton, Yvette Ybarra

Approval of Minutes

MSC (**Frontini/Delto**) to approve the minutes of March 13, 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

HIT 182, 194, 195, 196
ART 132, 250
ESL 133, 136
BUSAD 113, 115, 131, 135, 136, 141, 144, 145, 162, 165, 166, 175, 176, 180, 185, 202, 204

**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

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**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)

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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—Review of current glitches

Rohrbacher: Some glitches have been fixed and supplemental forms are now accessible.

Curriculum Institute 2019—July 10-13 in Burlingame

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

Rohrbacher: 16-unit certificates must be submitted to the chancellor for approval. If it is less than 16 units then it does not have to be sent to the chancellor. If not sent to the Chancellor, it won't be transcribed.

Mayer: Is this a concern for students receiving financial aid?

It was discussed that certificates are not awarded to students automatically and that they can opt out. Dr. Ritterbrown recommended inviting a financial aid representative to come and talk to C&I about certificates and financial aid.

Traynor: High unit skill awards (16 units and above) should be converted to certificates.

Dr. Ritterbrown: The number of certificates awarded has decreased dramatically, but degrees have increased.

What Do We Expect from a COR—Methods of Instruction and Textbooks (Rohrbacher)

Methods of Instruction:

- Lists ways that instruction is delivered

- Should tie into course objectives

- Can include a variety of strategies (eg: lecture, lab, multimedia, collaborative learning, etc.)

Textbooks:

- Should be current (within five years)—our transfer partners do look at our textbooks

- If using an out of date text, provide justification

- Texts also signify the rigor of the course

II. New Business

Articulation update (Cortes)

Assist is going to be revised in phases.

Dr. Ritterbrown: CORs cannot have DE addenda if the course is out of date.

Traynor: Deadline to update out-of-date CORs is the end of fall 2019 to get to C&I. If CORs are not updated by then, courses cannot be offered as DE and will be converted to face to face.

*Gamberg: Sarah met with Emelyn Judge to discuss impact of 4 unit ENGL 101 on nursing students and it was agreed that this is a positive change for nursing students.

III. New Business (Curriculum Action Items)

Item #	Proposal Name	Type	Action	Division	Department	Level Change	Stage	Motion	First/Second	
1	ANTHR 48	COURSE	Revise	SOCIAL SCIENCES DIVISION	ANTHROPOLOGY	Technical	Info			
2	ARCH 109	COURSE	Create	TECHNOLOGY & AVIATION DIVISION	ARCHITECTURE	New Course	1stRead	Carried	Herwerth/ Frontini	
3	ARCH 143	COURSE	Create	TECHNOLOGY & AVIATION DIVISION	ARCHITECTURE	New Course	1stRead			
	Herwerth: These are two new courses for a skill award. The SLOs were updated and the course hours were fixed.									
	Kretzmann: No entry standards have been chosen for the recommended preparation.									
	Herwerth will select some of the entry standards.									
	Mack: I would suggest changing the word "expose" to "introduce" in the catalog statement. Also, Revise exit standard #3.									
	Ritterbrown: ARCH 143 is an overlap to ARCH 141 and ARCH 141 is under enrolled, so I would suggest being careful with both ARCH 141 and ARCH 143.									
	Herwerth: We are hoping to get more enrollment with the skill award.									
	Kretzmann: ARCH 141 should come through as removal of some content.									
	Herwerth: That course already came through.									
	Items #2-3 were taken together.									
4	ENGL 199	COURSE	Revise	ENGLISH DIVISION	DEVELOPMENTAL ENGLISH	Nonsubstantial Change B	2ndRead	Carried	Gamberg/ Mack	
	Gamberg: Many changes were discussed during the 1st read, however, no new changes were made.									
5	ENGR 121	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	ENGINEERING TECHNOLOGY (21)	Nonsubstantial Change A	OnlyR			

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6	ENGR 151	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	ENGINEERING TECHNOLOGY (21)	NonSubstantial Change A	OnlyR		
7	ESL 136	COURSE	REVISE	CREDIT ESL	ESL READING/VOCABULARY	NonSubstantial Change B	1stRead	Carried	Delto/ Frontini
	Delto: There was a mistake in this course that is now corrected.								
	Traynor: CSUs have it as a transferable class. In addition, ESL 133 and 135 were both set up in the same manner, so we fixed the mistake.								
	Cortes: This course can fulfil elective credits. The cultural component piece made this course transferrable.								
	Traynor: It will be degree applicable.								
8	GEOG 160	COURSE	Revise	SOCIAL SCIENCES DIVISION	GEOGRAPHY	Technical	Info		
9	HIST 48	COURSE	Revise	SOCIAL SCIENCES DIVISION	HISTORY	Technical	Info		
10	MATH 112	COURSE	Revise	MATHEMATICS DIVISION	TRANSFER MATH	Nonsubstantial Change B	1stRead	Carried	Paxton/ Kretzmann
	Paxton: Math 112 is a business calculus course with a multiple variable component. This course has a C-ID. We deleted some course content because most schools do not offer it.								
	In addition, the course was updated with the new course prerequisites.								
	Gabrielian: Does this affect schools like Northridge, Long Beach, etc.								
	Cortes: No								
	Kretzmann: Should some of the "or" be "and" in the preconditions for enrollment section. So first the prerequisites then "and" for the recommended preparation.								
	Paxton: I will fix these.								
	Kretzmann: In regard to the 5-7 unit exams, is it mandating what instructors should do?								
	Paxton: It is the same for all math courses.								
11	MATH 112+	COURSE	Create	MATHEMATICS DIVISION	TRANSFER MATH	New Course	1stRead	Carried	Paxton/ Kretzmann
12	MATH 136+	COURSE	Create	MATHEMATICS DIVISION	TRANSFER MATH	New Course	1stRead		
	Paxton: These are two new courses resulting from AB 705. Both courses have a support portion. Any skills that students were lacking most became lab topics.								

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	Mayer: How are we going to assess completion?								
	Paxton: We are data driven, and will look at the data of the new courses and compare them to the data from the old courses.								
	Dr. Ritterbrown: Data for math and English has been collected for 15 years. At this point, we are on solid ground with AB705.								
	Paxton: 136+ has a lab component with algebra skills and some study skills.								
	Items # 11 and 12 were taken together.								
13	POL S 48	COURSE	Revise	SOCIAL SCIENCES DIVISION	POLITICAL SCIENCE	Technical	Info		
14	SOC 102	COURSE	Revise	SOCIAL SCIENCES DIVISION	SOCIOLOGY	Nonsubstantial Change A	OnlyR	Carried	Mack/ Frontini
	Mack: The SLOs listed on eLumen were for SOC 105, so these were fixed.								
	Morris: Why aren't we removing the phrase "eligibility for?"								
	Rohrbacher: This course is not going through a cyclical review at the moment.								
15	SOC 48	COURSE	Revise	SOCIAL SCIENCES DIVISION	SOCIOLOGY	Technical	Info		
	Rohrbacher: Items # 1, 8, 9, 13, 15 are only info items and are just being changed from pass/no pass.								
16	SOC S 134	COURSE	Delete	SOCIAL SCIENCES DIVISION	SOCIAL SCIENCE	Nonsubstantial Change A	OnlyR		
	Items #5,6,16 were deleted courses that were not voted on. They will come back on April 10, 2019.								
17	STV 100	COURSE	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Nonsubstantial Change B	1stRead	Carried	Czech/ Gamberg
18	STV 101	COURSE	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Nonsubstantial Change B	1stRead		
19	STV 11	COURSE	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Nonsubstantial Change B	1stRead		

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20	STV 111	COURSE	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Nonsubstantial Change B	1stRead		
21	STV 113	COURSE	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Nonsubstantial Change B	1stRead		
22	STV 12	COURSE	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Nonsubstantial Change B	1stRead		
23	STV 13	COURSE	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Nonsubstantial Change B	1stRead		
24	STV 138	COURSE	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Nonsubstantial Change B	1stRead		
25	STV 14	COURSE	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Nonsubstantial Change B	1stRead		
26	STV 140	COURSE	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Nonsubstantial Change B	1stRead		
27	STV 150	COURSE	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Nonsubstantial Change B	1stRead		
28	STV 21	COURSE	Revise	NONCREDIT BUSINESS	SHORT TERM VOCATIONAL	Nonsubstantial Change B	1stRead		

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				& LIFE SKILLS DIVISION					
29	STV 22	COURSE	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Nonsubstantial Change B	1stRead		
30	STV 23	COURSE	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Nonsubstantial Change B	1stRead		
31	STV 250	COURSE	Create	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	New Course	1stRead		
32	STV 31	COURSE	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Nonsubstantial Change B	1stRead		
33	STV 33	COURSE	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Nonsubstantial Change B	1stRead		
34	STV 34	COURSE	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Nonsubstantial Change B	1stRead		
35	STV 40	COURSE	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Nonsubstantial Change B	1stRead		
36	STV 50	COURSE	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Nonsubstantial Change B	1stRead		

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37	STV 61	COURSE	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Nonsubstantial Change B	1stRead		
38	STV 62	COURSE	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Nonsubstantial Change B	1stRead		
39	STV 63	COURSE	Create	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	New Course	1stRead		
40	STV 70	COURSE	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Nonsubstantial Change B	1stRead		
41	STV 80	COURSE	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Nonsubstantial Change B	1stRead		
42	STV 90	COURSE	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Nonsubstantial Change B	1stRead		
43	STV 91	COURSE	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Nonsubstantial Change B	1stRead		
44	STV 95	COURSE	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Nonsubstantial Change B	1stRead		
45	STV 97	COURSE	Revise	NONCREDIT BUSINESS	SHORT TERM VOCATIONAL	Nonsubstantial Change B	1stRead		

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				& LIFE SKILLS DIVISION					
	Czech: These courses are not going through a cyclical review at the moment. The OBT department is expanding, so we are changing the name to STV.								
	Also this change goes with Title 5. Also, some courses are having their SLOs revised. Basically the department name is changing so the courses are								
	having a name change as well.								
	Herwerth: Why was the term vocational chosen?								
	Czech: The term is more universal at the state and at Glendale Community College								
46	T ART 104	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	THEATRE ARTS	Nonsubstantial Change B	2ndRead	Carried	Helgeson/ Gamberg
	Helgeson: The bullets/formatting and the course outline have been fixed. In addition, the entry standards are now checked with "yes".								
	Kretzmann: Is the text old? It needs to have a justification.								
	Helgeson: It is foundational text.								
	Rohrbacher: The justification has been uploaded.								
47	Philosophy - AA-T	PROGRAM	Revise	SOCIAL SCIENCES DIVISION	PHILOSOPHY	Substantial Change	1stRead	Carried	Mack/ Calderone
	Morris: Previously, under the required courses, you had to take 6 units and there was a "or" between some courses. However, it is not there anymore.								
	Mack: I will fix this. Also, PHILO 123 will be archived later.								
	Traynor: This is a state document, so whatever changes are made needs to have a TMC.								
	Item # 2, 3, 11, and 12's advisories were discussed and approved during the course reviews at this meeting.								