

Minutes
Curriculum and Instruction Committee
May 22, 2019

**Glendale Community College
Curriculum & Instruction Committee
Minutes
Wednesday, May 22, 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: Susie Chin, Maria Czech, Byron Delto, Julie Gamberg, John Gold (proxy for Erin Calderone), Jayson Helgeson, Chris Herwerth, Maria Kretzmann, Kevin Mack, Araik Eric Margaryan, Paul Mayer, Brian McDonald, Carol Paxton, Scott Rubke

Resources Present: Edward Karpp, Jolie Morris, Nancy Traynor, Terrence Yu

Minutes Recorder: Patrik Namagardi

Guests Present: Mary Jane Biancheri, Steve Bie, Anahit Boduryan, Denise Leong-Brattain, John Queen, Ben Salazar

Absent: Tina Andersen-Wahlberg, Mark Bowen, Erin Calderone, Richard Cortes, Catherine Dudley, Agnes Eguaras, Flavio Frontini, Lorig Gabrielian, Arda Najarian, Alfred Ramirez, Freddy Saucedo, Alexa Schumacher, Jan Swinton, Yvette Ybarra

Approval of Minutes

MSC (**Rohrbacher/McDonald**) to approve the minutes of May 8, 2019 Curriculum & Instruction Committee

MSC (Mayer/Margaryan) to approve tabling and postponing the announcements.

I. Announcements

C-ID revisions needed:

ADMJ-116
ART 101H
ART 107

Minutes
Curriculum and Instruction Committee
May 22, 2019
ART 108
ECON 102H
~~MATH 100~~
~~MATH 110~~
MUSIC 211
MUSIC 236
MUSIC 237

CoDE Approved DE Addenda
None

**Catalog Description Updated for
Childhood Development Programs
(Info Item)**

**These programs need a catalog
(program) description:**
DUE DATE: 2/14/20

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

Art
Visual Arts - Two/Three dimensional
~~Biology~~

Minutes
Curriculum and Instruction Committee
May 22, 2019
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
Dental Front Office/Billing Coding

Minutes
Curriculum and Instruction Committee
May 22, 2019
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)

Minutes
Curriculum and Instruction Committee
May 22, 2019
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

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

Update on Student Representation on C&I (**Rohrbacher**)

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.

CMS Update—Section 5 (**Traynor, Cortes, Rohrbacher**)

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
Items with (*) need to be reviewed by committee									
*1	ACCTG 160	COURSE	Revise	BUSINESS DIVISION	ACCOUNTING	Nonsubstantial Change A	OnlyR	Carried	Margaryan/ Mack
*2	ACCTG 250	COURSE	Revise	BUSINESS DIVISION	ACCOUNTING	Nonsubstantial Change A	OnlyR		
	Margaryan: The textbooks were updated for these courses. In addition, ACCTG 250 had its SAM CODE reversed back and its course content expanded.								
	ACCTG 160 had revisions made to its course content.								
	Mack: The formatting in the course content section for ACCTG 250 does not match.								
	Items #1 and #2 were taken together.								
*3	ANTHR 150	COURSE	Revise	SOCIAL SCIENCES DIVISION	ANTHROPOLOGY	Nonsubstantial Change A	OnlyR	Carried	Mack/ Kretzmann
	Mack: This course is going through a simple cyclical review.								
*4	BIOL 115	COURSE	Revise	BIOLOGY DIVISION	BIOLOGY	Nonsubstantial Change B	1stRead	Carried	Kretzmann/ Gamberg
*5	BIOL 122	COURSE	Revise	BIOLOGY DIVISION	BIOLOGY	Nonsubstantial Change A	OnlyR		
	Kretzmann: These courses are going through cyclical revisions. For BIOL 115 we rewrote everything including the catalog statement. We also made the SLOs possible for every instructor to assess. In addition, updates were made to the course content and exit standards.								
	Mack: For Biology 122, abbreviate the word Biology (BIOL).								
	Items #4 and #5 were taken together.								

Minutes
Curriculum and Instruction Committee
May 22, 2019

*6	BUSAD 112	COURSE	Revise	BUSINESS DIVISION	BUSINESS ADMINISTRATION	Nonsubstantial Change B	1stRead	Carried	Margaryan/ Kretzmann
*7	BUSAD 114	COURSE	Revise	BUSINESS DIVISION	BUSINESS ADMINISTRATION	Nonsubstantial Change A	OnlyR		
*8	BUSAD 116	COURSE	Revise	BUSINESS DIVISION	BUSINESS ADMINISTRATION	Nonsubstantial Change B	1stRead		
*9	BUSAD 169	COURSE	Revise	BUSINESS DIVISION	BUSINESS ADMINISTRATION	Nonsubstantial Change B	1stRead		
Margaryan: These courses had textbooks updated, format updates, and are all cyclical reviews. BUSAD 169 also had a course number change. It was									
changed from 205 to 169.									
There was a discussion about whether a course outline can have entry standards with no preconditions for enrollment. It was determined that they can.									
Items #6-9 were taken together.									
*10	CHEM 110	COURSE	Revise	PHYSICAL SCIENCES DIVISION	CHEMISTRY	Nonsubstantial Change B	1stRead	tabled	Rohrbacher/ Mayer
*11	CHLDV 141	COURSE	Revise	SOCIAL SCIENCES DIVISION	CHILD DEVELOPMENT	Nonsubstantial Change A	OnlyR	Carried	Mack/ McDonald
*12	CHLDV 156	COURSE	Revise	SOCIAL SCIENCES DIVISION	CHILD DEVELOPMENT	Nonsubstantial Change A	OnlyR		
*13	CHLDV 160	COURSE	Revise	SOCIAL SCIENCES DIVISION	CHILD DEVELOPMENT	Nonsubstantial Change B	1stRead		
Mack: Items #11 and #12 are regular cyclical changes. The SLOs were changed because of the curriculum alignment project.									
The catalog statement was modified for item #13.									
Biancheri: The Head Start Program approached us and wanted us to teach CHLDV 160.									
Biancheri: The textbook for CHLDV 156 is old, but it is a stable book.									
Kretzmann: For CHLDV 160, check a box or two for the ENGL 100 entry standards.									
Items #11-13 were taken together.									
*14	CS/IS 240	COURSE	Create	BUSINESS DIVISION	COMP SCIENCE/ INFO SYSTEMS	New Course	1stRead	Carried	Mayer/ Margaryan

Minutes
Curriculum and Instruction Committee
May 22, 2019

*15	CS/IS 241	COURSE	Create	BUSINESS DIVISION	COMP SCIENCE/ INFO SYSTEMS	New Course	1stRead		
*16	CS/IS 242	COURSE	Create	BUSINESS DIVISION	COMP SCIENCE/ INFO SYSTEMS	New Course	1stRead		
*17	CS/IS 243	COURSE	Create	BUSINESS DIVISION	COMP SCIENCE/ INFO SYSTEMS	New Course	1stRead		
Margaryan: These are new courses that have been aligned with market needs.									
Rohrbacher: The information and curriculum from Santa Monica College was used for these courses. These are part of the Amazon Web Program.									
Paxton: I couldn't find the CID descriptor for CS/IS 240. Is it being developed?									
Margaryan: It is new.									
It was discussed that CS/IS 240 does need requisites but on page 15 it says recommended preps. It should be listed in section 3 of CMS.									
Mayer: There shouldn't be a hyphen in the word hands on in the catalog description.									
It was discussed that the out of class assignments and the methods of evaluation on some of the courses are too similar. It was recommended to give									
some examples or explanation, like what an in class project is.									
Dr. Ritterbrown: Was the LMI data run for these courses? A lot of our CS/IS courses are low enrolled.									
Margaryan will have Sevada check the information.									
Kretzmann: Can we check to see if Santa Monica College has good enrollment?									
Items #14-17 were taken together.									
*18	FIRE 101	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	FIRE TECHNOLOGY	Nonsubstantial Change B	1stRead	Carried	Rubke/ Mack
*19	FIRE 102	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	FIRE TECHNOLOGY	Nonsubstantial Change B	1stRead		
*20	FIRE 103	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	FIRE TECHNOLOGY	Nonsubstantial Change B	1stRead		

Minutes
Curriculum and Instruction Committee
May 22, 2019

*21	FIRE 104	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	FIRE TECHNOLOGY	Nonsubstantial Change B	1stRead		
*22	FIRE 105	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	FIRE TECHNOLOGY	Nonsubstantial Change B	1stRead		
Herwerth: These courses are being updated. I will make sure to select entry standards for them. Also, the CID descriptors are in the draft stage.									
Mack: Make sure the catalog statements start with the abbreviated name of the class.									
Rohrbacher: The CID descriptors don't have recommended preps, please double check that your division wants recommended preps.									
Rohrbacher: Some of the catalog descriptions are too short.									
Mack: The requisites page doesn't say what type they are.									
Rohrbacher: They are recommended preps.									
Items #18-22 were taken together.									
*23	MATH 107	COURSE	Revise	MATHEMATICS DIVISION	TRANSFER MATH	Nonsubstantial Change B	1stRead	Carried	Paxton/ Kretzmann
*24	MATH 107H	COURSE	Revise	MATHEMATICS DIVISION	TRANSFER MATH	Nonsubstantial Change B	1stRead		
*25	MATH 108	COURSE	Revise	MATHEMATICS DIVISION	TRANSFER MATH	Nonsubstantial Change B	1stRead		
*26	MATH 108H	COURSE	Revise	MATHEMATICS DIVISION	TRANSFER MATH	Nonsubstantial Change B	1stRead		
*27	MATH 110	COURSE	Revise	MATHEMATICS DIVISION	TRANSFER MATH	Substantial Change	1stRead		
*28	MATH 136	COURSE	Revise	MATHEMATICS DIVISION	TRANSFER MATH	Nonsubstantial Change B	1stRead		
Paxton: For items #23-26, the Math 104 sequence to the prerequisites were added. In addition, the course content and SLOs were cleaned up, hours									
were adjusted, and textbooks were updated. For Math 110, we went back to the old CID.									
For Math 136, we added the Math 30s and 90s to the prerequisites.									
Items #23-28 were taken together.									
A motion to extend the meeting by 5 minutes was approved. (Gamberg/Kretzmann)									

Minutes
Curriculum and Instruction Committee
May 22, 2019

*29	MUSIC 130	COURSE	Create	VISUAL & PERFORMING ARTS DIVISION	NON- COMMERCIAL MUSIC	New Course	1stRead	Carried	Delto/ Mayer
	Delto: This course has never been offered at Glendale Community College. It introduces students to possibilities to a career in music.								
	Traynor: We already have a Music 130 in PeopleSoft, however, we can keep the number because it is not at the state.								
	Mack: There is no example for the written assignments in the methods of evaluation section.								
	Kretzmann: The entry standards are not linking with the exit standards from Music 101.								
	Dr. Ritterbrown: Is this course linked to a child education degree.								
	Delto: No								
	Dr. Ritterbrown: We are looking at a career education class.								
	Kretzmann: Is there a justification for the textbooks?								
	Rohrbacher: We will double check.								
*30	MUSIC 171	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	COMMERCIAL MUSIC	Nonsubstantial Change A	OnlyR	Carried	Delto/ Mack
*31	MUSIC 176	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	COMMERCIAL MUSIC	Nonsubstantial Change B	1stRead		
*32	MUSIC 177	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	COMMERCIAL MUSIC	Nonsubstantial Change B	1stRead		
*33	MUSIC 178	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	COMMERCIAL MUSIC	Nonsubstantial Change B	1stRead		
	Delto: These courses have all had revisions made to the CID descriptors, updates to the SLOs and textbooks, and minor changes to the catalog statement.								
	The titles for Music 177 and Music 178 were shortened a little.								
	It was discussed that courses with CID descriptors can have recommended preps.								
	Items #30-33 were taken together								
*34	MUSIC 179	COURSE	Create	VISUAL & PERFORMING ARTS DIVISION	COMMERCIAL MUSIC	New Course	1stRead	Carried	Delto/ Gamberg
*35	MUSIC 181	COURSE	Create	VISUAL & PERFORMING ARTS DIVISION	COMMERCIAL MUSIC	New Course	1stRead		

Minutes
Curriculum and Instruction Committee
May 22, 2019

*36	MUSIC 184	COURSE	Create	VISUAL & PERFORMING ARTS DIVISION	COMMERCIAL MUSIC	New Course	1stRead		
*37	MUSIC 187	COURSE	Create	VISUAL & PERFORMING ARTS DIVISION	COMMERCIAL MUSIC	New Course	1stRead		
Delto: These are all new courses. Music 179 is studio recording and mixing. It is a practical level after the intro course. Music 181 and Music 184 are courses we did not have but have CID descriptors. In addition, recommended preps have been added to them.									
Mack: Why are Music 181 and Music 184 requisites for Music 179?									
Delto: Students in those classes will have background in music.									
It was discussed that participation and discussion is not something we can attach to a grade. We cannot grade students on something that is not related									
to content matter.									
It was discussed to be more specific in the methods of evaluation section.									
Mack: If Music 187 is Music 185 and Music 186 combined, then why doesn't it have requisites because both Music 185 and Music 186 have requisites.									
Delto: We can include a recommended prep.									
Items #34-37 were taken together.									
*38	PHILO 119	COURSE	Revise	SOCIAL SCIENCES DIVISION	PHILOSOPHY	Nonsubstantial Change B	1stRead	Carried	Mack/ McDonald
*39	PHILO 120	COURSE	Revise	SOCIAL SCIENCES DIVISION	PHILOSOPHY	Nonsubstantial Change A	OnlyR		
Bie: These are not new courses. A few updates were made; less SLOs and removed some material from the course catalog.									
Mack: These courses are going through cyclical revisions.									
Kretzmann: ESL 151 is listed as a recommended prep so there has to be some kind of entry standard from it.									
Gamberg: Is there a way to make the course content represent a more diverse group of philosophers?									
Bie: I will look into it.									
Items #38 and #39 were taken together.									
*40	POL S 103	COURSE	Revise	SOCIAL SCIENCES DIVISION	POLITICAL SCIENCE	Nonsubstantial Change B	1stRead	Carried	Mack/ Kretzmann
Mack: This course is going through a cyclical review. It was discussed in our division meeting to change the requisite to a prerequisite of POL S 101.									

Minutes
Curriculum and Instruction Committee
May 22, 2019

*41	POL S 107	COURSE	Create	SOCIAL SCIENCES DIVISION	POLITICAL SCIENCE	New Course	1stRead	Carried	Mack/ McDonald
	Mack: This is a new course that highlights legal theories. It is a course for students who are considering a career in law.								
	Rohrbacher: We are hoping that this class will be available by Spring 2020 or Summer 2020. It is part of the law of pathways program.								
	Traynor: We already have a 107 on record so it was discussed to change the course number.								
*42	RE 101	COURSE	Revise	BUSINESS DIVISION	REAL ESTATE	Nonsubstantial Change A	OnlyR	Carried	Margaryan/ Mayer
*43	RE 105	COURSE	Revise	BUSINESS DIVISION	REAL ESTATE	Nonsubstantial Change A	OnlyR		
*44	RE 120	COURSE	Revise	BUSINESS DIVISION	REAL ESTATE	Nonsubstantial Change A	OnlyR		
*45	RE 195	COURSE	Revise	BUSINESS DIVISION	REAL ESTATE	Nonsubstantial Change A	OnlyR		
	Margaryan: These courses are going through cyclical revisions. The course content, SLOs, and textbooks were updated.								
	Distance education was discussed and Margaryan informed us that their CODE representative has submitted these courses for Distance Education already.								
	Mack: The structure of the course content for RE 101 and RE 105 need to be fixed. Also, for the 3rd SLO on RE 105, is it the actual test or practice test?								
	Margaryan will double check this information.								
	Kretzmann: If there are no prerequisites, then we shouldn't have the entry standard of having people being able to communicate. Also, the course								
	content for RE 195 needs to be fixed.								
	Rohrbacher recommends Margaryan to ask the department if they need this entry standard or not.								
	Items #42-45 were taken together.								
*46	ST DV 125	COURSE	Revise	STUDENT SERVICES DIVISION	STUDENT DEVELOPMENT	Nonsubstantial Change A	OnlyR	Carried	Chin/ McDonald

Minutes
Curriculum and Instruction Committee
May 22, 2019

	Leong-Brattain: The language for this course was updated (exit standards, course content, methods of evaluation, SLOs).								
*47	Accounting Ethics Skill Award	PROGRAM	Create	BUSINESS DIVISION	ACCOUNTING	New Program	1stRead	Carried	Margaryan/ Mayer
*48	Advanced Tax Preparation - Accounting Skill Award	PROGRAM	Create	BUSINESS DIVISION	ACCOUNTING	New Program	1stRead		
	Margaryan: These are low unit skill awards. Item #47 is for students who are interested in certified public accountant (CPA). Item #48 is for students who are looking to prepare more advanced taxes.								
	Kretzmann: Should the awards include accounting 160 as part of the units?								
	Rohrbacher: No, because it is a prerequisite and most programs and awards include courses that have prerequisites.								
	Items # 47 and # 48 were taken together.								
*49	Social Work and Human Services	PROGRAM	Create	SOCIAL SCIENCES DIVISION	SOCIOLOGY	New Program	1stRead	Carried	Mack/ McDonald
	Sapra: This program prepares students to transfer to BSW programs. It gives students the opportunity to participate in social work.								
	Mack: The required core for this program is 22 units, but when I add the courses, it totals up differently. I matched the TMC, but the units don't match.								
	Traynor: It is fine because it is above the TMC required units.								
	Kretzmann: You can't take BIOL 121 without BIOL 120.								
	Nancy Traynor: We can't change that.								
	It was discussed that that AA-Ts and AD-Ts do not have to have the required core units stated in the course catalog.								
	Mayer: How does this program prepare students for work when there is no internship?								
	Sapra: This program has field work built into it.								
	Kretzmann: The anatomy course in biology is going to be impacted by students waiting to take these biology courses.								

Minutes
Curriculum and Instruction Committee
May 22, 2019

*50	Sociology - AA-T	PROGRAM	Revise	SOCIAL SCIENCES DIVISION	SOCIOLOGY	Substantial Change	1stRead	Carried	Mack/ McDonald
	Mack: The AA-T was different from what the TMC had, but they match now. There is only a list A and list B now with new classes added in. There is no								
	list C anymore.								
*51	Specialist in Alcohol/Drug Studies - AS Degree	PROGRAM	Revise	HEALTH SCIENCES DIVISION	ALCOHOL/ DRUG STUDIES	Substantial Change	1stRead	Carried	Gamberg/ McDonald
*52	*Specialist in Alcohol/Drug Studies - Certificate	PROGRAM	Revise	HEALTH SCIENCES DIVISION	ALCOHOL/ DRUG STUDIES	Substantial Change	1stRead		
	Salazar: We removed a behavioral course dropping the units for completion to 39 from 42. All other community colleges have made it 39 units as well.								
	Once students complete the certificate, they can move on to the degree. We almost have a complete program with a CID.								
	It was discussed that in order for the degree and certificate to be listed together, the content needs to match. They need to be identical.								
	Kretzmann: The certificate shows 39 units and the AS degree shows 38 units.								
	Salazar: Both should be 39 units. There is no difference between the certificate and AS degree.								
	Items #51-52 were taken together.								
	Items # 14, 15, 16, 17, 29, 34, 35, 36, 41 advisories were reviewed and approved during discussion of the courses.								