

Minutes
Curriculum and Instruction Committee
May 8, 2019

**Glendale Community College
Curriculum & Instruction Committee
Minutes
Wednesday, May 8, 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, Chris Herwerth, Maria Kretzmann, Kevin Mack, Araik Eric Margaryan, Paul Mayer, Brian McDonald, Carol Paxton, Scott Rubke

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

Minutes Recorder: Patrik Namagardi

Guests Present: Troy Davis

Absent: Tina Andersen-Wahlberg, Mark Bowen, Jayson Helgeson, Arda Najarian, Alfred Ramirez, Alexa Schumacher, Jan Swinton, Yvette Ybarra

Approval of Minutes

MSC (**Frontini/Gamberg**) to approve the minutes of April 24, 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

None

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

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

DUE DATE: 2/14/20

Rohrbacher: This is the new date. The catalog statements need to be changed because they are too long or missing core units. The description needs to fit into the new Navigate program.

AA/AA Degrees and Certificates

Accounting
Addiction Studies Counseling
Visual Arts - Animation

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

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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
Basic Medical Billing and Coding

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Unix/Linux System Administrator

**These programs need to revise
their current catalog (program) description:**

DUE DATE: 6/12/2019, or 2/15/20 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>	

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Business Information Worker
Computerized Accounting Specialist
Insurance Professional
Tax Preparer
Technical Theater

(Needs to be shorter--no more than 3 sentences)
(Needs to add units to end of description)
(Needs to add units to end of description)
(Needs to add units to end of description)
(Move units to end of description)

Next Preliminary Review Deadline: August 15, 2019

Curriculum Institute 2019—July 10-13 in Burlingame

2019-2020 C&I Schedule (Rohrbacher)

MSC to approve the 2019-2020 C&I Schedule (Frontini/Mayer).

Student Representation on C&I (Mack, Rohrbacher)

Mack: We should consider having student representatives at our C&I meetings because according to our constitution, students are listed. This idea has its pros and cons.

It was discussed that we used to have student representatives who attended and had questions but did not give any feedback. It is hard for students to understand the material in this group because student representatives change out every year or semester. In addition, it is hard for students to attend at this time. Cortes suggested we can bring this idea to the Student Voice Inquiry group. It was also suggested to make a presentation at ASGCC. Rohrbacher recommends to leave the option open for now.

Recommended Preparation (Rohrbacher)

It was discussed that C&I does not dictate curriculum. We recommend things but ultimately it is the division or departments who make the decisions because they are the professionals in the subject matter. Suggestions were made to make a cheat sheet for recommended preps, update the C&I handbook, give faculty a presentation of what C&I is and does during Institute day or normal faculty meetings. Kretzmann suggested that departments should bring someone when their courses are coming through for a cyclical review or if the course is new. In addition, they should also have someone come to the 2nd read when there are questions or concerns brought up during the 1st read.

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

Cortes: If the info boxes are checked off then leave it checked. If it is something new, we need to have some language so we know to include it in the IGETC or BREADTH.

Traynor: This is a work in progress. If you are adding something new, then use the comment box in section 5 and also put it in the justification box in section of CMS.

Cortes: The issue is if you check the box thinking it is going to be approved but the CSU chancellor feels it doesn't meet the criteria, then the box is still checked off.

II. New Business

Articulation update (Cortes)

The new Public Assist is being launched May 31st so the trainings will be coming soon. We are waiting on the CSUs and UCs to get back to us for transferability which should hopefully be sometime this week.

III. New Business (Curriculum Action Items)

Item #	Proposal Name	Type	Action	Division	Department	Level Change	Stage	Motion	First/Second
1	ABSE 120	COURSE	Create	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	ADULT BASIC AND SECONDARY ED	New Course	2ndRead	Carried	Czech/ Frontini
2	ABSE 121	COURSE	Create	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	ADULT BASIC AND SECONDARY ED	New Course	2ndRead		
3	ABSE 122	COURSE	Create	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	ADULT BASIC AND SECONDARY ED	New Course	2ndRead		
Czech: The correction suggested for the recommended prep was made.									
Items #1-3 were taken together.									
4	BIOL 123H	COURSE	Create	BIOLOGY DIVISION	BIOLOGY	New Course	2ndRead	Carried	Kretzmann/ Gamberg
5	BIOL 131	COURSE	Revise	BIOLOGY DIVISION	BIOLOGY	Nonsubstantial Change B	2ndRead		
Kretzmann: 123H is the honors course. I changed the recommended prep back to match the regular 123 course. I also checked the box for the grading option. There were no changes made to 131.									
Items #4 and #5 were taken together.									

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6	ECON 101	COURSE	Revise	SOCIAL SCIENCES DIVISION	ECONOMICS	Nonsubstantial Change B	2ndRead	Carried	Mack/ Kretzmann
Mack: The only suggested change was to add "or equivalent" for the preconditions for enrollment and the change was made.									
7	EMT 141	COURSE	Create	HEALTH SCIENCES DIVISION	EMERGENCY MEDICAL TECHNOLOGY	New Course	2ndRead	Carried	Dudley/ Kretzmann
Dudley: The only change that was made was changing course content #7 to Current Standards of Practice.									
8	ENGL 101H	COURSE	Revise	ENGLISH DIVISION	TRANSFER ENGLISH	Technical Change	Info		
9	ENGL 109	COURSE	Revise	ENGLISH DIVISION	TRANSFER ENGLISH	Nonsubstantial Change B	2ndRead	Carried	Gamberg/ Calderone
Gamberg: The catalog description was changed to include texts that were less biblical and more multicultural.									
Karpp: Is there another way to say "in translation"?									
Gamberg: I will check with Chris Juzwiak about the wording.									
10	ENGL 120	COURSE	Revise	ENGLISH DIVISION	DEVELOPMENTAL ENGLISH	Technical Change	Info		
11	ENGL 188	COURSE	Revise	ENGLISH DIVISION	DEVELOPMENTAL ENGLISH	Technical Change	Info		
12	ENGL 189	COURSE	Revise	ENGLISH DIVISION	DEVELOPMENTAL ENGLISH	Technical Change	Info		
13	ENGL 190	COURSE	Revise	ENGLISH DIVISION	DEVELOPMENTAL ENGLISH	Technical Change	Info		
14	ENGL 191	COURSE	Revise	ENGLISH DIVISION	DEVELOPMENTAL ENGLISH	Technical Change	Info		
15	ENGL 192	COURSE	Revise	ENGLISH DIVISION	DEVELOPMENTAL ENGLISH	Technical Change	Info		
16	HIT 193	COURSE	Revise	BUSINESS DIVISION	DEVELOPMENTAL ENGLISH	Technical Change	Info		
17	MCOMM 120	COURSE	Revise	LANGUAGE ARTS DIVISION	MASS COMMUNICATION	Nonsubstantial Change B	2ndRead	Carried	Frontini/ Mack

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	Frontini: The only suggested change that was made was to add ENGL 100 in the preconditions for enrollment.								
18	PE 111	COURSE	Revise	KINESIOLOGY DIVISION	PHYSICAL EDUCATION	Nonsubstantial Change B	2ndRead	Carried	Calderone/ Kretzmann
	Calderone: This was part of the PE course renaming that came through earlier. It was just left behind. Also, I checked the grading option for								
	pass/no pass.								
	The entry standards were discussed and it was concluded that the entry standards match the exit standards for PE 110.								
19	SOC 141	COURSE	Create	SOCIAL SCIENCES DIVISION	SOCIOLOGY	New Course	2ndRead	Carried	Mack/ Frontini
	Mack: This is the new social work course and the suggestions that were made was to add ENGL 100 to the preconditions for enrollment and								
	to include a catalog, note about the forty hours of service learning. These changes were made.								
20	Photography - AS	PROGRAM	Revise	VISUAL & PERFORMING ARTS DIVISION	PHOTOGRAPHY	Substantial Change	2ndRead	Carried	Delto/ Kretzmann
21	Photography- Certificate	PROGRAM	Revise	VISUAL & PERFORMING ARTS DIVISION	PHOTOGRAPHY	Substantial Change	2ndRead		
	Delto: We deleted the skill award information and added the market labor information.								