

Minutes  
Curriculum and Instruction Committee  
November 14, 2018

**Glendale Community College  
Curriculum & Instruction Committee**

**Minutes**

**Wednesday, November 14, 2018  
1:40p.m., SG 137**

**Co-Chairs:** Francien Rohrbacher called the meeting to order at 1:40 p.m.

**Voting Members Present:** Abraham Baca (proxy), Mary Elizabeth Barrett, Erin Calderone, Susie Chin, Richard Cortes, Maria Czech, Byron Delto, Flavio Frontini, Julie Gamberg, Jayson Helgeson, Chris Herwerth, Maria Kretzmann, Kevin Mack, Araik Eric Margaryan, Paul Mayer, Carol Paxton, Scott Rubke

**Resources Present:** Edward Karpp, Jolie Morris, Freddy Saucedo, Nancy Traynor, Yvette Ybarra,

**Minutes Recorder:** Patrik Namagardi

**Guests Present:** Nareh Manooki

**Absent:** Tina Andersen-Wahlberg, Mark Bowen, Catherine Dudley, Agnes Eguaras, Brian McDonald, Arda Najarian, Alfred Ramirez, Michael Ritterbrown, Alexa Schumacher, Jan Swinton, Terrence Yu

**Approval of Minutes**

MSC (**Margaryan/Frontini**) to approve the minutes of October 24, 2018 Curriculum & Instruction Committee

**I. Announcements**

**C-ID revisions needed:**

ADMJ-116  
ART 101H  
ART 107

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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

International Business

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~~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)
Tax Preparer	(Needs to add units to end of description)
Technical Theater	(Move units to end of description)

**CMS Update—None**

**What Do We Expect from a COR—Exit Standards (Rohrbacher)**

- Primary components and skills leading to student achievement and a course’s intended purpose (ASCCC 2017)
- Should be specific to the skills needed to meet the course SLOs  
 -Rohrbacher: SLOs are more general
- Should be appropriate in terms of rigor  
 -Rohrbacher: Don’t have students do tasks they are not expected to learn.
- Can be measured through a range of assessments

**II. New Business**

Articulation update (**Cortes**)

-None

**III. New Business (Curriculum Action Items)**

Item #	Proposal Name	Type	Action	Division	Department	Level Change	Stage	Motion	First&Second	
1	ART 119	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	ART HISTORY	Nonsubstantial Change B	2ndRead	Carried/ Unanimous	Delto/ Frontini	
2	ART 209	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	ANIMATION	Nonsubstantial Change B	2ndRead			
3	ART 221	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	ANIMATION	Nonsubstantial Change B	2ndRead			
	Delto: Art 119 only had a minor catalog change and for Art 209 and Art 221 there were a few tweaks and we changed lab hours to studio hours.									
	Gamberg: Are there no entry standards for Art 119?									

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	Delto: We are recommending no entry standards for that course.								
	Items #1-3 were taken together.								
4	ATHPE 150	COURSE	Create	KINESIOLOGY DIVISION	ATHLETICS AND PHYSICAL EDUCATION	New Course	2ndRead	Carried/ Unanimous	Calderone/ Frontini
5	ATHPE 153	COURSE	Create	KINESIOLOGY DIVISION	ATHLETICS AND PHYSICAL EDUCATION	New Course	2ndRead		
6	ATHPE 155	COURSE	Create	KINESIOLOGY DIVISION	ATHLETICS AND PHYSICAL EDUCATION	New Course	2ndRead		
7	ATHPE 158	COURSE	Create	KINESIOLOGY DIVISION	ATHLETICS AND PHYSICAL EDUCATION	New Course	2ndRead		
8	ATHPE 159	COURSE	Create	KINESIOLOGY DIVISION	ATHLETICS AND PHYSICAL EDUCATION	New Course	2ndRead		
9	ATHPE 160	COURSE	Create	KINESIOLOGY DIVISION	ATHLETICS AND PHYSICAL EDUCATION	New Course	2ndRead		
10	ATHPE 161	COURSE	Create	KINESIOLOGY DIVISION	ATHLETICS AND PHYSICAL EDUCATION	New Course	2ndRead		
11	ATHPE 162	COURSE	Create	KINESIOLOGY DIVISION	ATHLETICS AND PHYSICAL EDUCATION	New Course	2ndRead		
12	ATHPE 163	COURSE	Create	KINESIOLOGY DIVISION	ATHLETICS AND PHYSICAL EDUCATION	New Course	2ndRead		
13	ATHPE 165	COURSE	Create	KINESIOLOGY DIVISION	ATHLETICS AND PHYSICAL EDUCATION	New Course	2ndRead		

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	Calderone: Only change from 1st to 2nd read was adding a catalog note to ATHPE 150 and 155 specifying total number of times courses can be repeated.									
	Items #4-13 were taken together									
14	ENGL 111	COURSE	Revise	ENGLISH DIVISION	TRANSFER ENGLISH	Technical	OnlyR			
15	ENGL 130	COURSE	Revise	ENGLISH DIVISION	TRANSFER ENGLISH	Technical	OnlyR			
16	KIN 155	COURSE	Revise	KINESIOLOGY DIVISION	KINESIOLOGY	Substantial Change	2ndRead			
17	KIN 167	COURSE	Revise	KINESIOLOGY DIVISION	KINESIOLOGY	Nonsubstantial Change B	2ndRead			
18	KIN 168	COURSE	Revise	KINESIOLOGY DIVISION	KINESIOLOGY	Nonsubstantial Change B	2ndRead			
19	MATH 15	COURSE	Create	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	New Course	2ndRead	Carried/ Unanimous	Paxton/ Kretzmann	
20	MATH 30	COURSE	Create	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	New Course	2ndRead			
21	MATH 30+	COURSE	Create	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	New Course	2ndRead			
22	MATH 90	COURSE	Create	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	New Course	2ndRead			
23	MATH 90+	COURSE	Create	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	New Course	2ndRead			
	Paxton: We are getting rid of the whole developmental curriculum and replacing it with these courses. There was a small change in sequence.									
	Paxton: We changed Math 15 from pass/no pass to graded with the option of pass/no pass.									
	Paxton: For Math 30, 30+, 90, 90+ we changed these courses from basic skills to non basic skills.									
	It was suggested a catalog note be added recommending students to take Math 15 if they are unable to pass Math 90/90+.									

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	Items #19-23 were taken together.								
24	MUSIC 154	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	COMMERCIAL MUSIC	Nonsubstantial Change A	OnlyR	Carried/ Unanimous	Delto/ Helgason
25	MUSIC 157	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	UNSPECIFIED	Nonsubstantial Change A	OnlyR		
Delto: These courses needed to be changed from lecture to lab.									
Traynor: Are these courses changing units?									
Delto: It does require a unit change.									
Traynor: These courses need to go to the states and will have to come back for a 2nd read.									
Items #24 and #25 were taken together.									
26	PE 103	COURSE	Revise	KINESIOLOGY DIVISION	PHYSICAL EDUCATION	Nonsubstantial Change B	1stRead	Carried/ Unanimous	Calderone/ Mack
Calderone: This course only had a name and title change and one exit standard edited.									
27	PHOTO 121	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	PHOTOGRAPHY	Nonsubstantial Change A	OnlyR	Carried/ Unanimous	Delto/ Frontini
Delto: Photo 121 is now Photo 160 so this course is no longer needed and we can just delete it.									
Rohrbacher: We can just delete the proposal.									
28	Architectural CAD Skill Award	PROGRAM	Create	TECHNOLOGY & AVIATION DIVISION	ARCHITECTURE	New Program	2ndRead	Carried/ Unanimous	Rubke/ Mack
Rohrbacher: This has ARCH 250 attached to it and now that ARCH 250 has gone through and been approved, we can move this skill award forward.									
Rubke: This skill award helps students get jobs or brush up on skills.									



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29	Engineering Certificate--Civil	PROGRAM	Revise	TECHNOLOGY & AVIATION DIVISION	ENGINEERING, GENERAL (15)	Nonsubstantial Change B	1stRead	Carried/ Unanimous	Rubke/ Mack
30	Engineering Certificate--Electrical	PROGRAM	Revise	TECHNOLOGY & AVIATION DIVISION	ENGINEERING, GENERAL (15)	Nonsubstantial Change B	1stRead		
31	Engineering Certificate--Mechanical	PROGRAM	Revise	TECHNOLOGY & AVIATION DIVISION	ENGINEERING, GENERAL (15)	NonSubstantial Change B	1stRead		
Herwerth: These programs were approved a year or so ago but there was a lag getting them to the state. Also, some math classes changed units within this certificate, so									
the certificate had to change units to.									
Rohrbacher: Some fields are left blank because the information is already at the state; just correcting units at the state.									
Rohrbacher: If units haven't been updated in the catalog, please do so.									
Items #29-31 were taken together.									
32	Engineering Technology- CAD & Design Drafting AS Degree	PROGRAM	Revise	TECHNOLOGY & AVIATION DIVISION	ENGINEERING, GENERAL (15)	Nonsubstantial Change B	1stRead	Carried/ Unanimous	Rubke/ Cortes
33	Engineering Technology- CAD & Design Drafting Certificate	PROGRAM	Revise	TECHNOLOGY & AVIATION DIVISION	ENGINEERING, GENERAL (15)	Nonsubstantial Change B	1stRead		
Herwerth: The catalog description was rewritten and we are only looking to approve this description.									
Rohrbacher: These are not going through a cyclical revision.									
Traynor: Should this be an OnlyR because it is just a catalog statement change?									
Rohrbacher: According to the C&I handbook, all changes to programs require two readings at C&I.									

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	Items #32 and #33 were taken together.								
34	Graphic Design AA	PROGRAM	Revise	VISUAL & PERFORMING ARTS DIVISION	ANIMATION	Nonsubstantial Change B	1stRead	Carried/ Unanimous	Delto/ Frontini
	Delto: This is in the agenda for a name change because there was a miscommunication in the naming of this degree.								
	Delto: There has also been a request put out to the instructor to get a catalog description and the number of units.								