

Minutes  
Curriculum and Instruction Committee  
November 28, 2018

**Glendale Community College  
Curriculum & Instruction Committee**

**Minutes**

**Wednesday, November 28, 2018  
1:40p.m., SG 137**

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

**Voting Members Present:** Mary Elizabeth Barrett, Erin Calderone, Susie Chin, Richard Cortes, Maria Czech, Byron Delto, Catherine Dudley, Flavio Frontini, Jayson Helgeson, Chris Herwerth, Maria Kretzmann, Kevin Mack, Araik Eric Margaryan, Paul Mayer, Brian McDonald, Sarah McLemore (proxy for Julie Gamberg) Carol Paxton,

**Resources Present:** Edward Karpp, Jolie Morris, Nancy Traynor

**Minutes Recorder:** Patrik Namagardi

**Guests Present:** John Leland, Sevada Chamras, Jan Young, Ani Grigorian

**Absent:** Tina Andersen-Wahlberg, Mark Bowen, Agnes Eguaras, Julie Gamberg, Arda Najarian, Alfred Ramirez, Michael Ritterbrown, Scott Rubke, Freddy Saucedo, Alexa Schumacher, Jan Swinton, Yvette Ybarra, Terrence Yu

**Approval of Minutes**

MSC (**McDonald/Kretzmann**) to approve the minutes of November 14, 2018 Curriculum & Instruction Committee

**I. Announcements**

**C-ID revisions needed:**

ADMJ-116  
ART 101H  
ART 107

Minutes  
Curriculum and Instruction Committee  
November 28, 2018  
ART 108  
ECON 102H  
~~MATH 100~~  
~~MATH 110~~  
MUSIC 211  
MUSIC 236  
MUSIC 237

**CoDE Approved DE Addenda**  
ADST 105

**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

Minutes  
Curriculum and Instruction Committee  
November 28, 2018  
~~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—SLOs (Rohrbacher)**

- Clear and measurable;
- Discipline specific;
- Related to GCC’s Core Competencies/ILOs;
- Aligning with standards presented by respective professional organizations as applicable;
- Using Bloom’s Taxonomy action verbs; and
- Using the prescribed number of learning outcomes. (Generally, a course or program will have between three and six learning outcomes.)

From GCC’s SLO webpage (<https://www.glendale.edu/about-gcc/faculty-and-staff/learning-outcomes/student-learning-outcomes>)

Keep in mind three types of outcomes when writing SLOs:

- Cognitive - knowledge related to a discipline
  - **Example:** Students will be able to identify major muscles groups
- Skills and abilities - physical and intellectual skills related to a discipline
  - **Example:** Students will be able to solve calculation problems involving integers without a calculator.
- Affective - attitudes, behaviors and values related to a discipline
  - **Example:** Students will apply effective language learning strategies.

**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 270	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	ANIMATION	Nonsubstantial Change B	1stRead	Carried/ Unanimous	Delto/ Mayer

Minutes  
 Curriculum and Instruction Committee  
 November 28, 2018

	Delto: We changed the studio hours, added another SLO, and changed the language on the out of class assignments.								
2	BUSAD 165	COURSE	Create	BUSINESS DIVISION	BUSINESS ADMINISTRATION	New Course	1stRead	Carried/ Unanimous	Margaryan/ Mack
	Margaryan: This is a new media marketing course using social media platforms for marketing.								
	Kretzmann: Are the hours under studio a mistake?								
	Margaryan: Yes, I will fix this.								
3	CHLDV 138	COURSE	Revise	SOCIAL SCIENCES DIVISION	CHILD DEVELOPMENT	Nonsubstantial Change A	OnlyR	Carried/ Unanimous	Mack/ Kretzmann
4	CHLDV 140	COURSE	Revise	SOCIAL SCIENCES DIVISION	CHILD DEVELOPMENT	Nonsubstantial Change B	1stRead		
5	CHLDV 142	COURSE	Revise	SOCIAL SCIENCES DIVISION	CHILD DEVELOPMENT	Nonsubstantial Change A	OnlyR		
6	CHLDV 154	COURSE	Revise	SOCIAL SCIENCES DIVISION	CHILD DEVELOPMENT	Nonsubstantial Change A	OnlyR		
	Mack: All these courses are going through the normal five year revision.								
	Mack: For CHLDV 138, we aligned the student learning outcomes with the Curriculum Alignment Project (CAP).								
	In addition, updates were made to the textbook section, recommended preps, and course content.								
	Mack: For CHLDV 140 we are changing the name and aligning the student learning outcomes with CAP.								
	Mack: For CHLDV 142 we are changing the student learning outcomes and aligning them with CAP.								
	Mack: For CHLDV 154 the catalog statement was slightly changed, the exit standards were changed, and we aligned the student learning outcomes with CAP.								
	Items #3-6 were taken together.								

Minutes  
Curriculum and Instruction Committee  
November 28, 2018

7	ENGR 101	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	ENGINEERING TECHNOLOGY (21)	Nonsubstantial Change B	1stRead	Carried/ Unanimous	Herwerth/ Mayer
8	ENGR 117	COURSE	Create	TECHNOLOGY & AVIATION DIVISION	ENGINEERING, GENERAL (15)	New Course	1stRead		
9	ENGR 122	COURSE	Create	TECHNOLOGY & AVIATION DIVISION	ENGINEERING, GENERAL (15)	New Course	1stRead		
10	ENGR 125	COURSE	Create	TECHNOLOGY & AVIATION DIVISION	ENGINEERING, GENERAL (15)	New Course	1stRead		
11	ENGR 180	COURSE	Create	TECHNOLOGY & AVIATION DIVISION	ENGINEERING, GENERAL (15)	New Course	1stRead		
Herwerth: ENGR 101 has been revised and updated. ENGR 122 is similar to 101 but for more advanced students. ENGR 117 is a hands on engineering tech course.									
Mack: Prerequisite should be ENGL 120.									
Mayer: If you are adding ENGL 120 as a precondition for enrollment then you need to add ESL 151 as well.									
Herwerth: ENGR 125 is not to be confused with C++; it is for engineering students who will be taking part in real world applications.									
Cortes: ENGR 125 won't meet GE requirements.									
Herwerth: This course is a land surveying class and can be highly articulated to CSUs and we might even create a future skill award in surveying.									
12	GEOG 110	COURSE	Revise	SOCIAL SCIENCES DIVISION	GEOGRAPHY	Nonsubstantial Change A	OnlyR	Carried/ Unanimous	Mack/ Czech
Mack: This course is going through a 5-year revision; student learning outcomes have changed.									
13	HIST 113	COURSE	Revise	SOCIAL SCIENCES DIVISION	HISTORY	Nonsubstantial Change A	OnlyR	Carried/ Unanimous	Mack/ Cortes
Mack: The major change made to this course was the course content and some course hours were added.									

Minutes  
Curriculum and Instruction Committee  
November 28, 2018

	McLemore: Section 13 under the course content has some bullets that do not connect to the title of the section. Can Robyn tweak these so they are more cohesive?								
	Kretzmann: For Section 4 under course content change the word "Its" to "Mexico's".								
14	HUMAN 110	COURSE	Revise	ENGLISH DIVISION	HUMANITIES	Nonsubstantial Change B	1stRead	Carried/ Unanimous	McLemore/ Cortes
15	HUMAN 111	COURSE	Revise	ENGLISH DIVISION	HUMANITIES	Nonsubstantial Change A	OnlyR		
16	HUMAN 115	COURSE	Revise	ENGLISH DIVISION	HUMANITIES	Nonsubstantial Change A	OnlyR		
17	HUMAN 117	COURSE	Revise	ENGLISH DIVISION	HUMANITIES	Nonsubstantial Change B	1stRead		
	McLemore: Course content was updated for all courses and Humanities 110 and 117 had additional changes in the catalog description.								
	In addition, Humanities 117 had a change in course title.								
	Items #14-17 were taken together.								
18	HUMAN 135	COURSE	Revise	ENGLISH DIVISION	HUMANITIES	Technical	Info		
19	KIN 158	COURSE	Create	KINESIOLOGY DIVISION	KINESIOLOGY	New Course	1stRead	Carried/ Unanimous	Calderone/ Kretzmann
	Calderone: This course is offered as an elective for the Fitness Specialist Certificate.								
	The course note was discussed and it was recommended that it not be put in the catalog, but instead be mentioned when advertising the course.								
	Calderone will revise catalog description.								
	Kretzmann: Are you going to select Health 102 exit standards?								
	Calderone: Yes.								
20	MUSIC 154	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	COMMERCIAL MUSIC	Nonsubstantial Change B	2ndRead	Carried/ Unanimous	Delto/ Mack



Minutes  
Curriculum and Instruction Committee  
November 28, 2018

21	MUSIC 157	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	NON-COMMERCIAL MUSIC	Nonsubstantial Change B	2ndRead		
Delto: There were no requests for revisions. These courses just had a unit change due to lecture/lab ratio adjustment.									
Items #20 and #21 were taken together.									
22	OBT 63	COURSE	Create	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	OFFICE BUSINESS TECHNOLOGY	New Course	1stRead	Carried/ Unanimous	Czech/ Mayer
Grigorian: There has been a medical front office program for six years, but now people are looking for back office as well and this course will allow us to offer skills one might need to for back office. We hope to create a program for back office one day, and this course is a start.									
Kretzmann: How does this course fit in with credit courses?									
Young: It is a pathway, and will follow OBT 61. In noncredit, the course comes first then we create a program.									
Kretzmann: The exit standards seem a little high for this course.									
Young: We are not concerned with the exit standards for this course. In addition, there is a movement at other colleges to move this course to noncredit.									
23	PE 103	COURSE	Revise	KINESIOLOGY DIVISION	PHYSICAL EDUCATION	Nonsubstantial Change B	2ndRead	Carried/ Unanimous	Calderone/ Kretzmann
Calderone: This course is just being renamed.									
24	PHILO 101	COURSE	Revise	SOCIAL SCIENCES DIVISION	PHILOSOPHY	Nonsubstantial Change B	1stRead	Carried/ Unanimous	Mack/ Paxton
Mack: We are changing the catalog statement on this course.									
Rohrbacher: Revise method of evaluation #3 so it is less research heavy.									
Mack: I will take it to the Philosophy faculty.									
25	PHY 105	COURSE	Revise	PHYSICAL SCIENCES DIVISION	PHYSICS	Nonsubstantial Change B	1stRead	Carried/ Unanimous	Chamras/ Frontini

Minutes  
Curriculum and Instruction Committee  
November 28, 2018

26	PHY 106	COURSE	Revise	PHYSICAL SCIENCES DIVISION	PHYSICS	Nonsubstantial Change B	1stRead		
	Chamras: There weren't too many changes. The titles were changed to General Physics A and General Physics B.								
	In addition, entry and exit standards, course content, and SLOs also has some changes.								
	Kretzmann: I don't think this course (Physics 105) requires a catalog note.								
	Chamras: I will look into the catalog note for this course.								
	Rohrbacher: Maybe change the wording in the statement to say "preferred".								
	Cortes: You can also use "May be typically required".								
	McLemore: If we think about the general precedent, we don't write this comment.								
	Kretzmann: Although I would prefer no note, we can also use " May satisfy requirements for premedical and pre dental students".								
	Mack: Using catalog statements to advertise will open a new can of worms.								
	Rohrbacher: For the second read, Sevada will ask the physics people to clarify the catalog note.								
	Paxton: Is there a final exam for these courses?								
	Rohrbacher: Please clarify exams and reorder methods of evaluation for both PHY 105 and 106.								
	Kretzmann: Choose some exit standards from Phy 105 that will be entry standards for Phy 106. Also, have an example for graded homework.								
	Items #25 and #26 were taken together.								
27	T ED 140	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	TECHNICAL EDUCATION	Substantial Change	1stRead	Carried/ Unanimous	Herwerth/ Kretzmann
28	T ED 142	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	TECHNICAL EDUCATION	Nonsubstantial Change B	1stRead		
	Herwerth: TED 140 is a technical writing class required for one of the architectural certificates. It teaches how to write in a technical workplace.								

Minutes  
Curriculum and Instruction Committee  
November 28, 2018

	A recommended prep was added because of comments left in Tech Review. In addition, I do not believe this course can be articulated.									
	Herwerth: TED 142: This course is almost a technical math and highly contextualized course.									
	Mack: TED 142 says no preconditions for enrollment but on page 7 there is a math 155 requisite.									
	Herwerth: I will remove it.									
	Traynor: TED 142 is coming through because it is not at the state.									
	Items #27 and #28 were taken together.									
29	Architectural Drafting & Design - AS Degree	PROGRAM	Revise	TECHNOLOGY & AVIATION DIVISION	ARCHITECTURE	Nonsubstantial Change B	1stRead	Carried/ Unanimous	Rohrbacher/ Calderone	
30	Architectural Drafting & Design - Certificate	PROGRAM	Revise	TECHNOLOGY & AVIATION DIVISION	ARCHITECTURE	Nonsubstantial Change B	1stRead			
	Rohrbacher: The TECH ED courses had not come through and that's why these were tabled, but now that the courses came through, we can approve these.									
	Items #29 and #30 were taken together.									
31	AS Exercise Science	PROGRAM	Create	KINESIOLOGY DIVISION	KINESIOLOGY	New Program	1stRead	Carried/ Unanimous	Calderone/ Kretzmann	
	Calderone: This is a general education version of the certificate.									
	Mack: The catalog statement formatting needs to be fixed.									
32	Civil Engineering AS	PROGRAM	Create	TECHNOLOGY & AVIATION DIVISION	ENGINEERING, GENERAL (15)	New Program	1stRead	Carried/ Unanimous	Herwerth/ Kretzmann	
33	Computer Engineering AS	PROGRAM	Create	TECHNOLOGY & AVIATION DIVISION	ENGINEERING, GENERAL (15)	New Program	1stRead			
34	Customer Service Certificate	PROGRAM	Create	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	OFFICE BUSINESS TECHNOLOGY	New Program	1stRead	Carried/ Unanimous	Czech/ Frontini	

Minutes  
Curriculum and Instruction Committee  
November 28, 2018

	Young: We already have courses that fit the bill for this program. It is a Chancellor based program.								
	The certificate says that the person has taken courses in customer service.								
35	Electrical Engineering AS Degree	PROGRAM	Create	TECHNOLOGY & AVIATION DIVISION	ENGINEERING, GENERAL (15)	New Program	1stRead		
36	Engineering Certificate-- Civil	PROGRAM	Revise	TECHNOLOGY & AVIATION DIVISION	ENGINEERING, GENERAL (15)	Nonsubstantial Change B	2ndRead	Carried/ Unanimous	Herwerth/ Kretzmann
37	Engineering Certificate-- Electrical	PROGRAM	Revise	TECHNOLOGY & AVIATION DIVISION	ENGINEERING, GENERAL (15)	Nonsubstantial Change B	2ndRead		
38	Engineering Certificate-- Mechanical	PROGRAM	Revise	TECHNOLOGY & AVIATION DIVISION	ENGINEERING, GENERAL (15)	Nonsubstantial Change B	2ndRead		
39	Engineering Technology-- CAD & Design Drafting AS Degree	PROGRAM	Revise	TECHNOLOGY & AVIATION DIVISION	ENGINEERING, GENERAL (15)	Nonsubstantial Change B	2ndRead		
40	Engineering Technology-- CAD & Design Drafting Certificate	PROGRAM	Revise	TECHNOLOGY & AVIATION DIVISION	ENGINEERING, GENERAL (15)	Nonsubstantial Change B	2ndRead		
	Herwerth: Items #39 and #40 had updates made to the catalog statement. The certificates are having their units fixed because some classes were changed.								
	Herwerth: These had to come for a second read because they have to go to the state.								
	Items #36-#40 were taken together.								
41	Fitness Specialist Certificate	PROGRAM	Revise	KINESIOLOGY DIVISION	KINESIOLOGY	Nonsubstantial Change B	1stRead	Carried/ Unanimous	Calderone/ Cortes
	Calderone: The certificate was updated based on advisory board recommendations.								
	A motion to extend for 10 minutes was approved at 3:40 pm. (Rohrbacher/Calderone)								

Minutes  
Curriculum and Instruction Committee  
November 28, 2018

42	Gender and Sexuality Studies AA-T	PROGRAM	Create	SOCIAL SCIENCES DIVISION	SOCIAL SCIENCE	New Program	1stRead	Carried/ Unanimous	Mack/ Calderone
	Mack: This was created by Kate Rippel and the purpose of this degree is to address student demand for courses and programs regarding gender and sexuality.								
	Kretzmann: We need a faculty workload.								
43	Geology AS-T	PROGRAM	Create	PHYSICAL SCIENCES DIVISION	GEOLOGY	New Program	1stRead	Carried/ Unanimous	Chamras/ Kretzmann
	Leland: This is a transfer degree for students majoring in Geology.								
	Kretzmann: The statement that says students with an AS degree in physical science should be changed to Geology.								
44	Graphic Design AA	PROGRAM	Revise	VISUAL & PERFORMING ARTS DIVISION	ANIMATION	Nonsubstantial Change B	2ndRead	tabled	Delto/ McDonald
	Delto: Let's table this because I have the catalog description ready and just need to upload it.								
45	Mechanical Engineering AS	PROGRAM	Create	TECHNOLOGY & AVIATION DIVISION	ENGINEERING, GENERAL (15)	New Program	1stRead		
	Herwerth: These AS degrees are attempting to give students engineering degrees in less than 65 units.								
	Kretzmann: I recommend making these IGETC for STEM.								
	Cortes: I also recommend IGETC for STEM. Students don't have time to take these courses, they will take them at the four year university.								
	CSUs and UCs will accept IGETC for STEM.								
	McLemore: We need to have a larger discussion about IGETC for STEM for all divisions.								
	Traynor: Talk to dual enrollment about offering some classes at the high schools so students come in with units completed.								
	Herwerth: High schools do not understand engineering.								
	Traynor: Engineering AS degrees don't match Engineering Certificates.								
	They will be listed in two different places in the catalog (certificates under non degree and AS in a different place.)								

Minutes  
 Curriculum and Instruction Committee  
 November 28, 2018

	Herwerth: That is okay.								
	Items #32, #33, #35, and #45 were taken together.								
	Items #2, #8, #9, #10, #11, #19, #22, #31, #32, #33, #34, #35, #42, #43, #45 advisories were approved during the course reviews.								