

Minutes
Curriculum and Instruction Committee
October 10, 2018

**Glendale Community College
Curriculum & Instruction Committee**

Minutes

**Wednesday, October 10, 2018
1:40p.m., SG 137**

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

Voting Members Present: Mary Elizabeth Barrett, Erin Calderone, Susie Chin, Maria Czech, Beth Pflueger (Proxy for Byron), Catherine Dudley, Flavio Frontini, Julie Gamberg, Maria Kretzmann, Kevin Mack, Araik Eric Margaryan, Paul Mayer, Brian McDonald, Carol Paxton,

Resources Present: Agnes Eguaras, Jolie Morris, Nancy Traynor, Terrence Yu

Minutes Recorder: Patrik Namagardi

Guests Present: John Queen

Absent: Tina Andersen-Wahlberg, Mark Bowen, Richard Cortes, Byron Delto, Jayson Helgeson, Chris Herwerth, Edward Karpp, Arda Najarian, Alfred Ramirez, Scott Rubke, Freddy Saucedo, Alexa Schumacher, Jan Swinton, Yvette Ybarra

Approval of Minutes

MSC (**Frontini/McDonald**) to approve the minutes of September 26, 2018 Curriculum & Instruction Committee

I. Announcements

C-ID revisions needed:

ADMJ-116
ART 101H

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ART 107
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

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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

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

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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)

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 Tax Preparer
 Technical Theater

(Needs to add units to end of description)
 (Move units to end of description)

CMS Update—None

Mission Statement and By-Laws (Rohrbacher)

Motion to approve the mission statement and the by-laws with removing the hyphen in the word noncredit. (Frontini/Mayer)

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

- Encompass the skills students will likely need to succeed in a course.
- Can be the exit standards from the precondition for enrollment (requisite or advisories on recommended preparation)
- Can be self-designed if no preconditions for enrollment, usually for introductory level courses
- Shouldn't be confused with course notes

II. New Business

Articulation update (**Cortes**)

USC will no longer accept hybrid foreign language courses (refer to Richard's email from 10/10/18).

III. New Business (Curriculum Action Items)

Item #	Proposal Name	Type	Action	Division	Department	Level Change	Stage	Motion	First&Second
1	ABSE 28	COURSE	Create	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	ADULT BASIC AND SECONDARY ED	New Course	2ndRead	Carried/ Unanimous	Czech/ Kretzmann
2	ABSE 18	COURSE	Create	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	ADULT BASIC AND SECONDARY ED	New Course	2ndRead		
3	ABSE 19	COURSE	Create	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	ADULT BASIC AND SECONDARY ED	New Course	2ndRead		
4	ABSE 29	COURSE	Create	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	ADULT BASIC AND SECONDARY ED	New Course	2ndRead		

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	Czech: No revisions or suggestions were made during the 1st read.								
	Items #1-4 ere taken together.								
5	ACCTG 230	COURSE	Revise	BUSINESS DIVISION	ACCOUNTING	Nonsubstantial Change B	2ndRead	Carried/ Unanimous	Margaryan/ Mayer
	We removed the prerequisite that is no longer offered and will be submitting this course for DE.								
6	ANTHR 101	COURSE	Revise	SOCIAL SCIENCES DIVISION	ANTHROPOLOGY	Nonsubstantial Change A	OnlyR	Carried/ Unanimous	Mack/ Kretzmann
7	ANTHR 104	COURSE	Revise	SOCIAL SCIENCES DIVISION	ANTHROPOLOGY	Nonsubstantial Change A	OnlyR		
8	ANTHR 105	COURSE	Revise	SOCIAL SCIENCES DIVISION	ANTHROPOLOGY	Nonsubstantial Change A	OnlyR		
	Mack: These courses are going through their standard five year revisions. On ANTHR 104, the SLOs were reformulated with Wendy.								
	Mack: Anthro 105 had the number of SLOs reduced. The course content format has to be fixed.								
	Mack: Anthro 101 had standard revisions made, textbook updates, out of class assignments updates, and added 6 hours.								
	Items #6,7,8 were taken together.								
9	ARCH 250	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	ARCHITECTURE	Substantial Change	2ndRead	Carried/ Unanimous	Rohrbacher/ Mayer
	Rohrbacher: This course is having units corrected at the state. Other ARCH courses cannot move forward without this correction.								
10	ART 119	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	ART HISTOY	Nonsubstantial Change B	1stRead	tabled	Rohrbacher/ Mayer
	Rohrbacher: This course has units at the state.								
	Mack: None of the entry standards are included, is that what they want?								
	Kretzmann: It states eligibility for ENGL 120, so should it read ENGL 191?								
	Rohrbacher: Lets move to table Item #10 (Rohrbacher/Mayer).								
11	ART 174	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	STUDIO ARTS	Substantial Change	2ndRead	Carried/ Unanimous	Pflueger/ McDonald
12	ART 175	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	STUDIO ARTS	Substantial Change	2ndRead		

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	Rohrbacher: Byron talked us through these courses last week, CTE has funding to revive these courses.								
	Rohrbacher: This course needs the justification and the supplemental forms.								
	Items # 11 and 12 were taken together.								
13	CHLDV 133	COURSE	Revise	SOCIAL SCIENCES DIVISION	CHILD DEVELOPMENT	Nonsubstantial Change A	OnlyR	Carried/ Unanimous	Mack/ McDonald
14	CHLDV 135	COURSE	Revise	SOCIAL SCIENCES DIVISION	CHILD DEVELOPMENT	Nonsubstantial Change A	OnlyR		
	Mack: Courses went through standard changes and had SLOs completely changed.								
	Mack: These courses are now aligned so they are similar with the state through the curriculum alignment project.								
	Items #13 and 14 were taken together.								
15	DANCE 118	COURSE	Create	VISUAL & PERFORMING ARTS DIVISION	DANCE	New Course	1stRead	Carried/ Unanimous	Pflueger/ Frontini
	Rohrbacher: This course is part of a sequence and was not on last meeting's agenda because it had some corrections.								
	Gamberg: There is a similarity between the SLOs and the exit standards. Some of the exit standards are expanded versions of the SLOs.								
	Rohrbacher: Yvette Ybarra has weighed in on these and it is ok.								
	Questions about where in the sequence does this course fall and which classes are students eligible for after taking this course.								
	In response to the questions, Fran will email Byron of Dora though ask about the sequencing.								
16	DANCE 119	COURSE	Create	VISUAL & PERFORMING ARTS DIVISION	DANCE	New Course	2ndRead	Carried/ Unanimous	Pflueger/ McDonald
17	DANCE 139	COURSE	Create	VISUAL & PERFORMING ARTS DIVISION	DANCE	New Course	2ndRead		
	Traynor: I recommend bringing Dance 130 through as Choreography I.								
	Items # 16 and 17 were taken together.								
18	ESL 127	COURSE	Revise	CREDIT ESL DIVISION	ESL SPELLING	Nonsubstantial Change B	1stRead	Carried/ Unanimous	McDonald/ Mayer
19	ESL 137	COURSE	Revise	CREDIT ESL DIVISION	ESL SPELLING	Nonsubstantial Change B	1stRead		
	McDonald: Courses went through a name change. ESL 118 became ESL 127 and ESL 128 became ESL 137.								

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	ESL 127 aligns with ESL 123, 125, and 126. ESL 137 is level 3 and it goes with ESL 133, 135, 136.								
	Items # 18 & 19 were taken together.								
20	ESL 159	COURSE	Create	CREDIT ESL DIVISION	ESL GRAMMAR/ WRITING	New Course	2ndRead	Carried/ Unanimous	McDonald/ Mack
	There were no changes from the 1st read to the 2nd read.								
21	GEOL 115	COURSE	Revise	PHYSICAL SCIENCES DIVISION	GEOLOGY	Nonsubstantial Change B	2ndRead	Carried/ Unanimous	Rohrbacher/ Kretzmann
	There were no changes from the 1st read to the 2nd read.								
22	HIST 119	COURSE	Revise	SOCIAL SCIENCES DIVISION	HISTORY	Nonsubstantial Change B	2ndRead	Carried/ Unanimous	Mack/ Gamberg
23	HIST 120	COURSE	Revise	SOCIAL SCIENCES DIVISION	HISTORY	Nonsubstantial Change B	2ndRead		
24	HIST 133	COURSE	Revise	SOCIAL SCIENCES DIVISION	HISTORY	Nonsubstantial Change B	2ndRead		
25	HIST 133H	COURSE	Create	SOCIAL SCIENCES DIVISION	HISTORY	New Course	2ndRead		
	Mack: Items #22 and 23 are five year revisions.								
	Mack: Items #24 and 25 only had one change between 1st and 2nd read and that was a spelling correction for one of the SLOs.								
	Items #22-25 were taken together.								
26	MUSIC 202	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	NON- COMMERCIAL MUSIC	Nonsubstantial Change B	2ndRead	Carried/ Unanimous	Pflueger/ Frontini
	Rohrbacher: This course is having its prerequisites corrected at the state.								
	Mack: The supplemental forms/justification needs to be completed.								
27	OBT 250	COURSE	Create	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	OFFICE BUSINESS TECHNOLOGY	New Course	2ndRead	Carried/ Unanimous	Czech/ Kretzmann
28	PE 101	COURSE	Revise	KINESIOLOGY DIVISION	PHYSICAL EDUCATION	Nonsubstantial Change B	1stRead	Carried/ Unanimous	Calderone/ Frontini
29	PE 102	COURSE	Revise	KINESIOLOGY DIVISION	PHYSICAL EDUCATION	Nonsubstantial Change B	1stRead		

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Calderone: We made sure these two courses got CoDE approval. They can be offered as hybrid courses using the My Zone monitor.									
In addition, courses are being renamed with roman numerals.									
Gamberg: Can a hybrid PE course count for transferability?									
Rohrbacher: We can ask Richard Cortes at the next C&I meeting.									
Items # 28 and 29 were taken together.									
30	PE 104	COURSE	Revise	KINESIOLOGY DIVISION	PHYSICAL EDUCATION	Nonsubstantial Change B	2ndRead	Carried/ Unanimous	Calderone/ Frontini
31	PE 108	COURSE	Revise	KINESIOLOGY DIVISION	PHYSICAL EDUCATION	Nonsubstantial Change B	2ndRead		
32	PE 110	COURSE	Revise	KINESIOLOGY DIVISION	PHYSICAL EDUCATION	Nonsubstantial Change B	2ndRead		
33	PE 140	COURSE	Revise	KINESIOLOGY DIVISION	PHYSICAL EDUCATION	Nonsubstantial Change B	2ndRead		
34	PE 141	COURSE	Revise	KINESIOLOGY DIVISION	PHYSICAL EDUCATION	Nonsubstantial Change B	2ndRead		
35	PE 150	COURSE	Revise	KINESIOLOGY DIVISION	PHYSICAL EDUCATION	Nonsubstantial Change B	2ndRead		
36	PE 151	COURSE	Revise	KINESIOLOGY DIVISION	PHYSICAL EDUCATION	Nonsubstantial Change B	2ndRead		
37	PE 152	COURSE	Revise	KINESIOLOGY DIVISION	PHYSICAL EDUCATION	Nonsubstantial Change B	2ndRead		
38	PE 180	COURSE	Revise	KINESIOLOGY DIVISION	PHYSICAL EDUCATION	Nonsubstantial Change B	2ndRead		
39	PE 181	COURSE	Revise	KINESIOLOGY DIVISION	PHYSICAL EDUCATION	Nonsubstantial Change B	2ndRead		
40	PE 182	COURSE	Revise	KINESIOLOGY DIVISION	PHYSICAL EDUCATION	Nonsubstantial Change B	2ndRead		
41	PE 202	COURSE	Revise	KINESIOLOGY DIVISION	PHYSICAL EDUCATION	Nonsubstantial Change B	2ndRead		

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42	PE 203	COURSE	Revise	KINESIOLOGY DIVISION	PHYSICAL EDUCATION	Nonsubstantial Change B	2ndRead		
43	PE 204	COURSE	Revise	KINESIOLOGY DIVISION	PHYSICAL EDUCATION	Nonsubstantial Change B	2ndRead		
44	PE 215	COURSE	Revise	KINESIOLOGY DIVISION	PHYSICAL EDUCATION	Nonsubstantial Change B	2ndRead		
45	PE 238	COURSE	Revise	KINESIOLOGY DIVISION	PHYSICAL EDUCATION	Nonsubstantial Change B	2ndRead		
46	PE 239	COURSE	Revise	KINESIOLOGY DIVISION	PHYSICAL EDUCATION	Nonsubstantial Change B	2ndRead		
47	PE 240	COURSE	Revise	KINESIOLOGY DIVISION	PHYSICAL EDUCATION	Nonsubstantial Change B	2ndRead		
48	PE 261	COURSE	Revise	KINESIOLOGY DIVISION	PHYSICAL EDUCATION	Nonsubstantial Change B	2ndRead		
49	PE 262	COURSE	Revise	KINESIOLOGY DIVISION	PHYSICAL EDUCATION	Nonsubstantial Change B	2ndRead		
50	PE 263	COURSE	Revise	KINESIOLOGY DIVISION	PHYSICAL EDUCATION	Nonsubstantial Change B	2ndRead		
51	PE 274	COURSE	Revise	KINESIOLOGY DIVISION	PHYSICAL EDUCATION	Nonsubstantial Change B	2ndRead		
52	PE 275	COURSE	Revise	KINESIOLOGY DIVISION	PHYSICAL EDUCATION	Nonsubstantial Change B	2ndRead		
53	PE 276	COURSE	Revise	KINESIOLOGY DIVISION	PHYSICAL EDUCATION	Nonsubstantial Change B	2ndRead		
54	PE 295	COURSE	Revise	KINESIOLOGY DIVISION	PHYSICAL EDUCATION	Nonsubstantial Change B	2ndRead		
Calderone: All the information/feedback from the 1st read was taken, looked at and corrected. PE 240 just needs to be double checked.									
Items #30-54 were taken together.									

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55	PHOTO 142	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	PHOTOGRAPHY	Nonsubstantial Change B	2ndRead	Carried/ Unanimous	Pflueger/ Mayer
Rohrbacher: This course had a change in units and prerequisites.									
56	PHOTO 170	COURSE	Create	VISUAL & PERFORMING ARTS DIVISION	PHOTOGRAPHY	New Course	1stRead	Carried/ Unanimous	Pflueger/ Kretzmann
Rohrbacher: This is a new project based course.									
Calderone: Is this course the same as PHOTO 048?									
Kretzmann: Is a repetition like this even allowed at the state.									
Traynor: This course can be repeated as long as I don't mark repeatability and variable units at the state are fine.									
Per committee discussion inserting a catalog note regarding materials and fees is up to the department.									
57	POL S 108	COURSE	Revise	SOCIAL SCIENCES DIVISION	POLITICAL SCIENCE	Nonsubstantial Change A	OnlyR	Carried/ Unanimous	Mack/ Kretzmann
58	POL S 112	COURSE	Revise	SOCIAL SCIENCES DIVISION	POLITICAL SCIENCE	Nonsubstantial Change B	1stRead		
Mack: POL S 112 is now listed as a corequisite/prerequisite.									
Mack: POL S 108 is having standard revisions done. One SLO had changes made but nothing major.									
Items #57 and 58 were taken together.									
59	PSYCH 101	COURSE	Revise	SOCIAL SCIENCES DIVISION	PSYCHOLOGY	Nonsubstantial Change A	OnlyR	Carried/ Unanimous	Mack/ Margaryan
60	PSYCH 101H	COURSE	Revise	SOCIAL SCIENCES DIVISION	PSYCHOLOGY	Nonsubstantial Change A	OnlyR	Carried/ Unanimous	Mack/ Frontini
Mack: Should there be a catalog note that signals this course is for scholars? It was mentioned to not have a note during tech review.									
Motion to approve Item #60 and strike out the catalog note.									
61	PSYCH 103	COURSE	Revise	SOCIAL SCIENCES DIVISION	PSYCHOLOGY	Nonsubstantial Change A	OnlyR		
62	PSYCH 104	COURSE	Revise	SOCIAL SCIENCES DIVISION	PSYCHOLOGY	Nonsubstantial Change A	OnlyR		
63	PSYCH 106	COURSE	Revise	SOCIAL SCIENCES DIVISION	PSYCHOLOGY	Nonsubstantial Change A	OnlyR		

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64	PSYCH 110	COURSE	Revise	SOCIAL SCIENCES DIVISION	PSYCHOLOGY	Nonsubstantial Change B	1stRead		
65	PSYCH 113	COURSE	Revise	SOCIAL SCIENCES DIVISION	PSYCHOLOGY	Nonsubstantial Change A	OnlyR		
66	PSYCH 115	COURSE	Revise	SOCIAL SCIENCES DIVISION	PSYCHOLOGY	Nonsubstantial Change A	OnlyR		
67	PSYCH 131	COURSE	Revise	SOCIAL SCIENCES DIVISION	PSYCHOLOGY	Nonsubstantial Change A	OnlyR		
68	PSYCH 150	COURSE	Revise	SOCIAL SCIENCES DIVISION	PSYCHOLOGY	Nonsubstantial Change A	OnlyR	Carried/ Unanimous	Mack/ McDonald
Mack: This course has two courses as recommended preps, but a comment was made to include yes on only one course.									
The two recommended preps are Psych 101 and Soc S 101.									
Rohrbacher: Per our committee discussion, this is something for the folks in the psychology department to look into.									
69	PSYCH 203	COURSE	Revise	SOCIAL SCIENCES DIVISION	PSYCHOLOGY	Nonsubstantial Change A	OnlyR		
Mack: These courses are all going through general revisions. Some had an exit standard or SLO tweaked. The content remains the same.									
Mack: For the proposal, change the section that says submitted by Kevin Mack to submitted by Inger Thompson.									
Mack: For Psych 110 we are asking for UC transferability and this is the reason it is a second read.									
Items #59, 61-67, and 69 were taken together.									
70	Biological Sciences - AS Degree	PROGRAM	Revise	BIOLOGY DIVISION	BIOLOGY	Substantial Change	2ndRead	Carried/ Unanimous	Kretzmann/ Frontini
71	Biology - AS-T	PROGRAM	Revise	BIOLOGY DIVISION	BIOLOGY	Substantial Change	2ndRead		
Kretzmann: The only change that was made between the 1st read and 2nd read was adding the job opportunities for the AS degree.									
Another option for students to take statistics was added to the AS-T.									
Items #70 and 71 were taken together.									
Items #1-4, 15-17, 20, 25, 27, 56 advisories were approved during the course reviews.									

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