

Minutes
Curriculum and Instruction Committee
October 24, 2018

**Glendale Community College
Curriculum & Instruction Committee**

Minutes

**Wednesday, October 24, 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, Julie Gamberg, Jayson Helgeson, Maria Kretzmann, Kevin Mack, Paul Mayer, Brian McDonald, Carol Paxton, Scott Rubke

Resources Present: Agnes Eguaras, Edward Karpp, Jolie Morris, Nancy Traynor, Yvette Ybarra,

Minutes Recorder: Patrik Namagardi

Guests Present: Michael Davis

Absent: Tina Andersen-Wahlberg, Mark Bowen, Chris Herwerth, Araik Eric Margaryan, Arda Najarian, Alfred Ramirez, Michael Ritterbrown, Freddy Saucedo, Alexa Schumacher, Jan Swinton, Terrence Yu

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
ART 107

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ART 108
ECON 102H
~~MATH 100~~
~~MATH 110~~
MUSIC 211
MUSIC 236
MUSIC 237

CoDE Approved DE Addenda

Speech 120, Photo 121, Geology 102, and Geology 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

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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—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)
 Kretzmann: should this be worded as “must” or “should” be the exits standards from preconditions?
 Rohrbacher: Yes—I think that’s reasonable
- Can be self-designed if no preconditions for enrollment, usually for introductory level courses
- Shouldn’t be confused with course notes

Kretzmann: Can it be that we have entry standards but we don’t use them and create new ones instead.

Rohrbacher: We must include at least some entry standards from recommendations. In regard to some classes having “read at a college level” it really depends on the class.

II. New Business

Articulation update (Cortes)

1st: Please don’t check off applying for CSU/UC transfer in section 5 of CMS if the course has already been approved (check first bubble)

2nd: We received the UC transfer approvals last week.

3rd: University of CA president signed a MOU offering admission to UC bound students in UC transfer pathways. If the student follows the pathway, they will have guaranteed admission to UCs. Students used to be able to apply to all UCs through TAG, but not any longer

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	IstRead	Carried/ Unanimous	Delto/ McDonald

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	Delto: This class should not have any prerequisites or recommended preps.								
2	ART 130	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	GRAPHIC DESIGN	Nonsubstantial Change A	OnlyR	Carried/ Unanimous	Delto/ Mayer
3	ART 138	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	GRAPHIC DESIGN	Nonsubstantial Change A	OnlyR		
4	ART 164	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	STUDIO ARTS	Nonsubstantial Change A	OnlyR		
5	ART 165	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	STUDIO ARTS	Nonsubstantial Change A	OnlyR		
6	ART 166	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	STUDIO ARTS	Nonsubstantial Change A	OnlyR		
7	ART 193	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	CERAMICS	Nonsubstantial Change A	OnlyR		
8	ART 201	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	ANIMATION	Nonsubstantial Change A	OnlyR		
9	ART 205	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	ANIMATION	Nonsubstantial Change A	OnlyR		
10	ART 209	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	ANIMATION	Nonsubstantial Change B	1stRead		
11	ART 210	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	ANIMATION	Nonsubstantial Change A	OnlyR		
12	ART 220	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	ANIMATION	Nonsubstantial Change A	OnlyR		
13	ART 221	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	ANIMATION	Nonsubstantial Change B	1stRead		
14	ART 234	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	ANIMATION	Nonsubstantial Change A	OnlyR		
	Delto: Simple revisions were made to these courses and they had their lab hours change to studio hours.								
	Delto: Two course notes were added to the prerequisites of Art 209 and 221.								

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	Kretzmann: Art 130 still has the old school entry standard.								
	Byron will check with the department but more than likely this will be eliminated.								
	Rohrbacher: Use entry standards specific to courses.								
	Items #2-#14 were taken together.								
15	ATHPE 150	COURSE	Create	KINESIOLOGY DIVISION	ATHLETICS AND PHYSICAL EDUCATION	New Course	1stRead	Carried/ Unanimous	Calderone/ Mayer
16	ATHPE 153	COURSE	Create	KINESIOLOGY DIVISION	ATHLETICS AND PHYSICAL EDUCATION	New Course	1stRead		
17	ATHPE 155	COURSE	Create	KINESIOLOGY DIVISION	ATHLETICS AND PHYSICAL EDUCATION	New Course	1stRead		
18	ATHPE 158	COURSE	Create	KINESIOLOGY DIVISION	ATHLETICS AND PHYSICAL EDUCATION	New Course	1stRead		
19	ATHPE 159	COURSE	Create	KINESIOLOGY DIVISION	ATHLETICS AND PHYSICAL EDUCATION	New Course	1stRead		
20	ATHPE 160	COURSE	Create	KINESIOLOGY DIVISION	ATHLETICS AND PHYSICAL EDUCATION	New Course	1stRead		
21	ATHPE 161	COURSE	Create	KINESIOLOGY DIVISION	ATHLETICS AND PHYSICAL EDUCATION	New Course	1stRead		
22	ATHPE 162	COURSE	Create	KINESIOLOGY DIVISION	ATHLETICS AND PHYSICAL EDUCATION	New Course	1stRead		
23	ATHPE 163	COURSE	Create	KINESIOLOGY DIVISION	ATHLETICS AND PHYSICAL EDUCATION	New Course	1stRead		

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24	ATHPE 165	COURSE	Create	KINESIOLOGY DIVISION	ATHLETICS AND PHYSICAL EDUCATION	New Course	1stRead		
Calderone: The numbers of these courses are being changed for conditioning among the sports classes. This will help solve the scheduling issue.									
Morris: ATHPE 160 and 161 need to have a note that it is for intercollegiate teams.									
Morris: Also note that ATHPE 159 changed to ATHPE 161 so they don't take double credits.									
Items #15-#24 were taken together.									
25	DANCE 118	COURSE	Create	VISUAL & PERFORMING ARTS DIVISION	DANCE	New Course	2ndRead	Carried/ Unanimous	Delto/ Kretzmann
Helgeson: The only change was that we added the clarification to the justification.									
26	ENGL 101+	COURSE	Revise	ENGLISH DIVISION	TRANSFER ENGLISH	Technical Change	Info	Carried/ Unanimous	Gamberg/ Mayer
27	ENGL 194	COURSE	Delete	ENGLISH DIVISION	DEVELOPMENTAL ENGLISH	Nonsubstantial Change A	OnlyR		
Gamberg: Item #26 just had a quick technical item of just adding a textbook, and Item #27 we are archiving. It was the old accelration course that 101+ is replacing.									
Items #26 and #27 were taken together.									
28	ESL 127	COURSE	Revise	CREDIT ESL DIVISION	ESL SPELLING	Nonsubstantial Change B	2ndRead		
29	ESL 137	COURSE	Revise	CREDIT ESL DIVISION	ESL SPELLING	Nonsubstantial Change B	2ndRead	Carried/ Unanimous	McDonald/ Mayer
McDonald: These courses had a numbering change to align with other ESL courses.									
Traynor: For Peoplesoft purposes, we need to eliminate the course titles from prerequisites for item #29 because it won't fit.									
Items #28 and #29 were taken together.									
30	HIST 131	COURSE	Revise	SOCIAL SCIENCES DIVISION	HISTORY	Nonsubstantial Change A	OnlyR	Carried/ Unanimous	Mack/ Delto
Mack: This course had the content changed because it was outdated, hours fixed, new exit standards, and the textbook updated.									

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31	KIN 155	COURSE	Revise	KINESIOLOGY DIVISION	KINESIOLOGY	Substantial Change	1stRead	Carried/ Unanimous	Calderone/ Kretzmann
32	KIN 167	COURSE	Revise	KINESIOLOGY DIVISION	KINESIOLOGY	Substantial Change	1stRead		
33	KIN 168	COURSE	Revise	KINESIOLOGY DIVISION	KINESIOLOGY	Nonsubstantial Change B	1stRead		
	Calderone: These are courses created for fitness certificates.								
	Calderone: KIN 155 had some big changes made in the SLOs.								
	Calderone: It went from a 3 unit lecture to a 2 unit lecture and 1 unit lab so students have more time for exercise.								
	Kretzmann: Why is BIOL 115 a recommended prep if the standards are not checked?								
	Calderone: I will look into this.								
	Calderone: KIN 167 and 168 are 8 week courses and we are changing them to be corequisites so students can take them at the same time.								
	Mayer: Are ENGL and ESL needed as recommended preps for KIN 167 and 168?								
	Calderone: No, we will remove these.								
	Items #31-#33 were taken together.								
34	MATH 15	COURSE	Create	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	New Course	1stRead	Carried/ Unanimous	Paxton/ Kretzmann
35	MATH 30	COURSE	Create	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	New Course	1stRead		
36	MATH 30+	COURSE	Create	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	New Course	1stRead		
37	MATH 90	COURSE	Create	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	New Course	1stRead		
38	MATH 90+	COURSE	Create	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	New Course	1stRead		
	An explanation was given about a new chart with Math 30, 30+, 90, and 90+ and how it aligns with AB705								
	Davis: There are too many paths within math and we have talked about consolidating courses. Our existing path graph was confusing.								
	Davis: We created the new path graph to have these courses align with AB705 and have students complete math in one year.								
	Davis: We are going to try this for two years and see if this approach will help students.								

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	Mayer: How can we help students make sure they take classes that won't kill them especially because it is a self-guided placement?								
	Davis: Students will still get sample problems so they know what the class entails. Also Math 115 has a pass/no pass option.								
	Davis: There are two paths: Math for STEM and math for SLAM.								
	Cortes: Is there consistency among the content that is going to meet competency? Does SLAM cover conic functions?								
	Davis: It does not.								
	Davis: A student can fail three times before having to take it at another campus.								
	Davis: Once we get these classes up and running, we are open to shifting non transfer math to non credit.								
	Davis: We have talked to Jan Young about conducting short session math boot camps.								
	Davis: If divisions have old math prerequisites for old math courses, the prerequisites need to be changed, especially in science and CTE.								
	Items #34-#38 were taken together.								
39	PE 101	COURSE	Revise	KINESIOLOGY DIVISION	PHYSICAL EDUCATION	Nonsubstantial Change B	2ndRead	Carried/ Unanimous	Calderone/ Mack
40	PE 102	COURSE	Revise	KINESIOLOGY DIVISION	PHYSICAL EDUCATION	Nonsubstantial Change B	2ndRead		
	Calderone: There were no comments or recommendations from the first read so no changes were made.								
	Kretzmann: Is it correct that PE 101 needs to be done before PE 102?								
	Calderone: Yes.								
	Items #39 and #40 were taken together.								
41	PHILO 116	COURSE	Revise	SOCIAL SCIENCES DIVISION	PHILOSOPHY	Nonsubstantial Change A	OnlyR	Carried/ Unanimous	Mack/ Mayer
42	PHILO 118	COURSE	Revise	SOCIAL SCIENCES DIVISION	PHILOSOPHY	Nonsubstantial Change A	OnlyR		
	Mack: PHILO 116 is going through standard revisions and had its hours changed from 48-54.								
	Mack: PHILO 118 had hours added, updated textbooks, and tweaked exit standards.								

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	Items #41 and #42 were taken together.								
43	PHOTO 170	COURSE	Create	VISUAL & PERFORMING ARTS DIVISION	PHOTOGRAPHY	New Course	2ndRead	Carried/ Unanimous	Delto/ Frontini
	Delto: This is the new field studies course where students can use their own equipment or the college equipment.								
	It was decided that a catalog note in regard to equipment is not needed because it is an upper level course and students are familiar with this.								
44	POL S 112	COURSE	Revise	SOCIAL SCIENCES DIVISION	POLITICAL SCIENCE	Nonsubstantial Change B	2ndRead	Carried/ Unanimous	Mack/ Gamberg
	Mack: The only change was changing the corequisite to prerequisite/corequisite and that is why it came back for a second read.								
45	PSYCH 110	COURSE	Revise	SOCIAL SCIENCES DIVISION	PSYCHOLOGY	Nonsubstantial Change B	2ndRead	Carried/ Unanimous	Mack/ Frontini
	Mack: This course is applying for UC transferability and that is why we are doing a second read.								
	Kretzmann: The FTEF shouldn't be 0.								
	Rohrbacher: I will fix the FTEF.								
46	Architectural CAD Skill Award	PROGRAM	Create	TECHNOLOGY & AVIATION DIVISION	ARCHITECTURE	New Program	1stRead	Carried/ Unanimous	Rubke/ Cortes
	Rohrbacher: This program was tabled due to ARCH 250 needing revised units at the state and now that the units are fixed we can move it forward.								
	Kretzmann: There are no annual completers or external demand. Is this because it is a skill award?								
	Rohrbacher: Because this is not sent to the state it is not required. However, it is good to have this information.								
	Rubke: This program is intended for people coming back to update their skills.								
	Traynor: Skill awards are made to be building blocks.								
	Saucedo: This program counts for 9 units completed for CTE.								
	Traynor: It wouldn't be a bad idea to bring this back and make it a certificate in the future.								
	Cortes: There is a demand for CAD designers. (Note: Fran will communicate with Dave in wanting more information regarding internal demand.) Saucedo: Programs like this can help us demonstrate living wage increase attainment, which is tied to apportionment								
	Items #15-24, 25, 34-38, and 43 advisories were approved during the course reviews.								