

Minutes
Curriculum and Instruction Committee
September 12, 2018

**Glendale Community College
Curriculum & Instruction Committee**

Minutes

Wednesday, September 12, 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, Richard Cortes, Maria Czech, Byron Delto, Flavio Frontini, Jayson Helgeson, Chris Herwerth, Kohar Kesian (proxy), Maria Kretzmann, Kevin Mack, Araik Eric Margaryan, Paul Mayer, Brian McDonald, Carol Paxton, Scott Rubke

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

Minutes Recorder: Patrik Namagardi

Guests Present: Wendy Fonarow

Absent: Tina Andersen-Wahlberg, Mark Bowen, Catherine Dudley, Julie Gamberg, Arda Najarian, Alfred Ramirez, Alexa Schumacher, Jan Swinton

Approval of Minutes

MSC (**McDonald/Frontini**) to approve the minutes of June 13, 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

If proposing a distance education certified course or program but it hasn't gone through the process yet, do not click yes in that section (Section 5 in CMS), leave it marked as no. Also, addendum for distance education courses need to be submitted to CoDE every time a proposal is submitted for regular 2 or 5 year review. Francien is working with Alexa Schumacher on distance education courses. Contact Alexa Schumacher (DE@glendale.edu) for questions about distance education classes.

These programs need a catalog (program) description:

The following programs in this list do not have a description and will need one. There is a guideline on how to write a description for programs. Dr. Ritterbrown suggests that these descriptions be student friendly. In addition, Francien added to keep the language active and straight forward because these descriptions will be on EAB Navigate. Nancy mentioned that all CE programs be reviewed and brought C&I in order to bring them up to date. Non CE courses that have not been reviewed in the last 5 years will need to be looked over as well.

AA/AA Degrees and Certificates

Accounting
Addiction Studies Counseling
Visual Arts - Animation

Art
Visual Arts - Two/Three dimensional
Biology

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Bookkeeping
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

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Basic Medical Billing and Coding
Unix/Linux System Administrator

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

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)

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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 Updates (Rohrbacher)

Francien had a meeting with Pedro, Nancy Traynor, Richard Cortes and Michael Ritterbrown in July and some changes were made to CMS. The first change made was that two printer icons are now added next to each course. This allows us to print two different versions of the outline. One will be a state course outline which is a short version outline. The second printer icon prints the outline with all the full details. However, some issues still being worked on with this change by Nancy and Pedro is that the course prerequisites and corequisites are not populating. Change 2 was made in section 3 which allows us to now check the option “None of the above” for a course that does not have and preconditions for enrollment. Change 3 is that there is now a toolbar available at both the top and bottom of the page. The dialogue bubbles are still having some issues turning green from red even if corrections or changes have been made to that section.

Justification Reminder (Rohrbacher)

When submitting courses and programs, please include justification information with the course (narrative box in section 1 of CMS for both courses and programs). This is important for Nancy to know when to send information to the state and what changes are taking place. Be as detailed as possible, and list all changes (big and small). Proposals that don't have the justification section filled out will be returned to the author.

Units Changes to Credit Certificates (Rohrbacher)

The Chancellor's office sent out a memo about this which explained that high unit certificates can start at 16 units and low unit certificates can start at 8 units. Scott Rubke, however mentioned that with the new funding formula, a certificate has to have 16 units. It would be great if can bump some of our skill awards to a certificate level. Freddy mentioned that regardless of the award it is important that it is recognized by the industry. Nancy stated that certificates are kept in our system but skill awards are not. Freddy is working with IT to house that type of data. It will be data marked as a skill award not approved by the Chancellor's office.

Eliminating Eligibility Language for Advisories and AB 705 (Rohrbacher)

With AB 705 we want to simplify the wording of prerequisites. Nancy Traynor, Richard Cortes, and Francien Rohrbacher had a meeting to talk about eliminating “eligibility for”. However, “or equivalent” is still ok to use. Nancy mentioned that this will kind of look like the math courses. Kevin Mack questioned if now prerequisites will say “ENGL 101 or 101+ or equivalent” or will it say “ENGL 101 or equivalent”. It was mentioned during the Curriculum Institute to not change prerequisites for a year because AB 705

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is still being implemented. In response to Kevin's question, Francien informed us that we cannot say 101+ yet because there is no data available yet. Nancy added that this is a grey area and we are going case by case for ENGL 101+ students when it comes to serving as a prerequisite for another class. Troy Davis questioned that if students are enrolled in ENGL 101+ then they should meet all prerequisites of courses that have ENGL 101 listed because ENGL 101 is the same course as ENGL 101+. However, according to Nancy, we need to report with the state when we are adding new prerequisites. Kretzmann: "Successful completion" also works. Mayer suggests we do not fully get rid of "or equivalent" because of the TOEFL and CLEPT tests. In regards to the 101+, Carol Paxton mentioned that the regular course and the 101+ course have the same exit standards. We will wait until we have more data on 101+ but for now it is a case by case basis.

Changes to Courses Affecting Changes to Programs (Rohrbacher)

When changes happen to courses (units change, title change, deletion from catalog), the program(s) that are associated with the course(s) also need to come through C&I. CMS will let you know if a course belongs to a program.

What Do We Mean by "Research Paper?" (Rohrbacher)

Francien: Be mindful when using this term. Does the course require an actual research paper or is it just a term paper. It is important to think about the entry standards and if it ties in with what you are expecting of the student. It's possible to have an essay that requires students to find sources without calling it a research paper.

What Do We Expect from a COR? (Rohrbacher)

Francien: How do we want the information in the COR to line up? We want the COR to be an integrated, cohesive document, where entry/exit standards/SLOs align with course content. Also, we should pay attention to prerequisites/recommended preps. Is it really what the course requires? Are the assignments and methods of evaluation appropriate for the prerequisites/recommended preps? A one-page information sheet would be helpful on what it is we are looking for when it comes to revising a course. We should create this as a committee. Kevin Mack will send out what he's been using with his colleagues.

II. New Business

Articulation update (Cortes)

We can now submit for CID. We are waiting for UC TCA approvals. Should be hearing about them in October.

III. New Business (Curriculum Action Items)

Item #	Proposal Name	Type	Action	DVSN	DEPT	Level Change	Stage	Motion	First&Second
1	CHLDV 215	COURSE	Delete	SOCIAL SCIENCES DIVISION	CHILD DEVELOPMENT	Nonsubstantial Change A	OnlyR	Carried/ Unanimous	Mack/Frontini
2	CHLDV 220	COURSE	Delete	SOCIAL SCIENCES DIVISION	CHILD DEVELOPMENT	Nonsubstantial Change A	OnlyR		
3	ECON 105	COURSE	Delete	SOCIAL SCIENCES DIVISION	ECONOMICS	Nonsubstantial Change A	OnlyR		
4	SOC S 145	COURSE	Delete	SOCIAL SCIENCES DIVISION	SOCIAL SCIENCE	Nonsubstantial Change A	OnlyR		
Mack: All of these items are course deletions and we are removing them from the catalg.									
Mack: The child development courses have new curricula coming through which makes CHLDV 215 and 220 obsolete.									
Mack: The SOC S 145 course has not been offered for years.									
Items #1-4 were taken together.									
5	Anthropology - AA	PROGRAM	Revise	SOCIAL SCIENCES DIVISION	ANTHROPOLOGY	Substantial Change	2ndRead		
Fonarow: For Item #5 the classes have been added to the program and there should be no more conusion anymore.									
Fonarow: We have increased and modernized the options available to the students. Basic idea is if you have at least 4 Anthro									
classes then you have a lot of options.									
Mack: We took the reccomendations of the committee , looked at Guided Pathways, but also gave students options.									
Mack: Annual completers need to be filled in.									