

Glendale Community College  
Curriculum & Instruction Committee  
Minutes

Wednesday, April 28, 2021; 2:00 p.m. via Zoom

Present (Voting Members): Michael Ritterbrown (Co-Chair), Francien Rohrbacher (Co-Chair), Erin Calderone, Aisha Conner-Gaten, Richard Cortes, Maria Czech, Byron Delto, Flavio Frontini, Jayson Helgeson, Chris Herwerth, Maria Kretzmann, Beth Kronbeck, Araik Eric Margaryan, Paul Mayer, Brian McDonald, Suzanne Palermo, Joanna Parypinski, Rita Zobayan

Present (Resource, Non-Voting): Agnes Eguaras, Ed Karpp, Jolie Morris, Piper Rooney, Freddy Saucedo, Nancy Traynor, Yvette Ybarra, Terrence Yu

Guests: Sonali Perera, Karoline Rostamiani, Mike Scott, David Yamamoto

Absent: Sevada Chamras, Catherine Dudley

Call to Order

C&I Committee Co-Chair Francien Rohrbacher called the meeting to order at 2:02 p.m.

Approval of Minutes

MSC (McDonald/Kretzmann) to approve the minutes of April 7, 2021 Curriculum & Instruction Committee.

I. Announcements

Academic Senate 2021 Curriculum Institute. This year's Curriculum Institute will be held July 7-9 virtually. It will focus on equity, inclusion, diversity and accessibility along with curricular updates and the basics. Early registration is now open through June 9. Late registration deadline is June 30. Everybody is encouraged to attend, especially new and newer C&I reps. The District will reimburse you the registration fee. Please go through your respective divisions to have the reimbursement processed. Francien sent the link to the website; please check for registration cost and other details.

Preliminary Review. Francien went over the updated list of courses that have gone through preliminary review, thanking the subcommittee members and the C&I reps for working on them. Please contact her for any changes.

CoDE Update. Francien sent the list of courses with DE addenda which were approved at yesterday's CoDE meeting. If you have any questions, please contact your division CoDE rep or Piper Rooney.

## II. Ongoing Business

The Role of C&I in promoting DEIA. Francien and Yvette co-hosted a workshop on the equity guide and learning outcomes, how to make learning outcomes more equitable. If you would like access to the recording, please contact Francien. There are no other workshops planned for the rest of the semester. If you would like to co-present with Francien on how to use the equity guide or other curriculum related topics, please contact her.

The Black Hour series is happening this week, from 12 to 1 p.m. every day. The topics are centered on diversity in higher education.

## III. New Business

Articulation Update (Cortes.) We are still waiting for results on the GE review and the CSU Ethnic Studies, which could come any day. The hiring committee for Richard's replacement will start interviewing candidates next week.

Approval of 2021-2022 C&I Schedule.

MSC (Kretzmann/Frontini) to approve the Curriculum & Instruction Schedule for academic year 2021-2022. Approved with no changes.

Program Course Sequencing (Traynor). Nancy created an Excel spreadsheet showing the course pathway for programs. An example for an AS degree, an AD-T degree, and a certificate program are tabbed separately. The objective is to streamline the information which aligns with the catalog. As programs are coming through, Nancy will send these to C&I reps; please send it to the instructor in your division who would be more familiar with the program. The form will also be posted on the website.

IV. Curriculum Action Items (ACCJC Standard II.A.16)

Items with (*) need to be reviewed. Items with (%) have new or revised advisories.	Proposal Name	Type	Action	Stage	Division	Department	Level Change	Motion	First/Second
	Deletions								
1	ECT 49	COURSE	Delete	OnlyR	TECHNOLOGY & AVIATION DIVISION	ELECTRONICS & COMP TECHNOLOGY	Deletion	Carried	Herwerth/Frontini
	Herwerth: Faculty chose to archive independent study course.								
	Info Items								
2	FIRE 144	COURSE	Revise	OnlyR	TECHNOLOGY & AVIATION DIVISION	Fire Technology	Technical Change		
	2nd Reads								
*3	MOA 190	COURSE	Create	2ndRead	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATI ON	New Course	Tabled	Rohrbacher/Kretzmann
*4	MOA 191	COURSE	Create	2ndRead	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATI ON	New Course		
*5	MOA 192	COURSE	Create	2ndRead	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATI ON	New Course		
	Changes to various sections of each proposal had not been made.								

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	Items 3, 4, and 5 were taken together.								
	1st Reads								
*6	ACCTG 110	COURSE	Revise	OnlyR	BUSINESS DIVISION	ACCOUNTING	Nonsubstantial Change A	Carried	Margaryan/Czech
*7	ACCTG 250	COURSE	Revise	OnlyR	BUSINESS DIVISION	ACCOUNTING	Nonsubstantial Change A		
Margaryan: Cyclical reviews. Item 6 updated SLOs, exit standards. Item 7 no change. (ACCJC Standard II.A.3)									
*8	ADMJ 160	COURSE	Create	1stRead	TECHNOLOGY & AVIATION DIVISION	ADMINISTRATION OF JUSTICE	New Course	Tabled	Kretzmann/Mayer
Committee members had questions for Instructor Curtis Potter who was not in attendance.									
*%9	AT 119	COURSE	Create	1stRead	TECHNOLOGY & AVIATION DIVISION	PILOT TRAINING	New Course	Tabled	Rohrbacher/Mayer
Course instructor will be invited to next C&I meeting.									
*10	CAM 210	COURSE	Revise	1stRead	TECHNOLOGY & AVIATION DIVISION	COMPUTER AIDED MANUFACTURING	Nonsubstantial Change B	Carried	Herwerth/Kretzmann
*11	CAM 220	COURSE	Revise	1stRead	TECHNOLOGY & AVIATION DIVISION	COMPUTER AIDED MANUFACTURING	Nonsubstantial Change B		
*%12	CAM 240	COURSE	Revise	1stRead	TECHNOLOGY & AVIATION DIVISION	COMPUTER AIDED MANUFACTURING	Nonsubstantial Change B		
*%13	CAM 241	COURSE	Create	1stRead	TECHNOLOGY & AVIATION DIVISION	COMPUTER AIDED MANUFACTURING	New Course		
*%14	CAM 260	COURSE	Create	1stRead	TECHNOLOGY & AVIATION DIVISION	COMPUTER AIDED MANUFACTURING	New Course		
MSC to review and approve change in advisories for Items 12, 13, and 14.								Carried	Herwerth/McDonald
Herwerth: Items 10 and 11 updated to include lab hours. Items 12 and 13 additional lab practice;									

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	Item 14 new advanced course.									
	Kronbeck: Item 10 listed as prereq but not checked in entry standards.									
	Morris: Need clarification on Item 210 recommended prep of ENGL.									
	Item 10 to return for 2nd Read.									
	MSC to approve Items 11 and 12 for 2nd Read.								Carried	Herwerth/Kretzmann
	Items 10, 11, 12, 13, and 14 were taken together.									
*%15	CHLDV 160	COURSE	Revise	1stRead	SOCIAL SCIENCES DIVISION	CHILD DEVELOPMENT	Nonsubstantial Change B	Carried	Kronbeck/Czech	
*16	CHLDV 180	COURSE	Revise	OnlyR	SOCIAL SCIENCES DIVISION	CHILD DEVELOPMENT	Nonsubstantial Change A			
*17	CHLDV 181	COURSE	Revise	OnlyR	SOCIAL SCIENCES DIVISION	CHILD DEVELOPMENT	Nonsubstantial Change A			
*18	CHLDV 182	COURSE	Revise	OnlyR	SOCIAL SCIENCES DIVISION	CHILD DEVELOPMENT	Nonsubstantial Change A			
	MSC to review and approve change in advisories for Item 15.								Carried	Kronbeck/Czech
	Kronbeck: Cyclical reviews; Item 15 updated ENGL course, tweaked SLO, catalog statement. No changes in Items 16, 17, and 18.									
	Kretzmann: Title of Item 15 is "Guiding Children and Adolescents" but course is all about young children, nothing about adolescents. Kronbeck will take back to CDC. Return for 2nd Read.									
	Items 15, 16, 17, and 18 were taken together.									
*%19	ENTRE 103	COURSE	Create	1stRead	BUSINESS DIVISION	ENTREPRENEURSHIP	New Course	Carried	Margaryan/Czech	
	MSC to review and approve advisories for Item 19.								Carried	Margaryan/Czech
	Margaryan: Mirror course to BUSAD 158. Third in sequence on how to start, run and manage a business. Duplicates but will not delete BUSAD courses.									
	Morris: Catalog note (Section 2.H) should be added that students will not get credit for duplicate courses in ENTRE/BUSAD.									
	Margaryan will add catalog note and will delete entry standards 1-3. Return for 2nd Read.									
*%20	ESL 33	COURSE	Create	1stRead	NONCREDIT ESL	ESL NON-CREDIT	New Course	Carried	Mayer/Calderone	
*%21	ESL 41	COURSE	Create	1stRead	NONCREDIT ESL	ESL NON-CREDIT	New Course			
	MSC to review and approve change in advisories for Items 20 and 21.								Carried	Mayer/Frontini

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	Mayer: Courses mirror ESL (Credit) counterparts.								
	Items 20 and 21 were taken together.								
*%22	KIN 155	COURSE	Revise	1stRead	KINESIOLOGY DIVISION	KINESIOLOGY	Nonsubstantial Change B	Carried	Calderone/Czech
*%23	KIN 158	COURSE	Revise	OnlyR	KINESIOLOGY DIVISION	KINESIOLOGY	Nonsubstantial Change A		
	MSC to review and approve change in advisories for Items 22 and 23.							Carried	Calderone/Frontini
	Calderone: Item 22 updated recommended preps for ENGL 101, updated catalog description, added DEIA language to course content. Item 23 is on 2-year cycle; not offered since last approval.								
	(ACCJC Standard II.A.7)								
	Kretzmann: KIN 167 and 168 listed as recommended prep, suggest deleting KIN 167 since it's prereq for KIN 168.								
	Calderone: Will delete KIN 168; KIN 167 more important for students to take.								
	MSC to approve Items 22 and 23 for 2nd Read (with amendment to recommended preps).							Carried	Calderone/Mayer
	Items 22 and 23 were taken together.								
*%24	MATH 139	COURSE	Revise	1stRead	MATHEMATICS DIVISION	TRANSFER MATH	Substantial Change	Carried	Palermo/Kretzmann
	MSC to review and approve change in advisory for Item 24.							Carried	Palermo/Kretzmann
	MSC to approve Item 24 for 2nd Read.							Carried	Palermo/Kretzmann
	Palermo: Changed course content and methods of teaching topics for middle and elementary schools.								
*%25	MUSIC 101	COURSE	Revise	OnlyR	VISUAL & PERFORMING ARTS DIVISION	NON-COMMERCIAL MUSIC	Nonsubstantial Change A	Carried	Helgeson/McDonald
*%26	MUSIC 171	COURSE	Revise	OnlyR	VISUAL & PERFORMING ARTS DIVISION	COMMERCIAL MUSIC	Nonsubstantial Change A		
*%27	MUSIC 176	COURSE	Revise	OnlyR	VISUAL & PERFORMING ARTS DIVISION	COMMERCIAL MUSIC	Nonsubstantial Change A		
*%28	MUSIC 178	COURSE	Revise	OnlyR	VISUAL & PERFORMING ARTS DIVISION	COMMERCIAL MUSIC	Nonsubstantial Change A		

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					NG ARTS DIVISION				
*29	MUSIC 179	COURSE	Revise	OnlyR	VISUAL & PERFORMING ARTS DIVISION	COMMERCIAL MUSIC	Nonsubstantial Change A		
*30	MUSIC 187	COURSE	Revise	OnlyR	VISUAL & PERFORMING ARTS DIVISION	COMMERCIAL MUSIC	Nonsubstantial Change A		
MSC to review and change in advisories for Item 26.								Carried	Helgeson/Czech
Helgeson: Most are CTE. Item 25, updated text, exit standards, SLOs. Item 26, dropped rec prep for ENGL 191, updated textbook; Item 27, added justification for older textbook; Items 28, 29, and 30, updated textbooks. (ACCJC Standard II.A.3)									
Kretzmann: Item 29 has 4 possibly hard prereqs, maybe include "or equivalent" for students with musical backgrounds.									
Items 25, 26, 27, 28, 29, and 30 were taken together and were OnlyReads.									
*%31	PHOTO 100	COURSE	Revise	1stRead	VISUAL & PERFORMING ARTS DIVISION	PHOTOGRAPHY	Substantial Change	Carried	Delto/Conner-Gaiten
*%32	PHOTO 101	COURSE	Revise	1stRead	VISUAL & PERFORMING ARTS DIVISION	PHOTOGRAPHY	Nonsubstantial Change B		
*%33	PHOTO 111	COURSE	Revise	1stRead	VISUAL & PERFORMING ARTS DIVISION	PHOTOGRAPHY	Nonsubstantial Change B		
*%34	PHOTO 130	COURSE	Revise	1stRead	VISUAL & PERFORMING ARTS DIVISION	PHOTOGRAPHY	Nonsubstantial Change B		
*35	PHOTO 170	COURSE	Revise	OnlyR	VISUAL & PERFORMING ARTS DIVISION	PHOTOGRAPHY	Nonsubstantial Change A		
MSC to review and approve change in advisories for Items 31, 32, 33, and 34.								Carried	Delto/Czech
MSC to approve Items 31, 32, 33, and 34 for 2nd Read.								Carried	Byron/Calderone

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	Yamamoto: Split PHOTO 101 into PHOTO 100 (purely digital) and PHOTO 101 (traditional), updated prerequisites to show PHOTO 100 instead of PHOTO 101 in sequence of classes. Updated SLOs.								
	(ACCJC Standard II.A.3)								
	Kretzmann: Prereq of PHOTO 100 "or equivalent" noted in some but not all; suggest to include in Items 34 and 35.								
	Items 31, 32, 33, 34 and 35 were taken together.								
36	PSYCH 104	COURSE	Revise	1stRead	SOCIAL SCIENCES DIVISION	PSYCHOLOGY	Nonsubstantial Change B	Carried	Kronbeck/Margaryan
	Kronbeck: Item 36 will be cross listed with new sociology course. Clarified question from Traynor about TOP Code and will discuss with division chair.								
*%37	ST DV 127	COURSE	Revise	1stRead	STUDENT SERVICES DIVISION	STUDENT DEVELOPMENT	Nonsubstantial Change B	Carried	Zobayan/Calderone
	MSC to review and approve change in advisories for Item 37.							Carried	Zobayan/Frontini
	Zobayan: Course being revived, updated for cultural diversity and awareness. Will delete first section in course content. (ACCJC Standard II.A.7)								
	MSC to approve Item 37 for 2nd Read.							Carried	Zobayan/McDonald
*38	AS Fitness Specialist	PROGRAM	Revise	1stRead	KINESIOLOGY DIVISION	KINESIOLOGY	Substantial Change		
	Item 38 was stricken from the agenda.								
*39	Biological Sciences - AS Degree	PROGRAM	Revise	1stRead	BIOLOGY DIVISION	BIOLOGY	Substantial Change	Carried	Kretzmann/Calderone
40	Biology - AS-T	PROGRAM	Revise	1stRead	BIOLOGY DIVISION	BIOLOGY	Substantial Change		
	Kretzmann: Item 39 aligned with UC acceptance, revised due to changes in title of classes in bio, chemistry and math. Updated SLOs for Items 39 and 40 to make them more accessible. New PLOs same for both. Will work with Ybarra on PLOs. (ACCJC Standard II.A.3)								
	Items 39 and 40 were taken together.								
*41	Fitness Specialist - Certificate	PROGRAM	Revise	1stRead	KINESIOLOGY DIVISION	KINESIOLOGY	Substantial Change		
	Item 41 was stricken from the agenda.								
*42	Registered Nursing - AS Degree	PROGRAM	Revise	1stRead	HEALTH SCIENCES DIVISION	NURSING SCIENCE	Substantial Change	Tabled	Rohrbacher/Calderone



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*43	Registered Nursing - Certificate	PROGRAM	Revise	1stRead	HEALTH SCIENCES DIVISION	NURSING SCIENCE	Substantial Change		
C&I rep Dudley absent.									

V. Adjournment

The meeting was adjourned at 3:40 p.m.

Next C&I Committee Meeting: May 12, 2021, 2:00 p.m. via Zoom

Minutes recorded and transcribed by Nonah Maffit.