

Glendale Community College  
Curriculum & Instruction Committee  
Minutes  
Wednesday, April 7, 2021; 2:00 p.m. via Zoom

Present (Voting Members): Francien Rohrbacher (Co-Chair), Erin Calderone, Aisha Conner-Gaten, Maria Czech, Byron Delto, Catherine Dudley, 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): Jolie Morris, Piper Rooney, Nancy Traynor, Terrence Yu

Guests: Sonali Perera, Karoline Rostamiani

Absent: Michael Ritterbrown, Sevada Chamras, Richard Cortes

Call to Order

C&I Committee Co-Chair Francien Rohrbacher called the meeting to order at 2:07 p.m.

Approval of Minutes

MSC (Frontini/Kretzmann) to approve the minutes of March 24, 2021 Curriculum & Instruction Committee.

I. Announcements

Academic Senate 2021 Curriculum Institute. This year's Curriculum Institute will be held July 7-9 virtually. The theme or program has not been announced. Early registration is now open through June 9. Late registration deadline is June 30. Everybody is encouraged to attend, especially new 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.

Curriculum & Instruction Committee Meeting

April 7, 2021

Page 2 of 7

Preliminary Review. Next Preliminary Review deadline is April 13, or April 9 if you would like to submit before Spring Break. If you have outdated CORs on the list, which Francien sent prior to the meeting, they need to be submitted by April 13, or they will not be offered in Summer or Fall 2021. Francien will be checking CMS during Spring Break in case proposals come in. Next Preliminary Review starts on April 19.

Nancy gave updates on CORs which will be on the schedule of classes for Summer and Fall 2021 provided they are submitted by April 13: ARCH 109, ARCH 143, ECT 210, and all the STVs.

CoDE Update. No update. Next CoDE meeting will be at the end of April.

II. Ongoing Business

The Role of C&I in promoting DEIA. On April 19 Francien and Yvette are co-hosting a DEIA workshop focusing on learning outcomes. Toward the end of the semester, Francien will gather ideas from curriculum list serves about what other community colleges are doing with DEIA, and report to the committee.

III. New Business

Articulation Update. No update.

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

Items with (*) need to be reviewed. Items with (%) have new	Proposal Name	Type	Action	Stage	Division	Department	Level Change	Motion	First/Second
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Curriculum & Instruction Committee Meeting

April 7, 2021

Page 3 of 7

or revis ed adv is ories.									
	Deletions								
1	ADMJ 155	COURSE	Delete	OnlyR	TECHNOLOGY AND AVIATION DIVISION	ADMINISTRATION OF JUSTICE	Deletion	Carried	Herwerth/Kretzmann
2	BUSAD 164	COURSE	Delete	OnlyR	BUSINESS DIVISION	BUSINESS ADMINISTRATION	Deletion	Carried	Margaryan/Frontini
3	BUSAD 175	COURSE	Delete	OnlyR	BUSINESS DIVISION	BUSINESS ADMINISTRATION	Deletion		
4	BUSAD 177	COURSE	Delete	OnlyR	BUSINESS DIVISION	BUSINESS ADMINISTRATION	Deletion		
5	BUSAD 180	COURSE	Delete	OnlyR	BUSINESS DIVISION	BUSINESS ADMINISTRATION	Deletion		
6	BUSAD 202	COURSE	Delete	OnlyR	BUSINESS DIVISION	BUSINESS ADMINISTRATION	Deletion		
	Margaryan: Courses no longer offered. Items 2, 3, 4, 5, and 6 were taken together.								
7	Biological Sciences - AA Degree	PROGRAM	Delete	OnlyR	BIOLOGY DIVISION	BIOLOGY	Deletion	Carried	Kretzmann/McDonald
	Kretzmann: Replaced AA degree with AS degree.								
	2nd Reads								
8	ESL 70	COURSE	Create	2ndRead	NONCREDIT ESL	ESL NON-CREDIT	New Course	Carried	Mayer/Frontini
	Mayer: Coordinated with co-req STV 61 instructors on SLOs, exit standards. Updated textbook.								
	(ACCJC Standard II.A.3)								

Curriculum & Instruction Committee Meeting

April 7, 2021

Page 4 of 7

9	STV 61	COURSE	Revise	2nd Read	NCBLS	SHORT TERM VOCATIONAL	Nonsubstantial Change B	Carried	Czech/McDonald
Czech: Cyclical review; added in Note ESL 70 recommended prep. Generated discussion among NC									
for cross-division collaboration. Updated SLOs; included recommended prep ESL 30. (ACCJC Standard									
II.A.3)									
1st Reads									
*%10	CHLDV 141	COURSE	Revise	1stRead	SOCIAL SCIENCES DIVISION	CHILD DEVELOPME NT	Nonsubstantial Change B	Carried	Kronbeck/McDonald
Kronbeck: Added back in CHLDV 133 as prereq; updated textbooks.									
MSC to review and approve change in advisories for Item 10.									
MSC to approve Item 10 for a 2nd Read.									
*%11	MOA 190	COURSE	Create	1stRead	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATION	New Course	Carried*	Margaryan/Calderone
*%12	MOA 191	COURSE	Create	1stRead	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATION	New Course		
*%13	MOA 192	COURSE	Create	1stRead	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATION	New Course		
Perera: Three courses not contingent upon each other; stand-alone courses. Part of health care									
admin certificate and degree. Worked with Yvette on SLOs and exit standards.									
Will work with Richard regarding CSU transferability before 2nd Read.									
Kretzmann: Item 10, intro level, could be recommended prep for Item 12, more advanced.									
Rohrbacher: Item 10-need to add MOA 180 (ENGL 100, ESL 151) as recommended prep and in									
preconditions section. Items 11 and 12-need to check off ENGL 100.									
Parypinksi made proofreading, grammatical suggestions for catalog description in Chat.									
Calderone: Suggest looking at C-ID descriptor PHS 101 for Item 11.									
Zobayan: Transferability needs to be clarified so counselors have accurate info for students.									
*MSC with 3 abstentions.									
Items 10, 11, and 12 were taken together.									

Curriculum & Instruction Committee Meeting

April 7, 2021

Page 5 of 7

14	History - AA-T	PROGRAM	Revise	1stRead	SOCIAL SCIENCES DIVISION	HISTORY	Substantial Change	Carried	Kronbeck/Kretzmann
15	Philosophy - AA-T	PROGRAM	Revise	1stRead	SOCIAL SCIENCES DIVISION	PHILOSOPHY	Substantial Change		
16	Social Science - AA Degree	PROGRAM	Revise	1stRead	SOCIAL SCIENCES DIVISION	SOCIAL SCIENCE	Substantial Change		
Kronbeck: No major changes; HIST courses renumbered.									
MSC to approve Items 14, 15, and 16 for 2nd Read								Carried	Kronbeck/Frontini

**These programs need a catalog (program) description:**

**DUE DATE: 4/13/2021**

AA/AA Degrees and Certificates

Accounting

Visual Arts - Animation

Art

Visual Arts - Two/Three dimensional

Bookkeeping

Business Administration

Entrepreneurship/Small Business

Financial Planning and Investment

General Business

International Business

~~Foreign Language~~

Curriculum & Instruction Committee Meeting

April 7, 2021

Page 6 of 7

Insurance Specialist: Property & Casualty

Interdisciplinary Humanities

Machinist

Management

Marketing

Visual Arts - Media Arts

Music

Visual Arts - Photography

Registered Nursing

~~Speech Communication~~

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: 4/13/2021**

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)

Curriculum & Instruction Committee Meeting

April 7, 2021

Page 7 of 7

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)

Fire Technology AS Degree or Certificate

(Needs to be shorter--no more than 3 sentences);

(Needs to add units to end of description)

~~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)

Certificate Programs--Non-Degree

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)

V. Adjournment

The meeting was adjourned at 3:01 p.m.

Next C&I Committee Meeting: April 28, 2021, 2:00 p.m. via Zoom

Minutes recorded and transcribed by Nonah Maffit.