

Minutes
Curriculum and Instruction Committee
August 12, 2020

**Glendale Community College
Curriculum & Instruction Committee
Minutes
Wednesday, August 12, 2020
2:00p.m., Zoom**

Co-Chairs: Francien Rohrbacher and Michael Ritterbrown called the meeting to order at 2:00 p.m.

Voting Members Present: Erin Calderone, Susie Chin, Maria Kretzmann, Richard Cortes, Maria Czech, Byron Delto, Catherine Dudley, Flavio Frontini, Jayson Helgeson, Chris Herwerth, Kevin Mack Araik Eric Margaryan, Paul Mayer, Brian McDonald, Suzanne Palermo, Joanna Parypinski

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

Minutes Recorder: Patrik Namagardi

Guests Present: Izabela Boyajian, Paul Chiu, Kohar Kesian, Nonah Maffit, Nareh Manooki, Rachel Ridgeway, Isman Salas, Michael Scott

Absent: Tina Andersen-Wahlberg, Sevada Chamras, Eric Hanson, Arda Najarian, Alfred Ramirez, Alexa Schumacher, Jan Swinton, Rita Zobayan

Approval of Minutes

MSC (**Frontini/McDonald**) to approve the minutes of July 22, 2020 Curriculum & Instruction Committee

I. Announcements

If you're working on outdated CORs over summer, keep track of your hours!

Next Preliminary Review deadline: **September 10**

CoDE Approved DE Addenda—None

II. Ongoing Business

Checking in with C&I Reps to see how COR updates are coming along (**Rohrbacher**)

Minutes

Curriculum and Instruction Committee

August 12, 2020

The role of C&I in promoting inclusivity and equity (**C&I Committee**)

- Takeaways from the 2020 Curriculum Institute
- C&I Mission Statement
- Please review the google doc I shared and add your thoughts and ideas to it.

<https://docs.google.com/document/d/1PDaPUoM9d4zcEAJqI7e8XsMJ9neTHT9IPegWF0weg7g/edit>

A discussion took place regarding what C&I's role is in promoting inclusivity and equity and looking at our mission statement and adding something in there that demonstrates our commitment to diversity, equity, and inclusion as a committee to our students, to our community, and to our campus. It was brought forward that Cal States now require an Ethnic Studies course for all majors and if it will affect us as far as transfer AA and AS degrees are concerned. Richard Cortes believes that this is a graduation requirement for Cal States and if this is the case, then it shouldn't affect us. It was mentioned there is now a bill that requires students to take Ethnic Studies. AB 1460 requires CSUs to implement a three-unit ethnic studies course as a requirement passed in June. Our ADMJ department has revised their curriculum requirements within the program to include cultural sensitivity and ethnic studies. Dr. Ritterbrown recommends discussing amongst divisions on program regarding equity and is in favor of the ones already coming through because they will be valuable for the college. The discussion taking place at the state level has the ideas that we should be infusing classes with elements of social justice. Dr. Ritterbrown recommends C&I representatives to take this idea back to their divisions and discuss how this might be incorporated. Francien and Nancy have had talks on possibly having a retreat this winter regarding this topic, so we aren't rushing through this topic or other agenda items. It was also discussed to look at the Peralta rubric for equity to get an idea when revising courses and making them more inclusive. A task force was created to look at our mission statement and create an equity rubric. (ACCJC Standard IV. A. 4)

III. New Business

Articulation update (**Cortes**)

We are waiting on UCTCA results. Richard will update Francien and Nancy.

Minutes
 Curriculum and Instruction Committee
 August 12, 2020
Curriculum Action Items

Items with (*) need to be reviewed . Items with (%) have new or revised advisories.	Proposal Name	Type	Action	Division	Department	Level Change	Stage	Motion	First/Second	
	2nd Reads									
1	CULIN 111	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	CULINARY ARTS	Nonsubstantial Change B	2ndRead	Carried	Herwerth/McDonald	
2	CULIN 113	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	CULINARY ARTS	Nonsubstantial Change B	2ndRead			
3	ECON 111	COURSE	Revise	SOCIAL SCIENCES DIVISION	ECONOMICS	Nonsubstantial Change B	2ndRead		Mack/Kretzmann	
4	ENGR 132	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	ENGINEERING, GENERAL (15)	Substantial Change	2ndRead	Carried	Herwerth/McDonald	
5	GEOL 102	COURSE	Revise	PHYSICAL SCIENCES DIVISION	GEOLOGY	Nonsubstantial Change B	2ndRead	Carried	Kretzmann / McDonald	
	Ridgeway: We made a minor tweak to the catalog description and updated the recommended preparations.									

Minutes
Curriculum and Instruction Committee
August 12, 2020

6	HIST 116	COURSE	Revise	SOCIAL SCIENCES DIVISION	HISTORY	Nonsubstantial Change B	2ndRead		
7	HLTH 128	COURSE	Revise	KINESIOLOGY DIVISION	HEALTH	Substantial Change	2ndRead	Carried	Calderone / McDonald
8	HRM 117	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	HOTEL RESTAURANT MANAGEMENT	Nonsubstantial Change B	2ndRead		
9	HRM 203	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	HOTEL RESTAURANT MANAGEMENT	Nonsubstantial Change B	2ndRead		
It was mentioned that CULIN 113 still has the word "effect" instead of "affect".									
Items #1,2,8,9 were taken together.									
10	JOURN 210	COURSE	Revise	LANGUAGE ARTS DIVISION	JOURNALISM	Nonsubstantial Change B	2ndRead	Carried	Frontini/ Calderone
11	JOURN 250	COURSE	Revise	LANGUAGE ARTS DIVISION	JOURNALISM	Nonsubstantial Change B	2ndRead		
12	JOURN 50	COURSE	Revise	LANGUAGE ARTS DIVISION	JOURNALISM	Substantial Change	2ndRead		
13	KIN 157	COURSE	Revise	KINESIOLOGY DIVISION	KINESIOLOGY	Nonsubstantial Change B	2ndRead		
14	KIN 229	COURSE	Revise	KINESIOLOGY DIVISION	KINESIOLOGY	Nonsubstantial Change B	2ndRead		
Calderone: We removed the catalog note for the KIN courses.									
Items #7,13,14 were taken together.									
15	MATH 110B	COURSE	Revise	MATHEMATICS DIVISION	TRANSFER MATH	Nonsubstantial Change B	2ndRead	Carried	Palermo/ McDonald

Minutes
Curriculum and Instruction Committee
August 12, 2020

16	MATH 190	COURSE	Revise	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	Nonsubstantial Change B	2ndRead		
Items #15-16 were taken together.									
17	NS 223	COURSE	Revise	HEALTH SCIENCES DIVISION	NURSING SCIENCE	Nonsubstantial Change B	2ndRead	Carried	Dudley/ Kretzmann
Dudley: Changes recommended by Maria were looked at and some changes were made and emailed to Maria.									
18	POL S 101	COURSE	Revise	SOCIAL SCIENCES DIVISION	POLITICAL SCIENCE	Nonsubstantial Change B	2ndRead		
Mack: For POL S 101 there were no changes. We removed the redundant sentence for ECON 111 and made a change to the title, and added									
requisites to HIST 116.									
A discussion took place about regarding SLOs and according to Yvette Ybarra a minimum of two SLOs is considered a best practice.									
Ybarra: We have to institutionalize this process.									
It was recommended to push this course through and ensure it gets revised during the next revision. (ACCJC Standard II.A.3; ACCJC Standard II.A.5)									
Items #3,6, and 18 were taken together.									
19	SPCH 105	COURSE	Revise	LANGUAGE ARTS DIVISION	SPEECH COMMUNICATIONS	Nonsubstantial Change B	2ndRead		
20	SPCH 106	COURSE	Revise	LANGUAGE ARTS DIVISION	SPEECH COMMUNICATIONS	Nonsubstantial Change B	2ndRead		
Frontini: There were minor requested changes made between the first and second read. For SPCH 105, SLO #3 was changed. For journalism									
250 out of class assignment #3 and the wording was changed.									
Items # 10-12,19,20 were taken together.									
21	ST DV 145	COURSE	Revise	STUDENT SERVICES DIVISION	STUDENT DEVELOPMENT	Nonsubstantial Change B	2ndRead	Carried	Cortes/ Kretzmann

Minutes
 Curriculum and Instruction Committee
 August 12, 2020

	Cortes: Some revisions were made to the learning outcomes and textbooks.								
	Deletions								
22	ART 109	COURSE	Delete	VISUAL & PERFORMING ARTS	ART HISTORY	Deletion	OnlyR	Carried	Delto/ McDonald
23	ART 139	COURSE	Delete	VISUAL & PERFORMING ARTS	GRAPHIC DESIGN	Deletion	OnlyR		
24	ART 206	COURSE	Delete	VISUAL & PERFORMING ARTS	ANIMATION	Deletion	OnlyR		
25	ART 229	COURSE	Delete	VISUAL & PERFORMING ARTS	ANIMATION	Deletion	OnlyR		
26	ART 230	COURSE	Delete	VISUAL & PERFORMING ARTS	ANIMATION	Deletion	OnlyR		
27	ART 237	COURSE	Delete	VISUAL & PERFORMING ARTS	ANIMATION	Deletion	OnlyR		
28	ART 238	COURSE	Delete	VISUAL & PERFORMING ARTS	ANIMATION	Deletion	OnlyR		
29	ART 240	COURSE	Delete	VISUAL & PERFORMING ARTS	STUDIO ARTS	Deletion	OnlyR		
30	ART 241	COURSE	Delete	VISUAL & PERFORMING ARTS	STUDIO ARTS	Deletion	OnlyR		

Minutes
Curriculum and Instruction Committee
August 12, 2020

31	ART 257	COURSE	Delete	VISUAL & PERFORMING ARTS	GRAPHIC DESIGN	Deletion	OnlyR		
32	ART 267	COURSE	Delete	VISUAL & PERFORMING ARTS	ANIMATION	Deletion	OnlyR		
33	ART 268	COURSE	Delete	VISUAL & PERFORMING ARTS	ANIMATION	Deletion	OnlyR		
34	ART 282	COURSE	Delete	VISUAL & PERFORMING ARTS	STUDIO ARTS	Deletion	OnlyR		
35	ART 286	COURSE	Delete	VISUAL & PERFORMING ARTS	STUDIO ARTS	Deletion	OnlyR		
36	ART 287	COURSE	Delete	VISUAL & PERFORMING ARTS	STUDIO ARTS	Deletion	OnlyR		
Delto: We are removing these courses because they are outdated or holdovers being replaced.									
37	AT 134	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	OTHER AVIATION AND TRANSPORTATION	Deletion	OnlyR	Carried	Herwerth/ Kretzmann
38	CIM 101	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	COMP INTEGRATED MANUFACTURING	Deletion	OnlyR		
39	CIM 102	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	COMP INTEGRATED MANUFACTURING	Deletion	OnlyR		
40	HRM 202	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	HOTEL RESTAURANT MANAGEMENT	Deletion	OnlyR		

Minutes
Curriculum and Instruction Committee
August 12, 2020

	Items #37-40 were taken together.								
41	RE 50	COURSE	Delete	BUSINESS DIVISION	REAL ESTATE	Deletion	OnlyR	Carried	Margaryan / Dudley
	Margaryan: We haven't offered this course in 20 years and don't see it being offered in the future.								
	It was discussed that other departments in the division have internship courses, but real estate doesn't want one.								

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

DUE DATE: 9/14/20

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

Insurance Specialist: Property & Casualty

Interdisciplinary Humanities

Machinist

Management

Marketing

Visual Arts - Media Arts

Music

Minutes
Curriculum and Instruction Committee
August 12, 2020
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: 9/14/2020, or 2/15/2020 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)
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)

Minutes

Curriculum and Instruction Committee

August 12, 2020

~~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)