

Glendale Community College
Curriculum & Instruction Committee
Minutes

Wednesday, December 9, 2020; 2:00 p.m. via Zoom

Present (Voting Members): Francien Rohrbacher (Co-Chair), Erin Calderone, Sevada Chamras, Susie Chin, Catherine Dudley, Reut (Rory) Cohen, Maria Czech, Byron Delto, Catherine Dudley, 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, Freddy Saucedo, Nancy Traynor, Yvette Ybarra

Guests: Aisha Conner-Gaten, Roger Dickes, Andrew Feldman, Jennifer Krestow

Absent: Michael Ritterbrown, Tina Andersen-Wahlberg, Richard Cortes, Eric Hanson, Arda Najarian, Alfred Ramirez, Alexa Schumacher, Jan Swinton, Terrence Yu

Call to Order

C&I Committee Co-Chair Francien Rohrbacher called the meeting to order at 2:05 p.m.

Approval of Minutes

MSC (Chamras/Kretzmann) to approve the minutes of the November 25, 2020 Curriculum & Instruction Committee Meeting.

I. Announcements

Next Preliminary Review Deadline: January 14, 2021. Please enter your proposals into CMS by the deadline if you are planning to have them go through the approval process in the beginning of the Spring semester. If you are submitting courses or degrees which do not require a cyclical review, please indicate in Section 1 Justification Box so we know what to include in preliminary and tech reviews. For example, program updates based on changes to courses, or course updates based on AB 705. Francien will be available to meet and will be holding office hours starting January 4, 2021 through the Winter semester.

Last Distance Education (DE) Addendum Submission Deadline for 2020: December 11, 2020 for approval at the CoDE Meeting on December 16, 2020. Please be reminded that a course will not be offered in Winter or Spring 2021 unless it has approved DE addendum. Please forward to your division CoDE rep those courses which will be approved today.

Gap Analysis. Dr. Ritterbrown has submitted the C&I Gap Analysis to ACCJC (Accrediting Commission for Community and Junior Colleges).

Committee on Distance Education Approved Addenda. No Update.

Covid-19 Stipend for Summer C&I Work: Dr. Ritterbrown updated Francien. The Board slips have been submitted and approved to pay faculty for Covid-19 related C&I work during the Summer. Administrative Services is processing the payments. Faculty who have not been paid should be receiving their stipends by the end of December.

II. Ongoing Business

Equity Guide. Francien sent the latest version of the Diversity/Equity/Inclusion/Accessibility (“Equity”) Guide. Its purpose is to guide and direct instructors on how to transform their courses to be more diverse, equitable, inclusive and accessible.

MSC (Kronbeck/Calderone) to approve the adoption of the Diversity/Equity/Inclusion/Accessibility Guide.

The Equity Guide will be sent to Academic Senate and then to Academic Affairs Committee for approval.

Francien and Michelle Stonis will be working with Patricia Chamroonrat to create a web version with tabs, drop-downs, and links to resources. Francien will also be working with Ann Simon to have a PDF version. The task force would like to get from divisions examples of curriculum which have used the Equity Guide. We’re encouraging those of you who may be working on your courses over Winter or early Spring to use the Guide. This is still a working document which we will revisit at least once a semester for updates or changes. Thanks to members of the task force and to all who contributed in the development of the Equity Guide.

C&I Mission Statement. Please review the C&I Mission Statement and think of how we could incorporate language on creating more equitable and accessible curriculum and adding the Equity Guide. Francien will start to draft the revisions in the Winter; please contact her with your suggestions.

III. New Business

Articulation Update. No update.

C&I Winter Retreat. Francien will be sending a Doodle poll to committee members with possible dates for the retreat, most likely Fridays. The plan is to hold 2 separate sessions, no more than an hour each on Zoom. The first will be similar to a general session and will address basic C&I topics such as our mission, course outlines, prelim and tech reviews, State requirements, using the Equity Guide, etc. The second

session could have concurrent breakouts or have 15- or 20-minute workshops on more specific topics such as Career Education, Library, Learning Outcomes, etc. Flex could be offered to attendees. Francien will look into offering stipends to speakers. She will send out a survey on topic suggestions.

Preliminary Review and Technical Review Training. Francien will schedule a meeting with Prelim and Tech Review members to discuss the upcoming review of programs. We anticipate a large number of programs to come to C&I because degrees, certificates and skill awards will need to be revised based on the changes in courses that have been approved over the Summer and Fall.

Course Outlines of Record 2021. There does not seem to be many CORs left to revise in 2021 because the majority came through this year. Francien will notify C&I reps and division chairs about their respective degrees, certificates, programs, skill awards and CORs.

Career Education Courses and Programs 2021. Per Education Code, Career Ed courses, degrees and programs will be required to submit advisory minutes no more than a year old and Labor Market Information (LMI) from 3 to 5 years. Freddy Saucedo will be conducting workshops on how to create an agenda, advisory committee and how to get LMI data. In the meantime, please contact him if you have questions.

New Courses and Programs 2021. If you are planning to work on new courses and programs for 2021, please get them started and contact Francien with any questions.

Role of Library in Curriculum Process (Chin). Library review will be part of preliminary review for new course outlines. Each division has a Library Liaison who will sign off on course proposals. We need to make sure that new courses have resources in the Library which support and enhance curriculum, such as OER (Open Educational Resources), Zero Cost Textbook, etc. Francien and Susie will be working with Pedro to include Library review in CMS.

Program Learning Outcomes (Ybarra). The latest list of Program Learning Outcomes for all divisions was emailed to the committee prior to the meeting.

MSC (Ybarra/Calderone) to approve the Program Learning Outcomes.

Upon approval of the PLOs, a two-year project, Yvette will start curriculum mapping on eLumen to connect the PLOs to their Student Learning Outcomes (SLOs). Most divisions have completed their assessments; others are still working on them. Yvette is working on a video on revising PLOs. Please contact Yvette if you have questions.

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3	ARCH 229	COURSE	Revise	2ndRead	TECHNOLOGY & AVIATION DIVISION	ARCHITECTURE	Nonsubstantial Change B	Carried	Herwerth/Kretzmann
Herwerth: Incorporated suggested language in catalog description and prereq. Item is a mirror course.									
4	ASL 49	COURSE	Revise	2ndRead	LANGUAGE ARTS DIVISION	AMERICAN SIGN LANGUAGE	Nonsubstantial Change B	Carried	Cohen/McDonald
MSC to review and approve change in advisories for Item #4.								Carried	Cohen/Dudley
Cohen: Per committee suggestion, added ASL 101 in prerequisites.									
Kretzmann: Table of entry expectations need to change "no's" to "yes's."									
5	ASTRO 102	COURSE	Revise	2ndRead	PHYSICAL SCIENCES DIVISION	ASTRONOMY	Nonsubstantial Change B	Carried	Chamras/Cohen
Chamras: Adjusted hours to lab instead of lecture; changed entry standards, deleted the more specific ones.									
6	CABOT 91	COURSE	Revise	2ndRead	BUSINESS DIVISION	COMP APPS & BUS OFFICE TECH	Nonsubstantial Change B	Carried	Margaryan/Czech
Margaryan: Cyclical revision; updated hours, deleted req skills, changed SLOs (ACCJC Standard II.A)									
7	CULIN 224	COURSE	Revise	2ndRead	TECHNOLOGY & AVIATION DIVISION	CULINARY ARTS	Nonsubstantial Change B	Carried	Herwerth/McDonald
Feldman: Incorporated committee suggestions on SLOs .(ACCJC Standard II.A)									
8	MOA 101	COURSE	Revise	2ndRead	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATION	Nonsubstantial Change B	Carried	Margaryan/Kretzmann

	Margaryan: Cyclical revision; made changes based on committee suggestions; removed Anatomy and Physiology from catalog description.								
	1st Reads								
*9	CHLDV 48	COURSE	Revise	OnlyR	SOCIAL SCIENCES DIVISION	CHILD DEVELOPMENT	Nonsubstantial Change A	Carried	Kronbeck/Kretzmann
	Kronbeck: Cyclical review; course had to be approved for DE.								
10	HIST 170	COURSE	Revise	1stRead	SOCIAL SCIENCES DIVISION	HISTORY	Nonsubstantial Change B	Carried	Kronbeck/Calderone
11	HIST 180	COURSE	Revise	1stRead	SOCIAL SCIENCES DIVISION	HISTORY	Nonsubstantial Change B		
	Kronbeck: Division changing course titles of HIST 170 and HIST 180 to "History of Western Europe."								
	Kretzmann: Suggest adding "I," "II" or "A," "B" in course titles to differentiate.								
	Traynor: Can also distinguish in titles with dates; will need 2nd Read in February.								
	Morris: OK with print catalog deadline.								
	Items #10 and 11 were taken together.								

V. These programs need a catalog (program) description:

DUE DATE: 12/9/20

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
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: 12/9/2020, or 2/15/2021 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) |
| 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)

VI. Adjournment

The meeting was adjourned at 3:25 p.m.

Next C&I Committee Meeting: Wednesday, February 24, 2021; 2:00 p.m. via Zoom

Minutes recorded and transcribed by Nonah Maffit