

Glendale Community College  
Curriculum & Instruction Committee  
Minutes  
Wednesday, February 24, 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, 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): Agnes Eguaras, Jolie Morris, Piper Rooney, Freddy Saucedo, Nancy Traynor, Yvette Ybarra, Terrence Yu

Guests: April Bey, Roger Dickes, Denise Leong-Brattain, Rob Liddiard, Karoline Rostamiani, Alexa Schumacher

Absent: Tina Andersen-Wahlberg, Eric Hanson, Arda Najarian, Alfred Ramirez

Call to Order

C&I Committee Co-Chair Francien Rohrbacher called the meeting to order at 2:03 p.m.

Approval of Minutes

MSC (Calderone/Kretzmann) to approve the Minutes of December 9, 2020 Curriculum & Instruction Committee.

Agenda

MSC (Frontini/Calderone) to add "Curriculum & Instruction Committee Mission Statement" to the Agenda.

I. Announcements

Preliminary Review. Next Preliminary Review deadline is March 9, 2021. Please relay this to your division if you have instructors working on curriculum. There is only one more deadline this semester after that, which is April 13. Expired course outlines will not be offered in the Summer and Fall. Please contact Francien if you need help with your courses. She holds office hours for C&I and you may also schedule a Zoom meeting with her.

CoDE Approved Addenda. There were two courses which had been approved at CoDE: Math 136A and Math 136B. If you have CoDE questions, please direct them to Alexa, Piper, or your CoDE rep.

II. Ongoing Business

The Role of C&I in promoting DEIA (Diversity/Equity/Inclusion/Accessibility). The Equity Guide has been approved by this committee in December. Francien will present it to the Academic Senate, the Faculty, and Academic Affairs Committee for approval at their next respective meetings.

Equity Guide Workshops

Winter 2021. Francien, Maite Peterson and Sandy Somo facilitated a workshop and panel discussion on the Equity Guide during Professional Development Week.

Spring 2021. There are workshops scheduled this semester:

Monday, March 8. Intro to the Equity Guide. Francien will host, but if anyone would like to co-host, please contact her.

Monday, March 22. Focus on Catalog Statements using the Equity Guide. Francien and Erin Calderone will lead a discussion on revising the Fitness Certificate and AS Degree working with DEIA. Attendees will be encouraged to bring their own curriculum.

A workshop in April and another one in May will be scheduled soon. It would be great to collaborate with Financial Aid, EOPS, Counseling, etc. and see how we can infuse the equity guide in the different areas of campus.

III. New Business

Articulation Update (Cortes). GE courses are still under review; we should get word back by late April. The Ethnic Studies courses, which included all that were in the college catalog, were submitted by the February 5<sup>th</sup> deadline. We should hear back together with the rest of the CSU IGETC proposals. We just closed the deadline to apply for Articulation Officer. We hope to have someone in place by the end of March.

#### Revision to 2020-2021 C&I Schedule

MSC (Mayer/McDonald) to reschedule April 14, 2021 meeting for April 7, 2021 (due to Spring Break April 12-17).

#### Updating degrees, certificates, and skill awards

There are a great number of degrees, certificates and skill awards which have to be updated. These were triggered by the changes to course outlines which were approved in 2020. Francien has sent the list to each division chair and C&I rep. While these may not be as urgent as course outlines which had to go through DE last year, there is still the necessity to make sure that we have the correct information in the catalog and that we are sending accurate course requirements and program information to our Guided Pathways coordinators for program mapping in Navigate. Francien is willing to hold workshops on revising programs for those reps who are not very familiar with the process. Nancy has noticed that some of these programs have outdated information. They could require a lot of work, so please start working on them as soon as you can.

#### COR updates for 2021

The list of course outlines which need to be updated in Spring 2021 have been sent to C&I reps and division chairs. If you have courses with an expiration date which fall in Spring 2021, please submit them by the final deadline, April 30, if you want those courses to be offered by the Summer or Fall 2021. Please remember that per the Chancellor's Office, each course requires a DE addendum.

#### Mission Statement

When the C&I Committee Mission Statement was reviewed at the winter retreat, it was suggested to remove the following language from the first paragraph since similar language appears in subsequent paragraphs: "through the use of the Equity Guide and other DEIA resources." The revised paragraph would read:

Mission: The Curriculum and Instruction committee is a senate committee. The Curriculum & Instruction committee's charge is to recommend actions upon all curricular matters, to ensure the integrity of the institution's educational programs, and to promote diverse, equitable, inclusive, and accessible curriculum (DEIA).

The rest of the mission statement was reviewed and no other change was made.

MSC (Frontini/Calderone) to approve the revisions to the mission statement.

IV. Curriculum Action Items

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	STV 152	COURSE	Delete	1stRead	NONCREDIT BUSINESS &	SHORT TERM VOCATIONAL	Deletion	Carried	Czech/Dudley

					LIFE SKILLS DIVISION				
Czech: Course was originally designed to be part of mirrored program in basic design and drafting; given wrong COR. Course was never taught. Created new COR.									
2nd Reads									
2	HIST 170	COURSE	Revise	2ndRead	SOCIAL SCIENCES DIVISION	HISTORY	Nonsubstantial Change B	Carried	Kronbeck/Czech
3	HIST 180	COURSE	Revise	2ndRead	SOCIAL SCIENCES DIVISION	HISTORY	Nonsubstantial Change B		
Kronbeck: Western Civ courses, correlate with C-ID; part of History Dept renumbering.									
HIST 101, 102 World History will be front in catalog.									
Kretzmann: Item #2 has more SLOs than exit standards, and methods of evaluation has participation which is discouraged. Item #3 has texts older than 2012.									
Kronbeck: Will double check.									
Rohrbacher: Suggestions could wait until cyclical review. Renumbering courses only for now.									
1st Reads									
*4	ATHPE 151	COURSE	Create	1stRead	KINESIOLOGY DIVISION	ATHLETICS AND PHYSICAL EDUCATION	New Course	Carried	Calderone/Kretzmann
*5	ATHPE 152	COURSE	Create	1stRead	KINESIOLOGY DIVISION	ATHLETICS AND PHYSICAL EDUCATION	New Course		
*6	ATHPE 180	COURSE	Create	1stRead	KINESIOLOGY DIVISION	ATHLETICS AND PHYSICAL EDUCATION	New Course		

	Calderone: Items #4 and 5 are conditioning courses for basketball; all other courses have same.								
	Item #6 brand new e-sports course with DEIA content and resources. Thanks to Library.								
	Palermo: Items #4 and 5 course numbers in catalog need to be corrected. Calderone: Will fix.								
	Items #4, 5 and 6 were taken together.								
*7	BIOL 102	COURSE	Revise	1stRead	BIOLOGY DIVISION	BIOLOGY	Nonsubstantial Change B	Carried	Kretzmann/Czech
	Kretzmann: Title change for 2nd semester course for Bio majors. Recently updated title BIOL 101 to BIOL I; this will be BIOL II. Updated textbook, change to catalog statement.								
	MSC to approve Item #7 for 2nd Read.								
*%8	BIOL 140	COURSE	Create	1stRead	BIOLOGY DIVISION	BIOLOGY	New Course	Carried	Kretzmann/Dudley
*%9	BIOL 141	COURSE	Create	1stRead	BIOLOGY DIVISION	BIOLOGY	New Course		
*%10	BIOL 142	COURSE	Create	1stRead	BIOLOGY DIVISION	BIOLOGY	New Course		
	MSC to review and approve advisories for Items #8, 9 and 10.								
	Kretzmann: Three new courses will form Biotechnology program, rapidly growing area especially in Covid times.								
	Item #8 is entry level pathway to Biotech program and could also fulfill requirements for Life Science lecture and lab course for transfer. Recommended preps of Chemistry, Math and English but no prereqs.								
	Item #9 is 2nd in sequence; 2 units lecture/2-4 units lab. Heavy lab exposure; work readiness, skills useful in CE.								
	Item #10 is 3rd in sequence; 2units lecture/2 units lab, applied Biotech with specialized protein purification course. Instructor Thai received grant money to support program; purchased equipment.								
	Kronbeck: Question regarding Biotech discipline approval by Academic Senate. Dicks: Confirmed it's on agenda.								
	Zobayan: Item #9 work readiness skills has 8 hours of written communication teamwork resume; good opportunity to involve career counselors. Suggest including in course content in Items #9 and 10.								
	Saucedo: Discussed with Thai collaboration with counselors, student support services, etc.								
	Cortes: Expressed to Thai courses may not get GE (IGTC) approval because very career specific, not broad.								
	Items #8, 9 and 10 were taken together. <b>[ACCJC Standard II.A.11]</b>								

*%11	ESL 156	COURSE	Create	1stRead	CREDIT ESL DIVISION	ESL READING/VO CABULARY	New Course	Carried	McDonald/Mayer
MSC to review and approve advisories for Item #11.								Carried	McDonald/Dudley
Schumacher: Fills the gap between level 4 ESL and freshman composition in English. Similar to ENGL 192, now archived, with more creativity in text selection; solidifies strategic and critical thinking skills.									
*%12	LING 102	COURSE	Create	1stRead	CREDIT ESL DIVISION	LINGUISTICS	New Course	Carried	McDonald/Kretzmann
Liddiard: Course is continuation from intro class (LING 101). Based on student survey, more sociological interest. Social, geographic, and contact variations of language; language standardization issues and social justice; how educational planning and gov't policies fall into language study. Include group project, research paper.									
Zobayan: Suggest to add "ability" in parenthetical examples, aspects of societal variation in 2nd sentence of course description.									
Cortes: Suggest to explore transferability, identify comparable courses to ensure enrollment									
Rooney: If DE certified, class could be offered on statewide Exchange; could increase enrollment.									
MSC to review and approve advisories for Item #12.								Carried	McDonald/Calderone
13	MATH 136	COURSE	Revise	1stRead	MATHEMATICS DIVISION	TRANSFER MATH	Nonsubstantial Change A	Carried	Palermo/Dudley
14	MATH 136+	COURSE	Revise	1stRead	MATHEMATICS DIVISION	TRANSFER MATH	Nonsubstantial Change A		
15	MATH 136H	COURSE	Revise	1stRead	MATHEMATICS DIVISION	TRANSFER MATH	Nonsubstantial Change A		
Palermo: Reduced number of SLOs to two each; updated textbook. <b>[ACCJC Standard II.A.3]</b>									
Items #13, 14, and 15 were taken together.									
*%16	STV 153	COURSE	Create	1stRead	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	New Course	Carried	Czech/McDonald
Czech: Basic design and drafting, mirrors ARCH 101. Provides students to transition from NC to Credit.									

	MSC to review and approve change in advisory for Item #16.							Carried	Czech/Kretzmann
*%17	STV 72	COURSE	Create	1stRead	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	New Course	Carried	Czech/McDonald
*%18	STV 73	COURSE	Create	1stRead	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	New Course		
Czech: Two levels of Google Workspace, Fundamentals and Intermediate. Introduction in NC Business gives students chance to be more marketable; very popular program.									
Kretzmann: SLOs of both are similar. Item #18 less demanding. Maybe change some wording.									
Morris: ESL recommended prep in Item #17, but not in Item #18. Czech: Will include.									
	MSC to review and approve advisories for Items #17-18.							Carried	Czech/Dudley
Items #17 and 18 were taken together.									
*19	Administrative Medical Assisting	PROGRAM	Create	1stRead	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	New Program	Carried	Czech/Calderone
*20	Certified Nursing Aide	PROGRAM	Create	1stRead	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	New Program		
*21	Home Caregiver/Aide	PROGRAM	Create	1stRead	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	New Program		
Czech: Part of Allied Health Care programs, very much in demand; will allow students to work as entry level in medical, nursing. Item #21 does not require English proficiency; students, especially immigrants, can get certificate and assist in homes of same-language speakers. Item #20 is next level up.									



	Traynor: Confirming addition of elective class in Item #20; lowest in range is 239 up to 40. Will add to maximum.								
	Kretzmann: Why would student take both courses in certificate sequence if they can get curriculum for job by taking just second course?								
	Czech: Having certificate (taking both courses) makes them more employable.								
	Items #19-21 were taken together. <b>[ACCJC Standard II.A.11]</b>								
*22	Drafting and Basic Design	PROGRAM	Create	1stRead	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	New Program	Carried	Czech/McDonald
	Czech: Has 2 courses; math for trades and mirrored course for Engineering. Gives students advantage of taking NC, fulfilling prereqs and moving on.								
	Kretzmann: "Engineering" removed in title but still in catalog description. Czech: Will remove.								
	Traynor: For NC programs, hours okay to put in description.								
23	Mathematics - AS Degree	PROGRAM	Revise	1stRead	MATHEMATICS DIVISION	TRANSFER MATH	Substantial Change	Carried	Palermo/Kretzmann
	Palermo: Switching AA degree to AS degree. Will remove archived Calculus courses. Will wait for courses with name changes (CALC 103, 104) to be approved at State. Traynor will hold. Program to come back for 2nd Read.								
24	Elementary Teacher Education AS-T	PROGRAM	Revise	1stRead	SOCIAL SCIENCES DIVISION	CHILD DEVELOPMENT	Substantial Change	Carried	Kronbeck/Kretzmann
25	Political Science - AA-T	PROGRAM	Revise	1stRead	SOCIAL SCIENCES DIVISION	POLITICAL SCIENCE	Substantial Change		
26	Psychology - AA-T	PROGRAM	Revise	1stRead	SOCIAL SCIENCES DIVISION	PSYCHOLOGY	Substantial Change		
27	Social Justice: Gender Studies AA-T	PROGRAM	Revise	1stRead	SOCIAL SCIENCES DIVISION	SOCIAL SCIENCE	Substantial Change		

	Kronbeck: Item #24 change ART to ARTH, POLS title, ENGL 101 units and title. Item #25 change in title for POLS									
	101. Item #26 had deletion. Item #27 change ART to ARTH, HIST 111 title change, deletion of PSYCH 111.									
	Changes due to courses being updated; not cyclical.									
	MSC to approve 2nd Read for Items #24-27.							Carried	Kronbeck/Mayer	
28	Communication Studies - AA-T	PROGRAM	Revise	1stRead	LANGUAGE ARTS DIVISION	SPEECH COMMUNICATIONS	Substantial Change	Carried	Frontini/Calderone	
29	Speech/Communication - AA Degree	PROGRAM	Revise	1stRead	LANGUAGE ARTS DIVISION	SPEECH COMMUNICATIONS	Substantial Change			
30	French Language AA Degree	PROGRAM	Revise	1stRead	LANGUAGE ARTS DIVISION	FRENCH	Substantial Change			
31	French Language Certificate	PROGRAM	Revise	1stRead	LANGUAGE ARTS DIVISION	FRENCH	Substantial Change			
32	Italian Language AA Degree	PROGRAM	Revise	1stRead	LANGUAGE ARTS DIVISION	ITALIAN	Substantial Change			
33	Italian Language Certificate	PROGRAM	Revise	1stRead	LANGUAGE ARTS DIVISION	ITALIAN	Substantial Change			
34	Journalism - AA-T	PROGRAM	Revise	1stRead	LANGUAGE ARTS DIVISION	JOURNALISM	Substantial Change			
35	Mass Communication - AA Degree	PROGRAM	Revise	1stRead	LANGUAGE ARTS DIVISION	MASS COMMUNICATION	Substantial Change			

36	Mass Communication - AS Degree	PROGRAM	Revise	1stRead	LANGUAGE ARTS DIVISION	MASS COMMUNICATION	Substantial Change		
37	Mass Communication - Certificate	PROGRAM	Revise	1stRead	LANGUAGE ARTS DIVISION	MASS COMMUNICATION	Substantial Change		
38	Spanish - AA-T	PROGRAM	Revise	1stRead	LANGUAGE ARTS DIVISION	SPANISH	Substantial Change		
39	Spanish Language AA Degree	PROGRAM	Revise	1stRead	LANGUAGE ARTS DIVISION	SPANISH	Substantial Change		
40	Spanish Language Certificate	PROGRAM	Revise	1stRead	LANGUAGE ARTS DIVISION	SPANISH	Substantial Change		
Frontini: Reut Cohen sent list of revisions to LAD programs.									
Item #28: JOURN 101 deletion; SPCH 111 deletion.									
Item #29: SPCH 111 deletion; ENGL 101 change in units and title.									
Items #30, 31: ART 107 changed to ARTH 107; HIST 101 renumbered to HIST 170.									
Items #32, 33: ART 102 & 102H changed to ARTH 102 & 102H; ART 104 to ARTH 104; ART 105 to ARTH 105;									
ART 106 to ARTH 106; HIST 102 renumbered to HIST 170.									
Item #34: POL S 101 change in title.									
Item #35: JOURN 101 deletion; JOURN 106 deletion; ENGL 101 change in units and title.									
Items #36, 37: JOURN 101 deletion; JOURN 106 deletion; MEDIA 111 deletion; POL S 101 change in title;									
ENGL 101 change in units and title.									
Items #38, 39, 40: ETH S 101 deletion; addition of SPAN 131.									
Traynor: Unit changes go to State. Cleaned up in CMS.									
Traynor: Reminding that the re-numbering of History courses from 101-170 (pending State approval) may delay									

	programs with History - French, Italian, Spanish				
	MSC to approve 2nd Read for Items #28-40.			Carried	Frontini/Kretzmann
	Items #28-40 were taken together.				

**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~~

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)
<del>Architectural Drafting and Design AS Degree or Certificate</del>	<del>(Needs to add units to end of description)</del>
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)
<del>HIT AS Degree or Certificate</del>	<del>(Needs to be shorter--no more than 3 sentences)</del>
IT Technician II: Help Desk User Support AS Degree or Certificate	(Needs to be shorter--no more than 3 sentences)
<del>Medical Office AS Degree or Certificate: Medical Coding Assistant</del>	<del>(Needs to add units to end of description)</del>

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)
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 4:05 p.m.  
Next C&I Committee Meeting: March 10, 2021, 2:00 p.m. via Zoom  
Minutes recorded and transcribed by Nonah Maffit.