

Minutes
Curriculum and Instruction Committee
July 22, 2020

**Glendale Community College
Curriculum & Instruction Committee
Minutes
Wednesday, July 22, 2020
2:30p.m., Zoom**

Co-Chairs: Francien Rohrbacher called the meeting to order at 2:30 p.m.

Voting Members Present: Erin Calderone, Susie Chin, Keith Conover (Proxy), Richard Cortes, Maria Czech, Byron Delto, Catherine Dudley, Flavio Frontini, Jayson Helgeson, Chris Herwerth, Elizabeth Kronbeck (Proxy), Araik Eric Margaryan, Paul Mayer, Brian McDonald, Suzanne Palermo, Joanna Parypinski, Michael Ritterbrown, Rita Zobayan

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

Minutes Recorder: Patrik Namagardi

Guests Present: Andrew Feldman, Kohar Kesian, Nonah Maffit, Nareh Manooki, Ody Milton, Rachel Ridgeway, Isman Salas, Michael Scott, Jeff Smith

Absent: Tina Andersen-Wahlberg, Sevada Chamras, Eric Hanson, Maria Kretzmann, Kevin Mack, Arda Najarian, Alfred Ramirez, Alexa Schumacher, Jan Swinton

Approval of Minutes

MSC (**Frontini/Mayer**) to approve the minutes of July 8, 2020 Curriculum & Instruction Committee

I. Announcements

If you're working on outdated CORs over summer, keep track of your hours!

According to Dr. Ritterbrown, please submit your hours at the end of each month to your division chair. Be sure to include that this work is being done in response to COVID-19.

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Next Preliminary Review deadline: **August 6**

DE deadline for Career Education (CE) CORs—anything with a 2020 expiration date (CORs that were last reviewed in 2018) needs to come through C&I in summer/fall 2020

CoDE Approved DE Addenda—None

II. Ongoing Business

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

- REMINDER: keep track of the hours you spend updating your CORs during summer!!!

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

- Takeaways from the 2020 Curriculum Institute (tabled)
- Please review the google doc I shared and add your thoughts and ideas to it.

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

III. New Business

Articulation update (**Cortes**)

Curriculum Action Items

Items with (*) need to be reviewed	Proposal Name	Type	Action	Division	Department	Level Change	Stage	Motion	First/Second
Items with (%) have new or revised									

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advisories.									
	1st Reads								
*%1	CULIN 111	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	CULINARY ARTS	Nonsubstantial Change A	OnlyR	Carried	Herwerth/Dudley
*%2	CULIN 113	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	CULINARY ARTS	Nonsubstantial Change A	OnlyR		
*%3	CULIN 116	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	CULINARY ARTS	Nonsubstantial Change A	OnlyR		
MSC to review and approve the prerequisites for these items Motion: Carried First/Second: Herwerth/Dudley									
Feldman: These courses are going through cyclical revisions. Changes include updating out of class assignments, adding									
entry standards, and making changes to the methods of evaluation. For CULIN 111 we are adding a C-ID, CULIN 113 is going									
through DE approval, and making updates for the ENGL and ESL recommended preparations for CULIN 116.									
Mack: For CULIN 111 and 113, change the term "effect" to "affect" and use a lowercase "i" for "institutionalize".									
Rohrbacher: These need to come through for a second read because of the changes being made.									
Mayer: Is that the process? That's why these have to come back for a second read?									
Traynor: I am going to say yes.									
Rohrbacher: We do not have Senate approval for the 2-1 motion. I hope to get approval in September.									

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	Items #1-3 were taken together.								
*%4	ECON 111	COURSE	Revise	SOCIAL SCIENCES DIVISION	ECONOMICS	Nonsubstantial Change B	1stRead	Carried	Mack/ Frontini
*5	ENGR 132	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	ENGINEERING, GENERAL (15)	Substantial Change	1stRead	Carried	Herwerth/ McDonald
Herwerth: This course has not been revised since 2014. It is a course for electrical engineering students so their enrollment is a little challenging. I have made a lot of changes and anticipate it to go through for a C-ID. We really want to keep this course in our inventory.									
*6	GEOL 102	COURSE	Revise	PHYSICAL SCIENCES DIVISION	GEOLOGY	Nonsubstantial Change A	OnlyR	Carried	Mack/ Herwerth
MSC to review and approve the prerequisites for this item Motion: Carried First/Second: Mack/Herwerth									
Ridgeway: This course had minor changes made like updating textbook, DE addendum, exit standards, and revising SLOs.									
Morris: The recommended preparation is missing.									
Francien will explain to Rachel about correcting the recommended preps.									
Conover: Maria Kretzmann had a question about the term "natural hazards" in the catalog statement. It was recommended to use "study of earth and its natural hazards". Rachel Ridgeway will change it.									
*%7	HIST 116	COURSE	Revise	SOCIAL SCIENCES DIVISION	HISTORY	Nonsubstantial Change B	1stRead		
MSC to review and approve the prerequisites for these items Motion: Carried First/Second: Mack/Mayer									
Mack: The only major change is that there are brand new exit standards and SLOs for both courses. The content should match for both. The only difference is that one is housed under Economics and the other is housed under History.									
Conover: Maria Kretzmann believes the second sentence in the catalog statement is redundant.									
Kevin Mack will remove it.									
Traynor: HIST 116 is having a change in preconditions for enrollment but it is not in the justification box.									
Mack: I will add it in.									
Items #4 and #7 were taken together.									

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*8	HLTH 128	COURSE	Revise	KINESIOLOGY DIVISION	HEALTH	Substantial Change	1stRead	Carried	Calderone/McDonald
Calderone: This course is going through a cyclical review. The only big change is changing the TOP code per the instructor.									
I received an email from Maria Kretzmann to check the entry standards and exams as out of class assignments. I believe there are exams in the out-of-class assignments because there are maybe take-home exams.									
*9	HRM 117	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	HOTEL RESTAURANT MANAGEMENT	Nonsubstantial Change B	1stRead	Carried	Herwerth/McDonald
*10	HRM 203	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	HOTEL RESTAURANT MANAGEMENT	Nonsubstantial Change B	1stRead		
*11	HRM 256	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	HOTEL RESTAURANT MANAGEMENT	Nonsubstantial Change A	OnlyR		
MSC to review and approve the prerequisites for item #11 Motion: Carried First/Second: Herwerth/Dudley									
Feldman: HRM 203 has a new textbook, change in lab explanation, and a change in SLOs with the help of Yvette. For HRM 117 we had a textbook update, change in SLOs, and added math entry standards.									
Traynor: For HRM 117, you added math entry standards, but there are no recommended preps or prerequisites. Maybe there should be a precondition for enrollment?									
Feldman: The standards are fairly low and we believe it is okay as is. (ACCJC Standard 11.A.3)									
Mack: Exit standards 6 and 7 for HRM 203 are repeats. (Feldman will delete one of them).									
It was mentioned that there is a repeat in the methods of evaluation and out of class assignments, but then determined that it is okay to have a method of evaluation that is similar to an out of class assignment.									
Mack: For HRM 256, change "respecting" to "respect."									
Items #9-11 were taken together.									

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*12	JOURN 210	COURSE	Revise	LANGUAGE ARTS DIVISION	JOURNALISM	Nonsubstantial Change B	1stRead	Carried	Frontini/Dudley
*13	JOURN 250	COURSE	Revise	LANGUAGE ARTS DIVISION	JOURNALISM	Nonsubstantial Change B	1stRead		
*14	JOURN 49	COURSE	Revise	LANGUAGE ARTS DIVISION	JOURNALISM	Nonsubstantial Change A	OnlyR		
*15	JOURN 50	COURSE	Revise	LANGUAGE ARTS DIVISION	JOURNALISM	Substantial Change	1stRead		
MSC to review and approve the prerequisites for items #13 and #15 Motion: Carried First/Second: Herwerth/Cortes									
Frontini: All of these courses had some similar changes. The exit standards and SLOS were revised so language fits the Bloom's Taxonomy. For JOURN 49 the language was streamlined a bit more to explain a potential project students might undertake. For JOURN 50, the contact hours in section 6 were changed to match section 4. An exit standard that matched an SLO was removed. The title was changed to match the state descriptor. Also, the class is listed as 3 units with a range of 1 to 3.									
For JOURN 210 the lab hours were changed from 18 to 27 and for JOURN 250 the hours were fixed to 54 hours of lecture and 18 hours of lab.									
It was JOURN 50 is a variable units course and JOURN 250 and 210 are doing the 27 lab hours.									
Mack: For JOURN 250, out of class assignment #3 says research paper. Can we possibly change it to a 2,000 word essay?									
Items #12-15 were taken together.									
*16	KIN 151	COURSE	Revise	KINESIOLOGY DIVISION	KINESIOLOGY	Nonsubstantial Change A	OnlyR	Carried	Calderone/McDonald
*17	KIN 157	COURSE	Revise	KINESIOLOGY DIVISION	KINESIOLOGY	Nonsubstantial Change B	1stRead		
*18	KIN 229	COURSE	Revise	KINESIOLOGY DIVISION	KINESIOLOGY	Nonsubstantial Change B	1stRead		
MSC to review and approve the prerequisites for item #16 Motion: Carried First/Second: Calderone/Dudley									
Calderone: I received notes from Maria Kretzmann and I will make some of the changes. We updated the hours, textbooks, and talked to Yvette Ybarra about the SLOs. We also made AB705 updates for KIN 151.									

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	Catalog notes were discussed and if the division wants to leave them for all the courses to make it more uniform or remove them.								
	It was mentioned Calderone will remove the note for KIN 151 and will talk to the division about KIN 229 before the second read.								
	Items #16-18 were taken together.								
*19	MATH 110B	COURSE	Revise	MATHEMATICS DIVISION	TRANSFER MATH	Nonsubstantial Change B	1stRead	Carried	Palermo/McDonald
*20	MATH 190	COURSE	Revise	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	Nonsubstantial Change B	1stRead		
	Palermo: These courses have been updated for GE. Math 190 had changes made to the catalog statement and catalog notes. The SLOs were adjusted, outdated text was removed, and updates were made to the course content. For Math 110B, we changed the catalog description, added a couple of topics to match the new Math 110, and we changed the exit standards to match the C-ID.								
	Items #19-20 were taken together.								
*21	NS 200	COURSE	Revise	HEALTH SCIENCES DIVISION	NURSING SCIENCE	Nonsubstantial Change A	OnlyR	Carried	Dudley/McDonald
*22	NS 201	COURSE	Revise	HEALTH SCIENCES DIVISION	NURSING SCIENCE	Nonsubstantial Change A	OnlyR		
*23	NS 202	COURSE	Revise	HEALTH SCIENCES DIVISION	NURSING SCIENCE	Nonsubstantial Change A	OnlyR		
*24	NS 203	COURSE	Revise	HEALTH SCIENCES DIVISION	NURSING SCIENCE	Nonsubstantial Change A	OnlyR		
*25	NS 205	COURSE	Revise	HEALTH SCIENCES DIVISION	NURSING SCIENCE	Nonsubstantial Change A	OnlyR		
*26	NS 208	COURSE	Revise	HEALTH SCIENCES DIVISION	NURSING SCIENCE	Nonsubstantial Change A	OnlyR		
*27	NS 210	COURSE	Revise	HEALTH SCIENCES DIVISION	NURSING SCIENCE	Nonsubstantial Change A	OnlyR		
*28	NS 211	COURSE	Revise	HEALTH SCIENCES DIVISION	NURSING SCIENCE	Nonsubstantial Change A	OnlyR		

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*29	NS 212	COURSE	Revise	HEALTH SCIENCES DIVISION	NURSING SCIENCE	Nonsubstantial Change A	OnlyR		
*30	NS 213	COURSE	Revise	HEALTH SCIENCES DIVISION	NURSING SCIENCE	Nonsubstantial Change A	OnlyR		
*31	NS 217	COURSE	Revise	HEALTH SCIENCES DIVISION	NURSING SCIENCE	Nonsubstantial Change A	OnlyR		
*32	NS 218	COURSE	Revise	HEALTH SCIENCES DIVISION	NURSING SCIENCE	Nonsubstantial Change A	OnlyR		
*33	NS 219	COURSE	Revise	HEALTH SCIENCES DIVISION	NURSING SCIENCE	Nonsubstantial Change A	OnlyR		
*34	NS 222	COURSE	Revise	HEALTH SCIENCES DIVISION	NURSING SCIENCE	Nonsubstantial Change A	OnlyR		
*35	NS 223	COURSE	Revise	HEALTH SCIENCES DIVISION	NURSING SCIENCE	Nonsubstantial Change B	1stRead		
*36	NS 255	COURSE	Revise	HEALTH SCIENCES DIVISION	NURSING SCIENCE	Nonsubstantial Change A	OnlyR		
Dudley: These courses are going through a cyclical review, updating textbooks, SLOs, and adjusting hours. I also received an email from Maria Kretzmann regarding making changes.									
Rohrbacher: If you make changes, please let us know by writing the changes in section one. Also CC Nancy and me when you respond to Maria.									
Kesian: NS 255 is a separate course which is and EKG course and it is dual enrollment.									
Traynor: As you work on new curriculum, please touch base with me because I have some ideas that might make auditing time a little easier.									
Kevin Mack had a few recommendations for changes to these courses. For example, NS 222 had requisites dropped compared to what was in the catalog last summer. Kohar explained the difference between the two groups of students who take this course and how there is a little overlap which is tricky to explain. Kevin will send an email to Kohar and Kohar will explain.									
It was determined that NS 218 students should already have a LVN license so that means they would have covered the precondition.									

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	In the future, NS will look at the different preconditions and make changes. For now they will keep it simple.								
	Items # 21-36 were taken together.								
*37	OCEAN 116	COURS E	Revise	PHYSICAL SCIENCES DIVISION	OCEANOGRAPHY	Nonsubstantial Change A	OnlyR	Carried	Mack/McDonald
	Ridgeway: We adjusted the hours for this course, updated the methods of instruction and evaluation, updated the SLOs and textbooks.								
*%38	POL S 101	COURS E	Revise	SOCIAL SCIENCES DIVISION	POLITICAL SCIENCE	Nonsubstantial Change B	1stRead	Carried	Mack/McDonald
	MSC to review and approve the prerequisites for this item Motion: Carried First/Second: Mack/McDonald								
	Mack: This is a standard cyclical revision with a major change which was changing the title. Cameron Hastings wanted to change it to Introduction to United States in California Government. She wants to foreground the fact that California politics and government are being taught.								
	It was questioned whether to remove the catalog note or keep it.								
	It was recommended to remove POL S 106 and the catalog note but Richard Cortes cautioned to possibly not remove 106.								
	Mack: We will keep this one student learning outcome for now but will reevaluate later. (ACCJC Standard II.A.3)								
	Kretzmann: Maybe we should have two SLOs with one focusing on American government and one on California government.								
*%39	SPCH 101	COURS E	Revise	LANGUAGE ARTS DIVISION	SPEECH COMMUNICATIONS	Nonsubstantial Change A	OnlyR	Carried	Frontini/Calderone
*%40	SPCH 105	COURS E	Revise	LANGUAGE ARTS DIVISION	SPEECH COMMUNICATIONS	Nonsubstantial Change B	1stRead		
*%41	SPCH 106	COURS E	Revise	LANGUAGE ARTS DIVISION	SPEECH COMMUNICATIONS	Nonsubstantial Change B	1stRead		
*%42	SPCH 160	COURS E	Revise	LANGUAGE ARTS DIVISION	SPEECH COMMUNICATIONS	Nonsubstantial Change A	OnlyR		
	MSC to review and approve the prerequisites for these items Motion: Carried First/Second: Frontini/Calderone								
	Frontini: These courses are going through a cyclical revision. Changes have been made to the catalog statements, recommended								

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	preparations, course content, and methods of evaluation. SPCH 106 and 160 had a change in content hours as well.								
	It was recommended to change the term "awareness" to "ability to use".								
	Items #39-42 were taken together.								
*%43	ST DV 145	COURS E	Revise	STUDENT SERVICES DIVISION	STUDENT DEVELOPMENT	Nonsubstantial Change B	1stRea d	Carried	Zobayan/ Frontini
	MSC to review and approve the prerequisites for this item Motion: Carried First/Second: Zobayan/Dudley								
	Zobayan: This course is going through a cyclical update. We worked on SLOs, exit standards, textbooks, and changed the hours to								
	54								
	It was questioned if the fee for the three assessments should be listed to notify students in case of financial hardship.								
	It was clarified that it is listed in the schedule as a material fee and that it is not needed in the course note.								
	2nd Reads								
44	STV 120	COURS E	Create	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	New Course	2ndRea d	Carried	Czech/ Mayer
	Czech: No changes were made between the first and second read.								
	Traynor: Is this course variable hours?								
	Czech: Yes.								
	Deletions								
45	ACCTG 155	COURS E	Delete	BUSINESS DIVISION	ACCOUNTING	Deletion	OnlyR	Carried	Margaryan/ McDonald
46	ACCTG 156	COURS E	Delete	BUSINESS DIVISION	ACCOUNTING	Deletion	OnlyR		
47	ACCTG 157	COURS E	Delete	BUSINESS DIVISION	ACCOUNTING	Deletion	OnlyR		
	Margaryan: We used to have a VITA program, but it is not offered anymore so we are deleting these courses.								
	Cortes: Why did we remove the program?								
	Scott: There was a lot of fraud going on.								
	Items #45-47 were taken together.								

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48	ASL 105	COURSE	Delete	LANGUAGE ARTS DIVISION	AMERICAN SIGN LANGUAGE	Deletion	OnlyR	Carried	Frontini/ Mayer
49	ASL 202	COURSE	Delete	LANGUAGE ARTS DIVISION	AMERICAN SIGN LANGUAGE	Deletion	OnlyR		
50	ASL 60	COURSE	Delete	LANGUAGE ARTS DIVISION	AMERICAN SIGN LANGUAGE	Deletion	OnlyR		
Frontini: ASL enrollment is not large enough so for now we are archiving these courses.									
Items #48-50 were taken together.									
51	AT 127	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	PILOT TRAINING	Deletion	OnlyR	Carried	Herwerth/ Frontini
52	AT 135	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	PILOT TRAINING	Deletion	OnlyR		
53	CULIN 142	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	CULINARY ARTS	Deletion	OnlyR		
54	CULIN 150	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	CULINARY ARTS	Deletion	OnlyR		
55	ECT 202	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	ELECTRONICS & COMP TECHNOLOGY	Deletion	OnlyR		
56	FIRE 109	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	FIRE TECHNOLOGY	Deletion	OnlyR		
57	FIRE 110	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	FIRE TECHNOLOGY	Deletion	OnlyR		
58	FIRE 111	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	FIRE TECHNOLOGY	Deletion	OnlyR		
59	FIRE 112	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	FIRE TECHNOLOGY	Deletion	OnlyR		

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60	FIRE 115	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	FIRE TECHNOLOGY	Deletion	OnlyR		
61	FIRE 150	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	FIRE TECHNOLOGY	Deletion	OnlyR		
62	FIRE 49	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	FIRE TECHNOLOGY	Deletion	OnlyR		
63	ITECH 155	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	INDUSTRIAL TECHNOLOGY	Deletion	OnlyR		
64	ITECH 156	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	INDUSTRIAL TECHNOLOGY	Deletion	OnlyR		
65	ITECH 157	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	INDUSTRIAL TECHNOLOGY	Deletion	OnlyR		
66	ITECH 158	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	INDUSTRIAL TECHNOLOGY	Deletion	OnlyR		
67	ITECH 200	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	INDUSTRIAL TECHNOLOGY	Deletion	OnlyR		
68	ITECH 201	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	INDUSTRIAL TECHNOLOGY	Deletion	OnlyR		
69	ITECH 202	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	INDUSTRIAL TECHNOLOGY	Deletion	OnlyR		
70	ITECH 203	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	INDUSTRIAL TECHNOLOGY	Deletion	OnlyR		
71	ITECH 204	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	INDUSTRIAL TECHNOLOGY	Deletion	OnlyR		
72	ITECH 205	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	INDUSTRIAL TECHNOLOGY	Deletion	OnlyR		
73	ITECH 207	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	INDUSTRIAL TECHNOLOGY	Deletion	OnlyR		

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74	KIN 152	COURS E	Delete	KINESIOLOGY DIVISION	KINESIOLOGY	Deletion	OnlyR	Carried	Calderone/ McDonald
75	KIN 236	COURS E	Delete	KINESIOLOGY DIVISION	KINESIOLOGY	Deletion	OnlyR		
Calderone: We are archiving these courses because we have not offered them and have no reason to offer them.									
76	MAT P 146	COURS E	Delete	TECHNOLOGY & AVIATION DIVISION	MATERIALS AND PROCESSES	Deletion	OnlyR		
Herwerth: Many courses are not being offered or have low enrollment. In addition, some of these courses are not needed because									
of other updated courses.									
Items# 51-73 and #76 were taken together.									

**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

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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: 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)

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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)