Minutes
Curriculum and Instruction Committee
July 8, 2020

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Glendale Community College
Curriculum & Instruction Committee
Minutes
Wednesday, July 8, 2020
2:30p.m., Zoom

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

Voting Members Present: Erin Calderone, Susie Chin, Keith Conover (Proxy), 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, Rita Zobayan

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

Minutes Recorder: Patrik Namagardi

Guests Present: Reut Cohen, Nonah Maffit

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

Approval of Minutes

MSC **(Dudley/Frontini)** 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If you're working on outdated CORs over summer, keep track of your hours!
Next Preliminary Review deadline: **July 9**
Scheduling/DE deadlines (Traynor)
Nancy provided the committee with a timeline of dates for the Winter and Spring 2021 DE addenda.

CoDE Approved DE Addenda—None

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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)

Francien created and shared a google doc with the C&I committee to use as a way to continue this discussion and identify actionable items and core ideas to add to our mission statement/goals. This includes things we feel as a committee, we should be addressing when it comes to racism or other forms of prejudice. As a committee, we could decide on what we want our guiding principles to be. As a committee, we could also maybe decide on actionable items that we think we should be doing. These can be ideas our committee has about helping make Glendale Community College be a more inclusive environment, both in the classroom and through our curriculum. Beth Kronbeck also recommends that this be part of a broader college discussion and that maybe it can be housed in SharePoint instead or maybe our SEA website. Paul Mayer recommends that Academic Senate should be involved too.

III.   **New Business**
Articulation update (Cortes)

None

2020-2021 C&I Schedule **(Rohrbacher)**

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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	ESL 84	COURSE	Create	NONCREDIT ESL	ESL NON-CREDIT	New Course	2ndRead	Carried	Mayer/ Frontini
2	ESL 86	COURSE	Create	NONCREDIT ESL	ESL NON-CREDIT	New Course	2ndRead		
	Mayer: These were the pronunciation courses. We made all the changes recommended during the first read. We removed the								
	the levels from the titles, removed one SLO, and split one course content into two parts.								
	Items #1-2 were taken together.								
3	JOURN 102	COURSE	Revise	LANGUAGE ARTS DIVISION	JOURNALISM	Substantial Change	2ndRead		
4	JOURN 103	COURSE	Revise	LANGUAGE ARTS DIVISION	JOURNALISM	Nonsubstantial Change B	2ndRead		
5	JOURN 104	COURSE	Revise	LANGUAGE ARTS DIVISION	JOURNALISM	Nonsubstantial Change B	2ndRead		
6	JOURN 106	COURSE	Revise	LANGUAGE ARTS DIVISION	JOURNALISM	Substantial Change	2ndRead		

7	JOURN 107	COURSE	Revise	LANGUAGE ARTS DIVISION	JOURNALISM	Nonsubstantial Change B	2ndRead		
8	JOURN 110	COURSE	Revise	LANGUAGE ARTS DIVISION	JOURNALISM	Nonsubstantial Change B	2ndRead	Carried	Frontini/ Calderone
	Cohen: I worked with Yvette Ybarra on the exit standards and SLOs. (ACCJC Standard II: A. 3)								
	Conover: For Journ 106, Maria Kretzmann recommended maybe there should be a recommended preparation of an English class								
	because of the entry standards. Also, the lab hours should be specified. 18hrs=1/3 of a unit.								
	Fran: It should be 27 hours = 1 unit.								
	Conover: For Journ 110: The hours should be broken down for the technical skills section in the course content.								
	Items #3-8 were taken together.								
9	MATH 100	COURSE	Revise	MATHEMATICS	TRANSFER MATH	Nonsubstantial Change B	2nd Read	Carried	Palermo/ McDonald
1st Reads									
*%10	STV 120	COURSE	Revise	NONCREDIT BUSINESS AND LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Nonsubstantial Change B	1st Read	Carried	Czech/ McDonald
	MSC to review and approve the prerequisites for these items Motion: Carried First/Second: Czech/McDonald								
	Czech: STV 120 is a computer lab course that has been around for over 30 years, but we could not find the course outline so we								
	had to create a new one. Students can practice computer skills and it is also open to our ABSE and ESL students. Anyone in								
	noncredit can take this course.								
	It was questioned if this course has any course content but mentioned that because it is a course that has a wide range of								
	content that is specific to students' needs, it is difficult to include. This is a no grade, satisfactory pass course.								
Deletions									
11	ADMJ 130	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	ADMINISTRATION OF JUSTICE	Deletion	OnlyR	Carried	Herwerth/ McDonald

12	ARCH 113	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	ARCHITECTURE	Deletion	OnlyR		
13	ARCH 150	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	ARCHITECTURE	Deletion	OnlyR		
14	ENV T 120	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	ENVIRONMENTAL TECHNOLOGY	Deletion	OnlyR		
15	ENV T 130	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	ENVIRONMENTAL TECHNOLOGY	Deletion	OnlyR		
16	ENV T 150	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	ENVIRONMENTAL TECHNOLOGY	Deletion	OnlyR		
17	FIRE 107	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	FIRE TECHNOLOGY	Deletion	OnlyR		
18	FIRE 151	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	FIRE TECHNOLOGY	Deletion	OnlyR		
19	FIRE 152	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	FIRE TECHNOLOGY	Deletion	OnlyR		
20	FIRE 156	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	FIRE TECHNOLOGY	Deletion	OnlyR		
21	FIRE 157	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	FIRE TECHNOLOGY	Deletion	OnlyR		
22	ITECH 160	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	INDUSTRIAL TECHNOLOGY	Deletion	OnlyR		
23	MACH 108	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	MACHINE TECHNOLOGY	Deletion	OnlyR		
	Herwerth: Some of these courses have not been offered in years and some we are just removing.								
	Kronbeck: Kevin Mack is wondering why ADMJ 130 is being deleted.								
	Herwerth: I believe there is another course with similar content.								
	Items #11-23 were taken together.								

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**These programs
need a catalog (program) description:**
<mark>DUE DATE: 9/14/20</mark>
<u>AA/AA Degrees and Certificates</u>
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

 <u>Certificate Programs—Non-Degree</u>
 Cinematography & Editing
 Computer Programmer
 Computer Support Technician

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  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:
<mark>DUE DATE: 9/14/2020</mark>**, 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**

<u>AS/AA Degrees and Certificates</u>

Program	Note
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)

<u>Certificate Programs--Non-Degree</u>

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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)