

Glendale Community College
Curriculum & Instruction Committee
Minutes
Wednesday, March 10, 2021; 2:00 p.m. via Zoom

Present (Voting Members): Michael Ritterbrown (Co-Chair), Francien Rohrbacher (Co-Chair), Erin Calderone, Sevada Chamras, Richard Cortes, Maria Czech, Byron Delto, Catherine Dudley, Flavio Frontini, 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, Piper Rooney, Freddy Saucedo, Nancy Traynor, Terrence Yu

Guests: Roger Dickes, Denise Leong-Brattain, Simon Mirzayan

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 2:10 p.m.

Approval of Minutes

MSC (McDonald/Kretzmann) to approve the minutes of February 24, 2021 Curriculum & Instruction Committee.

I. Announcements

Next Preliminary Review deadline: April 13. This will be the final submission deadline in the Spring semester for items coming through for cyclical review or for new items. Courses, programs, certificate degrees and skills awards which need to be revised will have to be submitted by April 13 so we could offer them in the summer and fall. C&I will not meet this summer so there are no other deadlines.

Francien showed the list of outdated course outlines, which have also been emailed to C&I reps and their respective division chairs. Courses which are already in the system have the approval stage in parentheses next to them. Please note that outdated courses will also need a DE Addendum. Please let Francien know if the information is not accurate or if your records show otherwise.

II. Ongoing Business

The Role of C&I in Promoting DEIA. Francien and Maite Peterson hosted a workshop this past Monday (March 8). It was an introduction to the Equity Guide, getting the attendees acquainted with this resource, with a quick exercise on updating a course description.

The last Academic Senate agenda was full; Francien will introduce the Equity Guide at the next meeting (March 18). It is on the agenda for next week's (March 17) Academic Affairs Committee meeting.

On March 22, Francien and Erin will lead a workshop on using the Equity Guide to create or revise catalog descriptions for courses and programs. On March 25, Erin has invited Wellness Educator Katrina Pilkington to speak on DEIA and the fitness industry.

Francien and Yvette will co-host a workshop on learning outcomes, curriculum and equity on April 19.

III. New Business

Articulation Update (Cortes).

GE Review. We're waiting to hear back about courses, especially the CSU GE Area F (Ethnic Studies), which were submitted in December and are still under review. We hope to have results by late April or early May. With regard to PE courses, they do not need review. They will go on the GE Breadth automatically. Kinesiology theory courses do need review because each is tied to a specific field.

Credit for Prior Learning (CPL) Articulation Officers (AO) Workshop. Richard attended and learned how to implement CPL practices, how to demystify the whole process of external examinations, and how to review portfolios. He's looking forward to working with the Academic Senate on CPL.

Articulation Officer Replacement. Richard hopes the selection process would start soon so he could train his replacement.

IV. Curriculum Action Items

Items with (*) need to be reviewed. Items with	Proposal Name	Type	Action	Stage	Division	Department	Level Change	Motion	First/Second
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(%) have new or revis ed adv is ories.									
	Tech/Info Items								
1	SPCH 108	COURSE	Revise	OnlyR	LANGUAGE ARTS DIVISION	SPEECH COMMUNIC ATIONS	Technical Change		
2	MATH 135	COURSE	Revise	OnlyR	MATHEMA TICS DIVISION	TRANSFER MATH	Technical Change		
	2nd Read								
3	ATHPE 151	COURSE	Create	2ndRead	KINESIOLO GY DIVISION	ATHLETICS AND PHYSICAL EDUCATION	New Course	Carried	Calderone/Kretzmann
4	ATHPE 152	COURSE	Create	2ndRead	KINESIOLO GY DIVISION	ATHLETICS AND PHYSICAL EDUCATION	New Course		
5	ATHPE 180	COURSE	Create	2ndRead	KINESIOLO GY DIVISION	ATHLETICS AND PHYSICAL EDUCATION	New Course		
	Calderone: Corrected minor tech in Items 3 and 4; no changes to Item 5.								
	Items #3, 4 and 5 were taken together.								
6	BIOL 140	COURSE	Create	2ndRead	BIOLOGY DIVISION	BIOLOGY	New Course	Carried	Kretzmann/Chamras

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7	BIOL 141	COURSE	Create	2ndRead	BIOLOGY DIVISION	BIOLOGY	New Course		
8	BIOL 142	COURSE	Create	2ndRead	BIOLOGY DIVISION	BIOLOGY	New Course		
Kretzmann: Thanks to Rich Cortes for clarification on section 5, we made the following changes:									
Item 6-IGETC/CSU; Item 7-articulation with particular course; Item 8-transferability. (ACCJC Standard									
II.A.10) Added suggestions from Rita regarding work readiness skills, incorporating career counselor in									
Items 7 and 8. (ACCJC Standard II.A.7)									
Items #6, 7 and 8 were taken together.									
9	ESL 156	COURSE	Create	2ndRead	CREDIT ESL DIVISION	ESL READING/VO CABULARY	New Course	Carried	McDonald/Frontini
10	LING 102	COURSE	Create	2ndRead	CREDIT ESL DIVISION	LINGUISTICS	New Course	Carried	McDonald/Dudley
McDonald: Added the word "ability" in course description.									
11	STV 153	COURSE	Create	2ndRead	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	New Course	Carried	Czech/Kretzmann
12	STV 72	COURSE	Create	2ndRead	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	New Course		
13	STV 73	COURSE	Create	2ndRead	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	New Course		
Czech: Revised SLOs Items 12 and 13 to be more consecutive. Added ESL recommended prep for Item 13.									

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No changes to Item 11. (ACCJC Standard II.A.3)									
Items #11, 12 and 13 were taken together.									
14	Administrative Medical Assisting	PROGRAM	Create	2ndRead	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	New Program	Carried	Czech/McDonald
15	Certified Nursing Aide	PROGRAM	Create	2ndRead	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	New Program		
16	Drafting and Basic Design	PROGRAM	Create	2ndRead	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	New Program		
17	Home Caregiver/Aide	PROGRAM	Create	2ndRead	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	New Program		
Czech: Condensed catalog descriptions per Jolie's suggestions; updated hours for each program; deleted "engineering" from catalog description for Item 16.									
Items #14, 15, 16 and 17 were taken together.									
18	Mathematics - AS Degree	PROGRAM	Revise	2ndRead	MATHEMATICS DIVISION	TRANSFER MATH	Substantial Change	Carried	Palermo/McDonald
Palermo: Corrected units; made courses match AS-T; added honors courses for Calculus.									
	1st Read								

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19	CHEM 101	COURSE	Revise	1stRead	PHYSICAL SCIENCES DIVISION	CHEMISTRY	Nonsubstantial Change B	Carried	Chamras/Kretzmann
20	CHEM 102	COURSE	Revise	1stRead	PHYSICAL SCIENCES DIVISION	CHEMISTRY	Nonsubstantial Change B		
21	CHEM 105	COURSE	Revise	1stRead	PHYSICAL SCIENCES DIVISION	CHEMISTRY	Nonsubstantial Change B		
22	CHEM 106	COURSE	Revise	1stRead	PHYSICAL SCIENCES DIVISION	CHEMISTRY	Nonsubstantial Change B		
Chamras: Changed course titles to reflect sequence. Item 19 will be General Chemistry A; Item 20 will be General Chemistry B. Item 21 will Organic Chemistry A. Item 22 will be Organic Chemistry B.									
Rohrbacher: Change in titles only, not cyclical revisions.									
MSC to approve Items #19, 20, 21 and 22 for 2nd Read.								Carried	Chamras/Frontini
Items #19, 20, 21 and 22 were taken together.									
23%	HIST 117	COURSE	Revise	1stRead	SOCIAL SCIENCES DIVISION	HISTORY	Nonsubstantial Change B	Carried	Kronbeck/Frontini
Kronbeck: Revising to match HIST 118; adding for Area D CSU Breadth and for Social Science IGETC. (ACCJC Standard II.A.10)									
Rohrbacher: Updates, not cyclical revisions.									
MSC to review and approve change in advisory for Item #23.								Carried	Kronbeck/Czech
MSC to approve Item #23 for 2nd Read.								Carried	Kronbeck/McDonald
24%	ITAL 101	COURSE	Revise	1stRead	LANGUAGE ARTS DIVISION	ITALIAN	Nonsubstantial Change A	Tabled	Frontini/Calderone
25%	ITAL 102	COURSE	Revise	1stRead	LANGUAGE ARTS DIVISION	ITALIAN	Nonsubstantial Change A		
Frontini: Need information from Reut Cohen (FMLA).									

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	Items #24 and 25 were taken together.								
26	MATH 103E	COURSE	Revise	1stRead	MATHEMATICS DIVISION	TRANSFER MATH	Nonsubstantial Change B	Carried	Palermo/Dudley
27	MATH 103EH	COURSE	Revise	1stRead	MATHEMATICS DIVISION	TRANSFER MATH	Nonsubstantial Change B		
28	MATH 104E	COURSE	Revise	1stRead	MATHEMATICS DIVISION	TRANSFER MATH	Nonsubstantial Change B		
29	MATH 104EH	COURSE	Revise	1stRead	MATHEMATICS DIVISION	TRANSFER MATH	Nonsubstantial Change B		
	Palermo: Changed course names. Item 26 will be Analytical Calculus 1. Item 28 will be Analytical Calculus								
	2. Item 26 only had conditional C-ID approval; fixed course content to match C-ID.								
	MSC to approve Items #26, 27, 28 and 29 for 2nd Read.							Carried	Palermo/McDonald
	Items #26, 27, 28 and 29 were taken together.								
*30	Cloud Computing Fundamentals	PROGRAM	Create	1stRead	BUSINESS DIVISION	COMPUTER SCIENCE/INFO SYSTEMS	New Program	Carried	Margaryan/Czech
	Instructor Mirzayan: Brand new program in the U.S., developing in cooperation with regional colleges; courses already being offered. (ACCJC Standard II.A.14)								
31	English - AA Degree	PROGRAM	Revise	1stRead	ENGLISH DIVISION	TRANSFER ENGLISH	Substantial Change	Carried	Parypinski/Frontini
32	English - AA-T	PROGRAM	Revise	1stRead	ENGLISH DIVISION	TRANSFER ENGLISH	Substantial Change		
	Parypinski: ENGL 130 approved for transfer; adding course as elective to AA-T and to local degree.								
	MSC to approve Items #31 and 32 for 2nd Read.							Carried	Parypinski/Kretzmann
	Items #31 and 32 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)
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)

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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

V. Adjournment

The meeting was adjourned at 2:50 p.m.

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

Minutes recorded and transcribed by Nonah Maffit