

Glendale Community College
Curriculum & Instruction Committee
Minutes
Wednesday, March 24, 2021; 2:00 p.m. via Zoom

Present (Voting Members): Francien Rohrbacher (Co-Chair), Abaraham Baca (proxy for Catherine Dudley), Erin Calderone, Sevada Chamras, Richard Cortes, Maria Czech, Byron Delto, 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, Ed Karpp, Jolie Morris, Piper Rooney, Freddy Saucedo, Nancy Traynor, Yvette Ybarra, Terrence Yu

Guests: Roger Dickes, Simon Mirzayan, Karoline Rostamiani, Naomi Sato

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

Call to Order

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

Approval of Minutes

MSC (McDonald/Czech) to approve the minutes of March 10, 2021 Curriculum & Instruction Committee.

I. Announcements

Academic Senate 2021 Curriculum Institute. This year's Curriculum Institute will be held July 7-9 virtually via Pathable, the same platform and set-up as last year. Early registration is now open through June 9. Late registration is through June 30. Everybody is encouraged to attend, especially new C&I reps. The District will reimburse you the registration fee. Please go through your respective divisions to have the reimbursement processed. You will have to fill out a Travel Request Form. Francien sent the link to the website; please check for registration cost and other details.

Preliminary Review. The next and last cyclical deadline of Spring 2021 is April 13. Francien emailed the list of outdated course outlines to C&I reps, division chairs, and some of the instructors who teach these courses. Nancy highlighted the courses which are scheduled to be offered this Summer and Fall. Unless you get the CORs in Preliminary Review, we will not be able to offer them in the Summer or Fall. Spring Break starts on April 12, so please submit them by April 9. If necessary, Francien will be available for Zoom meetings on April 12.

CoDE Approved DE Addenda. The list of approved courses with DE Addenda which went through CoDE was sent to C&I. Please note SOCS 130, not SOC 130, was approved. Piper will check on CHEM 101.

II. Ongoing Business

The Role of C&I in Promoting DEIA. Francien and Erin facilitated a workshop March 14, demonstrating how curriculum is revised using the Equity Guide and the fitness specialist program. They received thoughtful and insightful feedback from the attendees.

In April Francien and Yvette will have a workshop on SLOs and the Equity Guide. If you are interested in co-presenting, please contact Francien.

C&I hopes to have a resource member from the Academic Senate DEI Subcommittee, which has just been formed.

III. New Business

Articulation Update (Cortes). No update.

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 |
|--|---|--------|--------|---------|--------------------------|------------------------------|-------------------------|---------|-------------------|
| 1% | CHLDV 141 | COURSE | Revise | 1stRead | SOCIAL SCIENCES DIVISION | CHILD DEVELOPMENT | Nonsubstantial Change B | Tabled | Kronbeck/McDonald |
| | Kronbeck: Instructor will be adding a prerequisite and updating textbook. | | | | | | | | |
| | Traynor: CHLDV 180, 181 or 182 need to stay in as co-reqs. | | | | | | | | |
| *2 | EMT 141 | COURSE | Revise | OnlyR | HEALTH SCIENCES DIVISION | EMERGENCY MEDICAL TECHNOLOGY | Nonsubstantial Change A | Carried | Baca/Calderone |
| | Baca: Cyclical revision; added DE Addendum. | | | | | | | | |

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| *%3 | ESL 70 | COURSE | Create | 1stRead | NONCREDIT ESL | ESL NON- CREDIT | New Course | Carried | Mayer/Czech |
|-----|--|--------|--------|---------|-------------------------|--------------------|-------------------------|---------|---------------------|
| | MSC to review and approve change in advisories for Item #3. | | | | | | | Carried | Mayer/Frontini |
| | Sato: New course to support students in Admin Med Asst (AMA) certificate program. Includes software, practice management and electronic health records programs, and medical insurance course. | | | | | | | | |
| | Will revise catalog note to reflect Item #3 is recommended co-req for STV 61. (ACCJC Standard II.A.6) | | | | | | | | |
| 4 | MATH 30 | COURSE | Revise | 1stRead | MATHEMATICS DIVISION | DEVELOPMENTAL MATH | Nonsubstantial Change B | Carried | Palermo/Kretzmann |
| 5 | MATH 30+ | COURSE | Revise | 1stRead | MATHEMATICS DIVISION | DEVELOPMENTAL MATH | Nonsubstantial Change B | | |
| 6 | MATH 30AB | COURSE | Revise | 1stRead | MATHEMATICS DIVISION | DEVELOPMENTAL MATH | Nonsubstantial Change B | | |
| 7 | MATH 30CD | COURSE | Revise | 1stRead | MATHEMATICS DIVISION | DEVELOPMENTAL MATH | Nonsubstantial Change B | | |
| 8 | MATH 30E | COURSE | Revise | 1stRead | MATHEMATICS DIVISION | DEVELOPMENTAL MATH | Nonsubstantial Change B | | |
| | Palermo: Changed names, left numbers the same. Rohrbacher: Updates, not cyclical. | | | | | | | | |
| | MSC to approve Items #4, 5, 6, 7, and 8 for 2nd Read. | | | | | | | Carried | Palermo/Calderone |
| *%9 | MOA 190 | COURSE | Create | 1stRead | BUSINESS DIVISION | MEDICAL OFFICE | New Course | Tabled | Rohrbacher/McDonald |

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| | | | | | | | | | |
|------|---|---------|--------|---------|--|---|----------------------------|---------|--------------------|
| | | | | | | ADMINISTRAT ION | | | |
| *%10 | MOA 191 | COURSE | Create | 1stRead | BUSINESS DIVISION | MEDICAL OFFICE ADMINISTRAT ION | New Course | | |
| *%11 | MOA 192 | COURSE | Create | 1stRead | BUSINESS DIVISION | MEDICAL OFFICE ADMINISTRAT ION | New Course | | |
| | Rohrbacher: Instruction Perera could not attend meeting today. | | | | | | | | |
| | Items #9, 10, and 11 were taken together. | | | | | | | | |
| 12% | SOC S 130 | COURSE | Revise | OnlyR | SOCIAL SCIENCES DIVISION | SOCIAL SCIENCE | Nonsubstantial Change A | Carried | Kronbeck/Frontini |
| | MSC to review and approve change in advisories for Item #12. | | | | | | | Carried | Kronbeck/Frontini |
| | Kronbeck: Not cyclical; removed ENGL 191, added missing C-ID, updated recommended preps. | | | | | | | | |
| *13 | STV 61 | COURSE | Revise | 1stRead | NONCREDIT BUSINESS & LIFE SKILLS DIVISION | SHORT TERM VOCATIONAL | Nonsubstantial Change B | Carried | Czech/Kretzmann |
| | Czech: Revised course content, reduced hours, eliminated CPR, added SLOs. Will add note, adding | | | | | | | | |
| | ESL 70 as recommended co-req, based on discussion today. Will discuss with department. (ACCJC | | | | | | | | |
| | Standard II.A.3) | | | | | | | | |
| | Rohrbacher: Item #13 to return in April for 2nd Read. | | | | | | | | |
| 15 | Cloud Computing Fundamentals | PROGRAM | Create | 2ndRead | BUSINESS DIVISION | COMP SCIENCE/INF O SYSTEMS | New Program | Carried | Margaryan/McDonald |

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|--|---|--|--|--|--|--|--|--|
| | Morris: Beginning of catalog statement needs to be reworded; had emailed suggestion. | | | | | | | |
| | Rohrbacher: Margaryan or Mirzayan to confirm changes after the meeting. C&I can move to approve | | | | | | | |
| | now. | | | | | | | |

**Item #14 was deleted from the Agenda. Was not supposed to be reviewed.

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

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- 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) |

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| | |
|--|---|
| 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) |

V. Adjournment

The meeting was adjourned at 2:55 p.m.

Next C&I Committee Meeting: April 7, 2021, 2:00 p.m. via Zoom

Minutes recorded and transcribed by Nonah Maffit.