

Glendale Community College  
Curriculum & Instruction Committee  
Minutes

Wednesday, November 11, 2020; 2:00 p.m. via Zoom

Present (Voting Members): Michael Ritterbrown (Co-Chair), Francien Rohrbacher (Co-Chair), Erin Calderone, Sevada Chamras, Susie Chin, Rory Cohen, Richard Cortes, Maria Czech, Byron Delto, 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, Freddy Saucedo, Nancy Traynor, Yvette Ybarra, Terrence Yu

Guests: Aisha Conner-Gaten, Dan Edgar, Jason Marshall, Asmik Oganessian, Karoline Rostamiani, Ben Salazar (proxy for Catherine Dudley)

Absent: Tina Andersen-Wahlberg, Catherine Dudley, Eric Hanson, Arda Najarian, Alfred Ramirez, Alexa Schumacher, Jan Swinton

Call to Order

C&I Committee Co-Chair Francien Rohrbacher called the meeting to order at 2:02 p.m.

Approval of Minutes

MSC (McDonald/Calderone) to approve the minutes of October 28, 2020 Curriculum & Instruction Committee Meeting.

I. Announcements

Next Preliminary Review deadline is January 14, 2021.

Distance Education (DE) Addenda Deadlines: Next deadline is November 18 for CoDE meeting on the 25<sup>th</sup> [correction: next CoDE deadline is 11/17 for meeting on 11/24—I misspoke at the meeting on 11/11—Fran]. Last DE addendum submission deadline for 2020 is December 11. CoDE will be meeting to approve DE Addenda on December 16, the last day of instruction.

Please double-check with your CoDE reps. If you have questions, please contact your division's CoDE rep, or Alexa Schumacher or Samantha Garagliano.

CoDE approved DE Addenda. No update; CoDE has not met since the last C&I meeting.

Payment for Summer C&I/Covid-19 Work. Please email Dr. Ritterbrown if you have not received payment.

## II. Ongoing Business

Equity Tutorial. Francien emailed to committee members the latest version of the Equity Tutorial prior to the meeting. The task force meets every Wednesday morning at 9:00 and continues to develop the tutorial with feedback from student services and instructional divisions. Special thanks to Rita and DSPS folks for their input on neurodiversity.

The guide is envisioned to be a DEIA resource for faculty. The first part defines "DEIA" (Diversity/Equity/Inclusion /Accessibility) with citations and contains links, for example, to the college's mission statement, justifying the reason for creating equitable curriculum and pointing to student success. It discusses decolonization and culturally responsive teaching (CRT) as they relate to GCC. The second part of the tutorial is a step-by-step guide on how to develop DEIA curriculum through questions in every section of a course outline: the course content, catalog statement, SLOs, out-of-class assignments, methods of evaluation, textbooks, etc.

Programs are taken separately. Associate Dean Freddy Saucedo met with Francien to discuss Career Ed programs. These have been merged with academic programs on the tutorial because the DEIA questions apply to all disciplines.

When we have the online clickable version of the tutorial, the task force would like each C&I rep to take it to their divisions for a test run and to solicit feedback.

## III. New Business

Gap Analysis (Kronbeck, Faculty Coordinator-Accreditation). The Accreditation Gap Analysis is a report which examines and assesses the committee's performance based on Accreditation Standard II.A. It is meant to identify the gaps between where we are and where we think we should be, how we could improve and what may be holding us back. The goal is to close these gaps and implement suggested improvements over the next year, in order to write our report before the Accreditation site visit in 2023. Beth will email the form and a copy of Standard II.A to the committee. Please complete and send your responses by Friday, November 20, to Francien and Dr. Ritterbrown. We're hoping to complete this by December 1, 2020.

Learning Outcomes (Ybarra). Yvette and David Yamamoto continue to review the updated SLOs of the past two years. She asked that C&I reps mark their learning outcome changes which are entered in the curriculum database, EMS. She thanked everybody for their hard work this past summer.

Articulation Update (Cortes). Richard is working with Nancy Traynor and Jolie Morris to get all the IGETC and CSU GE requirements in time for the upcoming deadline in December. He has also made a request to the RTEP (Release Time/Extra Pay) Committee regarding a replacement Articulation Officer.

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
	<b>Deletions</b>								

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1	ADMJ 202	COURSE	Delete	OnlyR	TECHNOLOGY & AVIATION DIVISION	ADMINISTRATION OF JUSTICE	Deletion	Carried	Herwerth/McDonald
2	ADMJ 203	COURSE	Delete	OnlyR	TECHNOLOGY & AVIATION DIVISION	ADMINISTRATION OF JUSTICE	Deletion		
Herwerth: Deleting courses due to low enrollment.									
Items #1 and 2 were taken together.									
3	ENTRE 180	COURSE	Delete	OnlyR	BUSINESS DIVISION	ENTREPRENEURSHIP	Deletion	Carried	Margaryan/Kretzmann
Margaryan: Division cleaning house.									
4	HRM 207	COURSE	Delete	OnlyR	TECHNOLOGY & AVIATION DIVISION	HOTEL RESTAURANT MANAGEMENT	Deletion	Carried	Herwerth/McDonald
Herwerth: Division cleaning house.									
5	MACH 110	COURSE	Delete	OnlyR	TECHNOLOGY &	MACHINE TECHNOLOGY	Deletion	Carried	Herwerth/McDonald

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					AVIATION DIVISION				
Herwerth: Class not needed.									
6	MOA 187	COURSE	Delete	OnlyR	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATION	Deletion	Carried	Margaryan/McDonald
Margaryan: Division cleaning house.									
<b>2nd Reads</b>									
7	AT 114	COURSE	Revise	2ndRead	TECHNOLOGY & AVIATION DIVISION	PILOT TRAINING	Substantial Change	Carried	Herwerth/McDonald
8	AT 115	COURSE	Revise	2ndRead	TECHNOLOGY & AVIATION DIVISION	PILOT TRAINING	Substantial Change		
Herwerth: Fixed acronyms.									
Items #7 and 8 were taken together.									
9	CABOT 266	COURSE	Revise	2ndRead	BUSINESS DIVISION	COMP APPS & BUS OFFICE TECH	Nonsubstantial Change B	Carried	Margaryan/McDonald

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10	CABOT 281	COURSE	Revise	2ndRead	BUSINESS DIVISION	COMP APPS & BUS OFFICE TECH	Nonsubstantial Change B		
Margaryan: Updated SLOs, entry standards (ACCJC Standard II.A.3)									
Calderone: Item #10 SLO #1 and exit standard #6 are the same.									
Ybarra: Remove #6 exit standard.									
Items #9 and 10 were taken together.									
11	CHEM 105	COURSE	Revise	2ndRead	PHYSICAL SCIENCE DIVISION	CHEMISTRY	Nonsubstantial Change B	Carried	Chamras/Kretzmann
12	CHEM 106	COURSE	Revise	2ndRead	PHYSICAL SCIENCE DIVISION	CHEMISTRY	Nonsubstantial Change B		
13	CHEM 120	COURSE	Revise	2ndRead	PHYSICAL SCIENCE DIVISION	CHEMISTRY	Substantial Change		
Chamras: Cyclical revisions; incorporated suggestions and made corrections.									
Items #11-13 were taken together.									

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14	CULIN 122	COURSE	Revise	2ndRead	TECHNOLOGY & AVIATION DIVISION	CULINARY ARTS	Substantial Change	Carried	Herwerth/Czech
Traynor: CULIN 113 added as prereq.									
15	MTLGY 150	COURSE	Revise	2ndRead	TECHNOLOGY & AVIATION DIVISION	METALLURGY	Substantial Change	Carried	Herwerth/Kretzmann
Herwerth: Removed exit standard #2.									
16	PHY 110	COURSE	Revise	2ndRead	PHYSICAL SCIENCES DIVISION	PHYSICS	Nonsubstantial Change B	Carried	Chamras/McDonald
Chamras: Changed word in catalog description.									
<b>1st Reads</b>									
*%17	AD ST 101	COURSE	Revise	OnlyR	HEALTH SCIENCES DIVISION	ALCOHOL/DRUG STUDIES	Nonsubstantial Change A	Carried	Salazar/McDonald
*18	AD ST 103	COURSE	Revise	OnlyR	HEALTH SCIENCE	ALCOHOL/DRUG STUDIES	Nonsubstantial Change A		

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					S DIVISIO N			
*19	AD ST 105	COURSE	Revise	OnlyR	HEALTH SCIENCE S DIVISIO N	ALCOHOL/DR UG STUDIES	Nonsubstantial Change A	
*20	AD ST 110	COURSE	Revise	OnlyR	HEALTH SCIENCE S DIVISIO N	ALCOHOL/DR UG STUDIES	Nonsubstantial Change A	
*21	AD ST 111	COURSE	Revise	OnlyR	HEALTH SCIENCE S DIVISIO N	ALCOHOL/DR UG STUDIES	Nonsubstantial Change A	
*22	AD ST 112	COURSE	Revise	OnlyR	HEALTH SCIENCE S DIVISIO N	ALCOHOL/DR UG STUDIES	Nonsubstantial Change A	
*23	AD ST 119	COURSE	Revise	OnlyR	HEALTH SCIENCE S DIVISIO N	ALCOHOL/DR UG STUDIES	Nonsubstantial Change A	
*24	AD ST 152	COURSE	Revise	OnlyR	HEALTH SCIENCE	ALCOHOL/DR UG STUDIES	Nonsubstantial Change A	



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					S DIVISIO N				
*%25	AD ST 50	COURSE	Revise	OnlyR	HEALTH SCIENCE S DIVISIO N	ALCOHOL/DR UG STUDIES	Nonsubstantial Change A		
Salazar: Worked on CI-D codes, entry standards; corrected duplicate in SLOs; updated number of units									
from 48 to 54; justified outdated textbook/s (ACCJC Standard II.A.3)									
Chin: Library may not have textbook but we can access any published text; suggest contacting Caroline									
Hallam (Lib OER) and Shelley Aronoff (Lib Acquisitions) and looking through WorldCat.org									
Kretzmann: Items #19 and 21 have class participation in methods of evaluation; we're trying to									
discourage to be more equitable. Item #18 entry standards seem to be from English but no English									
recommended prep. Items #20 and 22 overlap in recommended preps. Need to check DE box for									
Item #22. Salazar: Items #20 and 22 may be taken concurrently.									
MSC to review and approve changes in advisories for Items #17 and 25.									
Items #17 to 25 were taken together.									
26	CABOT 265	COURSE	Revise	OnlyR	BUSINES S DIVISIO N	COMP APPS & BUS OFFICE TECH	Nonsubstantial Change A	Carried	Margaryan/Kretzmann
27	CABOT 270	COURSE	Revise	OnlyR	BUSINES S DIVISIO N	COMP APPS & BUS OFFICE TECH	Nonsubstantial Change A		
28	CABOT 280	COURSE	Revise	OnlyR	BUSINES S	COMP APPS & BUS OFFICE TECH	Nonsubstantial Change A		

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					DIVISIO N			
29	CABOT 285	COURSE	Revise	OnlyR	BUSINES S DIVISIO N	COMP APPS & BUS OFFICE TECH	Nonsubstantial Change A	
	Margaryan: Met with Ybarra, updated SLOs. (ACCJC Standard II.A.3)							
	Items #26-29 were taken together.							

V. Adjournment

The meeting was adjourned at 3:23 p.m.

Next C&I Committee Meeting: November 25, 2020, 2:00 p.m. via Zoom

Minutes recorded and transcribed by Nonah Maffit.