

Glendale Community College
Curriculum & Instruction Committee
Minutes

Wednesday, November 25, 2020; 2:00 p.m. via Zoom

Present (Voting Members): Francien Rohrbacher (Co-Chair), Erin Calderone, Sevada Chamras, Susie Chin, Catherine Dudley, Reut (Rory) Cohen, Maria Czech, Byron Delto, Catherine Dudley, Jayson Helgeson, Chris Herwerth, Maria Kretzmann, Beth Kronbeck, Araik Eric Margaryan, Paul Mayer, Suzanne Palermo, Joanna Parypinski, Rita Zobayan

Present (Resource, Non-Voting): Agnes Eguaras, Ed Karpp, Nancy Traynor, Yvette Ybarra, Terrence Yu

Guests: Kathryn (KC) Camp, Aisha Conner-Gaten, Tony Biehl, Andrew Feldman, Jennifer Krestow, Roger Dickes, Melissa Malandrakis, Laura Matsumoto, Kevin Meza, Jorge Palma, Curtis Potter, Tracy Rickman, Tom Voden

Absent: Michael Ritterbrown, Tina Andersen-Wahlberg, Eric Hanson, Richard Cortes, Brian McDonald, Jolie Morris, Arda Najarian, Alfred Ramirez, Freddy Saucedo, 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 (Dudley/Chamras) to approve the minutes of November 11, 2020 Curriculum & Instruction Committee.

I. Announcements

Next Preliminary Review Deadline: January 14, 2021. Francien will be working and holding office hours through the end of the Fall Semester and during Winter Session. Please contact her regarding any curriculum that you may be working on.

Distance Education (DE) Addenda Deadline: Last DE Addendum submission deadline is December 11, 2020. CoDE will be meeting on December 16 to approve DE addenda which have been submitted. Please note that per the Chancellor's Office, any course without its DE addendum cannot be offered in the Winter or Spring 2021, even if there are students enrolled in the class. If you have courses which will be

approved in C&I today or at our next meeting on December 9, please forward it to your CoDE rep by December 11. If you have any questions regarding DE addenda, please contact your respective division's CoDE rep, Samantha Garagliano, or Alexa Schumacher.

Payment for Summer C&I/Covid-19 Work. Dr. Ritterbrown gave an update on faculty compensation for Summer C&I/Covid-19 Work at the last Academic Affairs meeting. He will follow up with the Accounting Office to make sure that everyone who worked in the Summer on C&I will receive their paychecks.

Committee on Distance Education (CoDE) Approved DE Addenda. Francien sent the link to the file which contains the list of approved courses with DE Addenda. Eighty were approved at yesterday's CoDE meeting. Please check to make sure your courses have been approved.

II. Ongoing Business

Equity Tutorial Task Force. Prior to the meeting, Francien sent the link to the latest version of the Equity Tutorial. The language has been tightened, tab and drop-down placements have been added. Michelle Stonis will work with Patricia Chamroonrat to create a web version which could then be presented to the rest of college. Please look at the latest version and provide comments or suggestions. Thanks to the task force for their hard work.

III. New Business

Graduation Requirements Presentation, "Increasing Access to Local Degrees at GCC" (Malandrakis, Meza and Voden – Guided Pathways Coordinators). The proposal is to amend GCC AA/AS graduation requirements so that they align with IGETC (standard formula for UCs and Cal States) and CSU Breadth. This would increase degree completions, promote transfer opportunities and provide clear paths for students to attain their educational goals.

The proposal has to go through the approval process, first in the Academic Senate. It will be discussed at a later C& I Committee meeting.

Articulation Update (Cortes). No report.

*3	AD ST 153	COURSE	Revise	OnlyR	HEALTH SCIENCES DIVISION	ALCOHOL/ DRUG STUDIES	Nonsubstantial Change A	Carried	Dudley/Czech
*%4	AD ST 154	COURSE	Revise	OnlyR	HEALTH SCIENCES DIVISION	ALCOHOL/ DRUG STUDIES	Nonsubstantial Change A		
	MSC to review and approve change in advisories for Item #4.							Carried	Dudley/Parypinski
	Rohrbacher: Worked with Instructor Salazar; cyclical review, changed entry standards, Carnegie								
	hours. Advisories for Item #4 changed due to AB705.								
	Traynor: Need to remove "eligibility" language for English 100 in recommended prep.								
*%5	ADMJ 201	COURSE	Revise	OnlyR	TECHNOLOGY & AVIATION DIVISION	ADMINISTRATION OF JUSTICE	Nonsubstantial Change A	Carried	Herwerth/Czech
	MSC to review and approve change in advisories for Item #5.							Carried	Herwerth/Calderone
	Potter: Addressed anti-racist, DEI concerns; updated course content and textbook. Deferred to Instructor and College Police Chief Montecuolo. Course deals with homeland security.								
	Kronbeck: Question on use of "national" instead of "domestic" terrorism.								
	Potter: Term "national" is from textbook; synonymous with "domestic" terrorism.								
*%6	ARCH 229	COURSE	Revise	1stRead	TECHNOLOGY & AVIATION DIVISION	ARCHITECTURE	Nonsubstantial Change B	Carried	Herwerth/Mayer
	MSC to review and approve change in advisories for Item #6.							Carried	Herwerth/Czech
	Herwerth: ID Instructor Martin added STV 152; made changes to reflect focus on interior design.								
	Kronbeck: Suggest consistency in catalog statement.								
	Item #6 to return for 2nd Read in December.								

*7	ASL 49	COURSE	Revise	OnlyR	LANGUAG E ARTS DIVISION	AMERICAN SIGN LANGUAG E	Nonsubstantial Change A	Carried	Cohen/Mayer
	Cohen: Removed duplicate SLO, non-substantial changes, modified SLO #2 (ACCJC Standard II.A).								
	Kretzmann: Question regarding lack of ASL prep. Cohen: Will check with instructor.								
*8	ASTRO 102	COURSE	Revise	1stRead	PHYSICAL SCIENCES DIVISION	ASTRONO MY	Nonsubstantial Change B		Sevada/Kretzmann
	Chamras: Cyclical revisions								
	Kretzmann: Question regarding waiving prerequisites and allowing as co-req.								
	Krestow: ASTRO unlike other lecture-lab courses which are usually taken concurrently.								
	Rarely an option (e.g. Winter semester for Baja Program) but prefer not to waive.								
	Kretzmann: Suggest to broaden entry standards. Krestow: Will streamline.								
	Item #8 to return for 2nd Read in December.								
*9	AT 49	COURSE	Revise	OnlyR	TECHNOL OGY & AVIATION DIVISION	OTHER AVIATION AND TRANSPOR TATION	Nonsubstantial Change A	Carried	Herwerth/Cohen
	Kretzmann: Should normally have prereq or co-req in same discipline.								
	Potter: General because of 3 other programs that would feed into it.								
*10	BUSAD 178	COURSE	Revise	OnlyR	BUSINESS DIVISION	BUSINESS ADMINIST RATION	Nonsubstantial Change A	Carried	Margaryan/Dudley
	Margaryan: Cyclical review with updates.								
*11	CABOT 105	COURSE	Revise	OnlyR	BUSINESS DIVISION	COMP APPS &	Nonsubstantial Change A	Carried	Margaryan/Czech

						BUS OFFICE TECH			
	Margaryan: Cyclical review; justified outdated textbook, updated SLOs (ACCJC Standard II.A)								
*%12	CABOT 90	COURSE	Revise	OnlyR	BUSINESS DIVISION	COMP APPS & BUS OFFICE TECH	Nonsubstantial Change A	Carried	Margaryan/Chamras
	MSC to review and approve change in advisories for Item #12.							Carried	Margaryan/Dudley
	Kamp: Items #12-16 Business Division courses offered for DSPS students. Item #12 is basic class.								
	Rohrbacher: Rec prep non-credit English (English 100) or no English ; leave ESL 123 and ESL 126,								
	or delete recommended prep.								
	Kronbeck: Course content 42 hours in one category "Word Processing" seems a lot.								
	Matsumoto: Number of hours due to extensive repetition required with DSPS students.								
*13	CABOT 91	COURSE	Revise	OnlyR	BUSINESS DIVISION	COMP APPS & BUS OFFICE TECH	Nonsubstantial Change A	Carried	Margaryan/Calderone
	Matsumoto: Course for visually impaired; basic changes: hours, language in COR, added								
	Francien's suggestions.								
	Ybarra: Will rework exit standards and SLOs. (ACCJC Standard II.A)								
	Traynor: Requisite skills sentence is new in Course Note in catalog.								
	Item #13 to return for 2nd Read in December.								
*%14	CABOT 92	COURSE	Revise	OnlyR	BUSINESS DIVISION	COMP APPS &	Nonsubstantial Change A	Carried	Margaryan/Chamras

						BUS OFFICE TECH			
*15	CABOT 93	COURSE	Revise	OnlyR	BUSINESS DIVISION	COMP APPS & BUS OFFICE TECH	Nonsubstantial Change A		
*16	CABOT 94	COURSE	Revise	OnlyR	BUSINESS DIVISION	COMP APPS & BUS OFFICE TECH	Nonsubstantial Change A		
MSC to review and approve change in advisories for Item #14								Carried	Margaryan/Dudley
Kamp: Items #14-16 are basic Excel courses.									
Kretzmann: Item #14 higher expectation; SLO should be different.									
Kronbeck: Same comment regarding number of hours clumped together. Also, maybe remove number of hours next to description in column 2.									
Mayer: Not hours in Description column (2nd) but in 3rd or 4th, divide in different skill sets.									
Items #12, 14, 15 and 16 were taken together.									
*17	CAM 211	COURSE	Revise	OnlyR	TECHNOLOGY & AVIATION DIVISION	COMPUTER AIDED MANUFACTURING	Nonsubstantial Change A	Carried	Herwerth/Dudley
*18	CAM 230	COURSE	Revise	OnlyR	TECHNOLOGY & AVIATION DIVISION	COMPUTER AIDED MANUFACTURING	Nonsubstantial Change A		
*19	CAM 231	COURSE	Revise	OnlyR	TECHNOLOGY &	COMPUTER AIDED	Nonsubstantial Change A		

					AVIATION DIVISION	MANUFAC TURING			
*20	CAM 240	COURSE	Revise	OnlyR	TECHNOL OGY & AVIATION DIVISION	COMPUTE R AIDED MANUFAC TURING	Nonsubstantial Change A		
Palma: Title changed from " Computer Aided Manufacturing" to "CAM;" changed Carnegie									
hours, course description, methods of eval, updated textbook; Item #20 changed short title to									
"Basic Lathe Practice" instead of "Basic Lab Practice."									
Kretzmann: Suggest spelling out acronyms once, giving examples of out-of-class assignments.									
Items #17-20 were taken together.									
*%21	CS/IS 241	COURSE	Revise	OnlyR	BUSINESS DIVISION	COMP SCIENCE/I NFO SYSTEMS	Nonsubstantial Change A	Carried	Margaryan/Cohen
*%22	CS/IS 242	COURSE	Revise	OnlyR	BUSINESS DIVISION	COMP SCIENCE/I NFO SYSTEMS	Nonsubstantial Change A		
*%23	CS/IS 243	COURSE	Revise	OnlyR	BUSINESS DIVISION	COMP SCIENCE/I NFO SYSTEMS	Nonsubstantial Change A		
MSC to review and approve change in advisories for Items #21, 22 and 23.								Carried	Margaryan/Dudley
Biehl: Updated recommended prep, reqs.									
Kretzmann: Suggest to spell out acronyms once.									
Items #21-23 were taken together.									
*24	CULIN 112	COURSE	Revise	1stRead	TECHNOL OGY & AVIATION DIVISION	CULINARY ARTS	Nonsubstantial Change B	Carried	Herwerth/Mayer

*25	CULIN 124	COURSE	Revise	1stRead	TECHNOLOGY & AVIATION DIVISION	CULINARY ARTS	Substantial Change		
*26	CULIN 224	COURSE	Revise	1stRead	TECHNOLOGY & AVIATION DIVISION	CULINARY ARTS	Nonsubstantial Change B		
*%27	CULIN 50	COURSE	Revise	OnlyR	TECHNOLOGY & AVIATION DIVISION	CULINARY ARTS	Nonsubstantial Change A		
MSC to review and approve change in advisories for Item #27.								Carried	Herwerth/Dudley
Feldman: Changed exit standards, revised catalog description, changed hours, textbook, added lab fees, removed duplicate SLOs (ACCJC Standard II.A)									
Kronbeck: Item #26 has too many SLOs. Ybarra: Will adjust and incorporate. (ACCJC Standard II.A)									
Kretzmann: Item #27 expectation of enrollment in previous class; in entry, English 100 or ESL 141.									
Need to add actual hours in course content, currently showing "3."									
MSC to approve 2nd Read for Items #24, 25, and 27.								Carried	Herwerth/Dudley
Items #24-27 were taken together.									
*28	ESL 35	COURSE	Revise	1stRead	NONCREDIT ESL	ESL NON-CREDIT	Substantial Change	Carried	Mayer/Kretzmann
*29	ESL 45	COURSE	Revise	1stRead	NONCREDIT ESL	ESL NON-CREDIT	Substantial Change		
*30	ESL 85	COURSE	Revise	1stRead	NONCREDIT ESL	ESL NON-CREDIT	Substantial Change		
Mayer: Corrected course IDs as Vocational Ed, cyclical review changed from 2 years to 6; renewed textbooks.									
MSC to approve 2nd Read for Items #28, 29 and 30.								Carried	Mayer/Czech
Items #28-30 were taken together.									

*%31	FIRE 112	COURSE	Revise	1stRead	TECHNOLOGY & AVIATION DIVISION	FIRE TECHNOLOGY	Nonsubstantial Change B	Carried	Herwerth/Dudley
*%32	FIRE 120	COURSE	Revise	1stRead	TECHNOLOGY & AVIATION DIVISION	FIRE TECHNOLOGY	Substantial Change		
	MSC to review and approve change in advisories for Items #31 and 32.							Carried	Herwerth/Kretzmann
	Rickman: Item #31 hasn't been updated nor offered; updated SLOs, course content, catalog description. (ACCJC Standard II.A)								
	Potter: Item #32 course offered in conjunction with Allied Fire Dept. Revised to bring up to CA State Marshall coding; added recommended prep (KIN), updated textbook.								
	Kretzmann: Any restrictions on units; is it standard to make it all one course, or break down?								
	Potter: Number of units based on number of hours.								
	MSC to approve 2nd Read for Item #31.							Carried	Herwerth/Mayer
	MSC to approve 2nd Read for item #32.							Carried	Herwerth/Czech
	Items #31 and 32 were taken together.								
*33	HRM 201	COURSE	Revise	1stRead	TECHNOLOGY & AVIATION DIVISION	HOTEL RESTAURANT MANAGEMENT	Nonsubstantial Change B	Carried	Herwerth/Calderone
*34	HRM 214	COURSE	Revise	1stRead	TECHNOLOGY & AVIATION DIVISION	HOTEL RESTAURANT MANAGEMENT	Nonsubstantial Change B		
*35	HRM 216	COURSE	Revise	1stRead	TECHNOLOGY &	HOTEL RESTAURA	Nonsubstantial Change B		

					AVIATION DIVISION	NT MANAGE MENT			
	Feldman: Item #33, with help from Instructor Milton, changed title, changed catalog description, exit standards, SLOs, course content. Item #34 beverage class; added pre-req, cleaned up SLO								
	new textbook, justified old textbook, made course more current. Item #35 updated textbook, changed lecture/lab hours, revised exit standards and SLOs, changed catalog description, broadened course to cover all aspects of industry. (ACCJC Standard II.A)								
	MSC to approve 2nd Read for Items #33, 34 and 35.							Carried	Herwerth/Cohen
	Items #33-35 were taken together.								
*36	MACH 103	COURSE	Revise	OnlyR	TECHNOL OGY & AVIATION DIVISION	MACHINE TECHNOLO GY	Nonsubstantial Change A	Carried	Herwerth/Kretzmann
*37	MACH 104	COURSE	Revise	OnlyR	TECHNOL OGY & AVIATION DIVISION	MACHINE TECHNOLO GY	Nonsubstantial Change A		
	Palma: Minimal changes; Item #36 added textbook; Item #37 revised exit standards, SLOs (ACCJC Standard II.A)								
	Items #36 and 37 were taken together.								
*%38	MOA 101	COURSE	Revise	OnlyR	BUSINESS DIVISION	MEDICAL OFFICE ADMINIST RATION	Nonsubstantial Change A	Carried	Margaryan/Dudley
	MSC to review and approve change in advisories for Item #38.								
	Margaryan: Cyclical review.								
	Kretzmann: Recommend to Instructor Perera to remove Anatomy and Physiology from catalog description because not in course content. Maybe misplaced in catalog statement. Margaryan will relay to Perera								
	Traynor: Course will return for 2nd Read in December.								

V. **These programs need a catalog(program) description:**

DUE DATE: 12/9/20

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

Machinist

Management

Marketing

Visual Arts - Media Arts

Music

Visual Arts - Photography

Registered Nursing

Speech Communication

Certificate Programs—Non-Degree

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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: 12/9/2020 , or 2/15/2021 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) (Needs to add units to end of description)
Visual Arts--Art History AA Degree	
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)

Certificate Programs--Non-Degree

Business Information Worker
Computerized Accounting Specialist
Insurance Professional
Tax Preparer
Technical Theater

(Needs to be shorter--no more than 3 sentences)
(Needs to add units to end of description)
(Needs to add units to end of description)
(Needs to add units to end of description)

VI. Adjournment

The meeting was adjourned at 4:04 p.m.
Next C&I Committee Meeting: December 9, 2020, 2:00 p.m. via Zoom.
Minutes recorded and transcribed by Nonah Maffit.