

Glendale Community College
Curriculum & Instruction Committee
Minutes
Wednesday, October 14, 2020; 2:00 p.m. via Zoom

Present (Voting Members): Michael Ritterbrown (Co-Chair), Francien Rohrbacher (Co-Chair), Erin Calderone, Sevada Chamras, Susie Chin, Reut Cohen, Richard Cortes, Maria Czech, Bryan Delto, Jayson Helgeson, Chris Herwerth, Maria Kretzmann, Beth Kronbeck, Araik Eric Margaryan, Paul Mayer, Brian McDonald, Laura 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, Roger Dickes, Karoline Rostamiani, Stephanie Yau

Absent: Catherine Dudley, Tina Andersen-Wahlberg, 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 2:04 p.m.

Approval of Minutes

MSC (Rohrbacher/Chamras) to approve the minutes of September 23, 2020 Curriculum & Instruction Committee.

I. Announcements

Upcoming Deadlines:

Next Preliminary Review deadline: January 14, 2021

Last DE Addendum submission deadline for 2020: December 11, 2020. Please double-check this date with your CoDE representative.

Sub-committee members needed:

Tech Review - at least one more member

Preliminary Review - at least one more member

Update on Payment for Summer/Covid-19 Work

Dr. Ritterbrown said that the payments have been processed. No word when payments will be distributed, but people will get paid for their work and time over summer.

CABOT 260 and CS/IS 265 were mistakenly listed as Substantial Changes for 9/23. Each was a Non-substantial Change A. No 2nd Read required.

II. Ongoing Business

Equity Rubric Task Force. The task force members have been meeting regularly and working on the document, which they will present to the committee at the next meeting.

III. New Business

Credit for Prior Learning. CPL is the awarding of credit to college students for the skills and knowledge they acquired outside of a classroom (e.g. workplace training, military training, etc.) Dr. Ritterbrown said that the adoption deadline is the beginning of the year. C&I will need to make recommendations, which will be forwarded for approval to the Academic Senate, then Academic Affairs and, finally, College Exec. The recommendation would be added to the Administrative Regulation on Curriculum.

Articulation (Cortes). IGETC and CSU deadlines are approaching. Please note transferability and articulation are different and each has a specific process for approval.

Program Revision. With one last group of course outlines coming through Preliminary Review, we are almost done and will soon move on with Programs. Fran will start holding tutorials based on revising programs and continue holding office hours to answer questions. New courses and new program submissions will start in March or April 2021.

IV. 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
	Deletions								
1	ACCTG 49	COURSE	Delete	BUSINESS DIVISION	ACCOUNTING	Deletion	OnlyR	Carried	Margaryan/McDonald
	Margaryan: Course has not been offered; seems redundant because BUSAD 49, a similar course, is currently taught.								
2	ARCH 252	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	ARCHITECTURE	Deletion	OnlyR	Carried	Herwerth/McDonald

Curriculum & Instruction Committee Meeting Minutes

October 14, 2020

Page 3

	Herwerth: Class not needed.								
3	ASTRO 103	COURSE	Delete	PHYSICAL SCIENCES DIVISION	ASTRONOMY	Deletion	OnlyR	Carried	Chamras/Kretzmann
	Chamras: Class has not been offered for the past 13-14 years.								
4	BUSAD 185	COURSE	Delete	BUSINESS DIVISION	BUSINESS ADMINISTRATION	Deletion	OnlyR	Carried	Margaryan/Kretzmann
5	BUSAD 203	COURSE	Delete	BUSINESS DIVISION	BUSINESS ADMINISTRATION	Deletion	OnlyR		
6	BUSAD 210	COURSE	Delete	BUSINESS DIVISION	BUSINESS ADMINISTRATION	Deletion	OnlyR		
7	BUSAD 212	COURSE	Delete	BUSINESS DIVISION	BUSINESS ADMINISTRATION	Deletion	OnlyR		
	Margaryan: Courses have not been offered.								
	Items 4-7 were taken together.								
8	CABOT 287	COURSE	Delete	BUSINESS DIVISION	COMP APPS & BUS OFFICE TECH	Deletion	OnlyR	Carried	Margaryan/Chamras
9	CABOT 49	COURSE	Delete	BUSINESS DIVISION	COMP APPS & BUS OFFICE TECH	Deletion	OnlyR		
	Margaryan: Courses have not been offered.								
	Items #8 and 9 were taken together.								

Curriculum & Instruction Committee Meeting Minutes

October 14, 2020

Page 4

10	CS/IS 187	COURSE	Delete	BUSINESS DIVISION	COMP SCIENCE/INFO SYSTEMS	Deletion	OnlyR	Carried	Margaryan/McDonald
	Margaryan: Deletion, no other comment.								
11	CULIN 151	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	CULINARY ARTS	Deletion	OnlyR	Carried	Herwerth/Czech
12	CULIN 152	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	CULINARY ARTS	Deletion	OnlyR		
13	CULIN 153	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	CULINARY ARTS	Deletion	OnlyR		
14	CULIN 154	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	CULINARY ARTS	Deletion	OnlyR		
15	CULIN 212	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	CULINARY ARTS	Deletion	OnlyR		
16	CULIN 48	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	CULINARY ARTS	Deletion	OnlyR		
17	CULIN 49	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	CULINARY ARTS	Deletion	OnlyR		
	Herwerth: The Division agreed to delete these courses.								
	Items 11-17 were taken together.								
18	FIRE 155	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	FIRE TECHNOLOGY	Deletion	OnlyR	Carried	Herwerth/McDonald

Curriculum & Instruction Committee Meeting Minutes

October 14, 2020

Page 5

	Herwerth: No additional information.								
19	HRM 120	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	HOTEL RESTAURANT MANAGEMENT	Deletion	OnlyR	Carried	Herwerth/Czech
20	HRM 205	COURSE	Delete	TECHNOLOGY & AVIATION DIVISION	HOTEL RESTAURANT MANAGEMENT	Deletion	OnlyR		
	Herwerth: No additional information.								
	Items #19 and 20 were taken together.								
21	JOURN 116	COURSE	Delete	LANGUAGE ARTS DIVISION	JOURNALISM	Deletion	OnlyR	Carried	Rohrbacher/McDonald
	Rohrbacher: Course has not been offered.								
22	PHSCI 131	COURSE	Delete	PHYSICAL SCIENCES DIVISION	PHYSICAL SCIENCE	Deletion	OnlyR	Carried	Chamras/Kretzmann
	Chamras: Course was general education class with no lab. It has not been taught for the last 10-15 years.								
	1st Reads								
*%23	CABOT 103	COURSE	Revise	BUSINESS DIVISION	COMP APPS & BUS OFFICE TECH	Nonsubstantial Change A	OnlyR	Carried	Mayer/Kronbeck
*%24	CABOT 104	COURSE	Revise	BUSINESS DIVISION	COMP APPS & BUS OFFICE TECH	Nonsubstantial Change A	OnlyR		

Curriculum & Instruction Committee Meeting Minutes

October 14, 2020

Page 6

*25	CABOT 110	COURSE	Revise	BUSINESS DIVISION	COMP APPS & BUS OFFICE TECH	Nonsubstantial Change A	OnlyR		
*26	CABOT 206	COURSE	Revise	BUSINESS DIVISION	COMP APPS & BUS OFFICE TECH	Nonsubstantial Change A	OnlyR		
Items #23-26 were taken together.									
*27	CABOT 265	COURSE	Revise	BUSINESS DIVISION	COMP APPS & BUS OFFICE TECH	Nonsubstantial Change A	OnlyR	Tabled	Mayer/Kretzmann
Kretzmann: SLO #2, creating research paper is not in out-of-class assignments or methods of eval;									
SLO #3 matches catalog description of CABOT 266.									
*%28	CABOT 266	COURSE	Revise	BUSINESS DIVISION	COMP APPS & BUS OFFICE TECH	Nonsubstantial Change B	1stRead	Carried	Paul/McDonald
*29	CABOT 270	COURSE	Revise	BUSINESS DIVISION	COMP APPS & BUS OFFICE TECH	Nonsubstantial Change A	OnlyR	Tabled	Mayer/Kretzmann
Questions regarding SLOs, exit standards; Margaryan and Ybarra will schedule meeting.									
*%30	CABOT 271	COURSE	Revise	BUSINESS DIVISION	COMP APPS & BUS OFFICE TECH	Nonsubstantial Change B	1stRead	Carried	Margaryan/Kretzmann
MSC to approve 2nd Read for Item #30.								Carried	Margaryan/Cohen

*31	CABOT 275	COURSE	Revise	BUSINESS DIVISION	COMP APPS & BUS OFFICE TECH	Nonsubstantial Change A	OnlyR	Carried	Margaryan/McDonald
*%32	CABOT 276	COURSE	Revise	BUSINESS DIVISION	COMP APPS & BUS OFFICE TECH	Nonsubstantial Change B	1stRead	Carried	Margaryan/Czech
	MSC to approve 2nd Read for Item #32							Carried	Margaryan/McDonald
*33	CABOT 280	COURSE	Revise	BUSINESS DIVISION	COMP APPS & BUS OFFICE TECH	Nonsubstantial Change A	OnlyR	Tabled	Kretzmann/Czech
	Questions regarding SLOs, exit standards; Margaryan and Ybarra will schedule meeting.								
*%34	CABOT 281	COURSE	Revise	BUSINESS DIVISION	COMP APPS & BUS OFFICE TECH	Nonsubstantial Change B	1stRead	Carried	Margaryan/Kretzmann
*35	CABOT 285	COURSE	Revise	BUSINESS DIVISION	COMP APPS & BUS OFFICE TECH	Nonsubstantial Change A	OnlyR	Tabled	Kretzmann/Czech
	Questions regarding SLOs, exit standards; Margaryan and Ybarra will schedule meeting.								
*36	CABOT 286	COURSE	Revise	BUSINESS DIVISION	COMP APPS & BUS OFFICE TECH	Nonsubstantial Change A	OnlyR	Carried	Margaryan/Kretzmann
*%37	CABOT 50	COURSE	Revise	BUSINESS DIVISION	COMP APPS & BUS OFFICE TECH	Nonsubstantial Change A	OnlyR	Carried	Margaryan/Mayer

	Kretzmann: 3 hours of lab should be added to page 10.								
	MSC to review and approve the advisories for Items #23, 24, 28, 30, 32, 34, 37							Carried	Margaryan/McDonald
38	CHLDV 141	COURSE	Revise	SOCIAL SCIENCES DIVISION	CHILD DEVELOPMENT	Technical Change	OnlyR		
(Not a cyclical review—extending the need to uncouple CHLDV 141 from CHLDV 180, 181, and 182 due to COVID. This was temporarily approved in spring 2019 for summer and fall 2020 but needs to be extended for the duration of the pandemic/need to social distance—FR.)									
39	CHLDV 180	COURSE	Revise	SOCIAL SCIENCES DIVISION	CHILD DEVELOPMENT	Technical Change	OnlyR		
40	CHLDV 181	COURSE	Revise	SOCIAL SCIENCES DIVISION	CHILD DEVELOPMENT	Technical Change	OnlyR		
41	CHLDV 182	COURSE	Revise	SOCIAL SCIENCES DIVISION	CHILD DEVELOPMENT	Technical Change	OnlyR		
*%42	DANCE 158	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	DANCE	Nonsubstantial Change B	1stRead	Carried	Delto/Czech
	MSC to review and approve the advisory for Item #42							Carried	Delto/McDonald
*43	T ART 140	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	THEATRE ARTS	Nonsubstantial Change B	1stRead	Carried	Delto/Kretzmann
	Delto: SLO, exit standards updated; text updated and justified change; swapped lecture and lab hours.								
	MSC to approve 2nd Read for Item #43.							Carried	Delto/Mayer

Curriculum & Instruction Committee Meeting Minutes

October 14, 2020

Page 9

	2nd Reads									
44	ADMJ 101	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	ADMINISTRATION OF JUSTICE	Nonsubstantial Change B	2ndRead	Failed	Herwerth/Chamras	
45	ADMJ 103	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	ADMINISTRATION OF JUSTICE	Nonsubstantial Change B	2ndRead			
46	ADMJ 107	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	ADMINISTRATION OF JUSTICE	Nonsubstantial Change B	2ndRead			
47	ADMJ 110	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	ADMINISTRATION OF JUSTICE	Nonsubstantial Change B	2ndRead			
48	ADMJ 118	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	ADMINISTRATION OF JUSTICE	Nonsubstantial Change B	2ndRead			
49	ADMJ 170	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	ADMINISTRATION OF JUSTICE	Nonsubstantial Change B	2ndRead			
	Anti-racism component should consistently be in course content, exit standards, SLOs.									
	ADMJ 101 has no recommended prep of English or ESL but involves research into legal concepts.									
	ADMJ 170 (Ethics & Law Enforcement) has a 2013 edition of textbook; request updated edition.									
	Fran and Curtis Potter met last week. Curtis open to committee's suggestions; however									
	concerns were raised regarding the inclusion in the course outlines of previous suggestions.									
	Dr. Ritterbrown and Fran will discuss list of concerns with Curtis. Curriculum will be agendaized									
	as a discussion item for Academic Affairs meeting.									
	Items #44-49 were taken together.									
50	ARCH 101	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	ARCHITECTURE	Nonsubstantial Change A	2ndRead	Carried	Herwerth/Chamras	

Curriculum & Instruction Committee Meeting Minutes

October 14, 2020

Page 10

51	ARCH 102	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	ARCHITECTURE	Nonsubstantial Change A	2ndRead		
52	ARCH 103	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	ARCHITECTURE	Nonsubstantial Change B	2ndRead		
53	ARCH 105	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	ARCHITECTURE	Nonsubstantial Change A	2ndRead		
54	ARCH 106	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	ARCHITECTURE	Nonsubstantial Change B	2ndRead		
55	ARCH 108	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	ARCHITECTURE	Nonsubstantial Change B	2ndRead		
56	ARCH 120	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	ARCHITECTURE	Nonsubstantial Change A	2ndRead		
57	ARCH 125	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	ARCHITECTURE	Nonsubstantial Change A	2ndRead		
58	ARCH 130	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	ARCHITECTURE	Nonsubstantial Change A	2ndRead		
59	ARCH 135	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	ARCHITECTURE	Nonsubstantial Change A	2ndRead		
60	ARCH 142	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	ARCHITECTURE	Nonsubstantial Change B	2ndRead		

Curriculum & Instruction Committee Meeting Minutes

October 14, 2020

Page 11

61	ARCH 160	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	ARCHITECTURE	Nonsubstantial Change A	2ndRead		
62	ARCH 230	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	ARCHITECTURE	Nonsubstantial Change B	2ndRead		
63	ARCH 240	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	ARCHITECTURE	Nonsubstantial Change A	2ndRead		
64	ARCH 251	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	ARCHITECTURE	Nonsubstantial Change A	2ndRead		
ARCH 103: Dave Martin to fix run-on sentence at the end of course description and email Nancy to confirm.									
Items #50-64 were taken together.									
65	ASL 102	COURSE	Revise	LANGUAGE ARTS DIVISION	AMERICAN SIGN LANGUAGE	Substantial Change	2ndRead	Carried	Cohen/McDonald
66	ASL 103	COURSE	Revise	LANGUAGE ARTS DIVISION	AMERICAN SIGN LANGUAGE	Substantial Change	2ndRead		
67	ASL 104	COURSE	Revise	LANGUAGE ARTS DIVISION	AMERICAN SIGN LANGUAGE	Substantial Change	2ndRead		
Cohen: Suggested changes were made.									
Items #65, 66 and 67 were taken together.									
68	AT 129	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	FLIGHT ATTENDANT	Nonsubstantial Change B	2ndRead	Carried	Herwerth/Kretzmann
69	AT 132	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	FLIGHT ATTENDANT	Nonsubstantial Change B	2ndRead		

	Changes were made in catalog descriptions of both courses, which were identical, to show progression.								
	Items #68 and 69 were taken together.								
70	BUSAD 106	COURSE	Revise	BUSINESS DIVISION	BUSINESS ADMINISTR ATION	Substantial Change	2ndRead	Carried	Margaryan/McDonald
71	BUSAD 110	COURSE	Revise	BUSINESS DIVISION	BUSINESS ADMINISTR ATION	Nonsubstantial Change B	2ndRead		
	Margaryan: Marisa Zakaria changed recommended prep on BUSAD 106								
	Kretzmann: BUSAD 106 prerequisite - English 101, ESL 151 or CABOT 105?								
	Cortes: BUSAD 106 prereq should be English 101 only; remove ESL 151 and CABOT 105								
	MSC to approve change in prerequisites for BUSAD 106							Carried	Mayer/Cortes
	Kretzmann: BUSAD 110 has disconnect between out-of-class assignments and presentations.								
72%	CABOT 102	COURSE	Revise	BUSINESS DIVISION	COMP APPS & BUS OFFICE TECH	Nonsubstantial Change B	2ndRead	Carried	Margaryan/McDonald
	MSC to approve a change in advisories to CABOT 102							Carried	Margaryan/McDonald
	Question regarding recommended prep English 100 and ESL 141; lower level course has higher recommended prep								
	Question regarding recommended prep ESL 133 and ESL 136; delete for CABOT 102; leave in for CABOT 103								
	Suggestion to invite CABOT expert at next meeting.								
	Margaryan to bring C&I required changes to CABOT faculty.								
73	CO ED 101	COURSE	Revise	STUDENT SERVICES DIVISION	COOPERATI VE EDUCATION	Nonsubstantial Change B	2ndRead	Carried	Zobayan/McDonald
	Zobayan: Changes have been made regarding prerequisite, catalog description and note; clarified language regarding paid/unpaid work.								
74	ENGR 117	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	ENGINEERIN G	Nonsubstantial Change B	2ndRead	Carried	Herwerth/Mayer

					TECHNOLOGY (21)				
	MSC to approve changes in advisories.							Carried	Herwerth/Kretzmann
	Herwerth: Added Math 190 recommended prep.								
75	ESL 5	COURSE	Revise	NONCREDIT ESL	ESL NON-CREDIT	Nonsubstantial Change B	2ndRead	Carried	Mayer/Parypinski
	Mayer: Removed entry standards which matched exit standards.								
	Traynor will add ESL 1 as recommended prep								
76	KIN 156	COURSE	Revise					Carried	Calderone/McDonald
	Calderone: Changed entry standards								
77	MUSIC 170	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	NON-COMMERCIAL MUSIC	Substantial Change	2ndRead	Carried	Delto/McDonald
	Delto: No major change; will correct typo in course content (#7 and #8 are identical)								

V. Adjournment

The meeting was adjourned at 4:19 p.m.

Next C&I Committee Meeting: Wednesday, October 28, 2020; 2:00 p.m.

Minutes recorded and transcribed by Nonah Maffit