

Agenda  
Curriculum and Instruction Committee  
November 29, 2017

**Glendale Community College  
Curriculum & Instruction Committee**

**Agenda**

**Wednesday, November 29, 2017**

**1:40p.m., SG 138**

**Approval of Minutes**

November 8, 2017 Curriculum & Instruction Committee

**I. Announcements**

**C-ID revisions needed:**

ADMJ 116  
ART 101H  
ART 107  
ART 108  
ECON 102H  
MATH 100  
MATH 110  
MUSIC 211  
MUSIC 236  
MUSIC 237

**Update from and brief chat with Drew Sugars**

**Update on Curriculum Management System (CMS)**

- **Videos and training materials**
- **Logging in and switching stages**
- **Move items between stages**

Agenda  
Curriculum and Instruction Committee  
November 29, 2017

- **Reviewing agenda items in the meeting agenda tool**

**Formatting standards for course content**

**Deadline for first reading spring C & I items, and preliminary review during winter**

**Website updates (course outlines of record, new CMS information, etc.)**

## **II. New Business**

- A. **Second Read: Curriculum Handbook (see attachment sent out with agenda or CMS meeting agenda tool)**
  - Update/suggestion to also include within handbook the information that it is the responsibility of senate/administration to allow for a reasonable training/onboarding of a new Curriculum Coordinator. To do so, that Curriculum Coordinator job position should be posted and filled in a timely manner such as by the end of the short session prior to the beginning of the Curriculum Coordinator's final term.
- B. Systematizing Dean Review, Division Chair Sign-Off, Articulation, and Library approval of courses and programs within CMS **update from previous meeting—include this as part of preliminary review?**
- C. Entering official data into CMS and C & I website maintenance
- D. Division accounts and brainstorming ideas for working in CMS on collaboratively authored courses and programs
- E. Requirements for ADT program submission (see video attachment by Richard Cortes for information on finding Articulation Agreements by Major)
- F. Articulation update (**Cortes**)

**III. New Business (Curriculum Action Items)**

<b>Item#</b>	<b>Proposal Name</b>	<b>Type</b>	<b>Action</b>	<b>Stage</b>	<b>Division</b>	<b>Department</b>	<b>Level Change</b>
1	ANTHR 114	COURSE	Create	1stRead	SOCIAL SCIENCES DIVISION	ANTHROPOLOGY	New Course
2	ART 132	COURSE	Revise	OnlyR	VISUAL & PERFORMING ARTS DIVISION	GRAPHIC DESIGN	Nonsubstantial Change A
3	ART 134	COURSE	Revise	1stRead	VISUAL & PERFORMING ARTS DIVISION	GRAPHIC DESIGN	Nonsubstantial Change B
4	ART 136	COURSE	Revise	1stRead	VISUAL & PERFORMING ARTS DIVISION	GRAPHIC DESIGN	Nonsubstantial Change B
5	ART 137	COURSE	Revise	1stRead	VISUAL & PERFORMING ARTS DIVISION	GRAPHIC DESIGN	Nonsubstantial Change B
6	ART 251	COURSE	Revise	1stRead	VISUAL & PERFORMING ARTS DIVISION	GRAPHIC DESIGN	Nonsubstantial Change B
7	ART 255	COURSE	Revise	1stRead	VISUAL & PERFORMING ARTS DIVISION	GRAPHIC DESIGN	Nonsubstantial Change B
8	BUSAD 131	COURSE	Revise	2ndRead	BUSINESS DIVISION	BUSINESS ADMINISTRATION	Nonsubstantial Change B
9	CHLDV 101	COURSE	Create	1stRead	SOCIAL SCIENCES DIVISION	CHILD DEVELOPMENT	New Course
10	CO ED 101	COURSE	Revise	2ndRead	BUSINESS DIVISION	COOPERATIVE EDUCATION	Substantial Change
11	ECT 210	COURSE	Create	1stRead	TECHNOLOGY & AVIATION DIVISION	ELECTRONICS & COMP TECHNOLOGY	New Course

Agenda  
Curriculum and Instruction Committee  
November 29, 2017

12	MATH 100	COURSE	Revise	2ndRead	MATHEMATICS DIVISION	TRANSFER MATH	Nonsubstantial Change B
13	MATH 101	COURSE	Revise	2ndRead	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	Nonsubstantial Change B
14	MATH 103E	COURSE	Create	1stRead	MATHEMATICS DIVISION	TRANSFER MATH	New Course
15	MATH 103EH	COURSE	Create	1stRead	MATHEMATICS DIVISION	TRANSFER MATH	New Course
16	MATH 104E	COURSE	Create	1stRead	MATHEMATICS DIVISION	TRANSFER MATH	New Course
17	MATH 104EH	COURSE	Create	1stRead	MATHEMATICS DIVISION	TRANSFER MATH	New Course
18	MATH 110	COURSE	Revise	OnlyR	MATHEMATICS DIVISION	TRANSFER MATH	Nonsubstantial Change A
19	MATH 110	COURSE	Revise	2ndRead	MATHEMATICS DIVISION	TRANSFER MATH	Nonsubstantial Change B
20	MATH 130	COURSE	Revise	1stRead	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	Substantial Change
21	MATH 131	COURSE	Revise	2ndRead	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	Nonsubstantial Change B
22	MATH 136	COURSE	Revise	1stRead	MATHEMATICS DIVISION	TRANSFER MATH	Nonsubstantial Change B
23	MATH 138	COURSE	Revise	1stRead	MATHEMATICS DIVISION	TRANSFER MATH	Nonsubstantial Change B
24	MUSIC 120	COURSE	Revise	OnlyR	VISUAL & PERFORMING ARTS DIVISION	NON-COMMERCIAL MUSIC	Technical Change
25	PE 210	COURSE	Revise	1stRead	KINESIOLOGY DIVISION	PHYSICAL EDUCATION	Substantial Change
26	PE 211	COURSE	Revise	1stRead	KINESIOLOGY DIVISION	PHYSICAL EDUCATION	Nonsubstantial Change B
27	SOC 101	COURSE	Revise	1stRead	SOCIAL SCIENCES DIVISION	SOCIOLOGY	Nonsubstantial Change B

Agenda  
 Curriculum and Instruction Committee  
 November 29, 2017

28	Armenian Language	PROGRAM	Create	1stRead	LANGUAGE ARTS DIVISION	ARMENIAN	New Program
29	French Language	PROGRAM	Create	1stRead	LANGUAGE ARTS DIVISION	FRENCH	New Program
30	Japanese Language	PROGRAM	Create	1stRead	LANGUAGE ARTS DIVISION	JAPANESE	New Program
31	Spanish Language	PROGRAM	Create	1stRead	LANGUAGE ARTS DIVISION	SPANISH	New Program