**Glendale Community College
Curriculum & Instruction Committee**

Minutes

Wednesday, April 25, 2018

1:40p.m., SG 137

Co-Chairs: Francien Rohrbacher called the meeting to order at 1:40 p.m.

Voting Members Present:, Susie Chin, Richard Cortes, Maria Czech, Byron Delto, Flavio Frontini, Julie Gamberg, Jayson Helgeson, Kohar Kesian, Maria Kretzmann, Kevin Mack, Araik Eric Margaryan, Paul Mayer, Brian Mc Donald, Carol Paxton, Scott Rubke

Resources Present: Edward Karpp, Jolie Morris, Nancy Traynor, Freddy Saucedo, Yvette Ybarra, Terrence Yu

Minutes Recorder: Patrik Namagardi

Guests Present: Catherine Dudley, David Martin, Monette Tiernan, Sonali Perera

Absent: Tina Andersen-Wahlberg, Mary Elizabeth Barrett, Mark Bowen, Erin Calderone, Agnes Eguaras, Arda Najarian, Alfred Ramirez, Michael Ritterbrown, Jan Swinton, Fabiola Torres

<u>**Approval of Minutes**</u>

MSC **(Kretzmann/Mc Donald)** to approve the minutes of April 11, 2018 Curriculum & Instruction Committee

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Curriculum and Instruction Committee
April 25, 2018

I.   <u>Announcements</u>

C-ID revisions needed:
~~ADMJ 116~~
ART 101H
ART 107
ART 108
ECON 102H
~~MATH 100~~
~~MATH 110~~
MUSIC 211
MUSIC 236
MUSIC 237

CoDE Approved DE Addenda
- ARCH 250 (TAD)
- BUSAD 205 (BUSD)
- BUSD 210 (BUSD)
- BUSAD 212 (BUSD)
- CSIS 187 (BUSD)
- CSIS 212 (BUSD)
- CSIS 234 (BUSD)
- CSIS 255 (BUSD)
- CSIS 260 (BUSD)
- CSIS 261 (BUSD)
- CSIS 262 (BUSD)
- CSIS 280 (BUSD)

Justification in Section One of CMS Program Proposal (Traynor/Rohrbacher)
When creating or revising a program, provide a brief description/list of changes in section 1 of the program proposal, under the dropdown menu.

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Giving CMS access to faculty members (Rohrbacher)
Contact Francien if assistance is needed with revisions and to get access to CMS at the Prelaunch stage for faculty or admin assistants.

CTE new programs and program revisions process (Traynor)
For CTE people, follow the process on the attached handout to submit data. As for skill awards, we have to look into it and see if it is a part of this, since skill awards might now be reported to the state.

II. New Business

Articulation update **(Cortes)**
None

III. New Business (Curriculum Action Items)

Item #	Proposal Name	Type	Action	DVSN	DPT	Level Change	Stage	Motion	First&Second
1	CS/IS 181	COURSE	Create	BUSINESS DIVISION	COMP SCIENCE/ INFO SYSTEMS	New Course	1stRead	carried/ unanimous	Margaryan/ Mack
2	CS/IS 182	COURSE	Create	BUSINESS DIVISION	COMP SCIENCE/ INFO SYSTEMS	New Course	1stRead		
3	CS/IS 184	COURSE	Create	BUSINESS DIVISION	COMP SCIENCE/ INFO SYSTEMS	New Course	1stRead		
4	CS/IS 188	COURSE	Create	BUSINESS DIVISION	COMP SCIENCE/ INFO SYSTEMS	New Course	1stRead		
5	CS/IS 189	COURSE	Create	BUSINESS DIVISION	COMP SCIENCE/ INFO SYSTEMS	New Course	1stRead		

	Isayan: Courses are part of a program, in which two of them are drafted for CID. CS/IS 181 has no entry standards according to advisory board								
	Ybarra: SLOs are oddly written and comment was made during preliminary review. Sevada needs to contact Yvette to discuss SLOs								
	Paxton: The term examination should be changed to final exam and put under evaluation methods.								
	Kretzmann: CS/IS 182 is similar to CS/IS 181. In addition, courses have prerequisites but the entry standards are marked with no. Mark yes on them.								
	Rohrbacher: CS/IS 189 needs to beef up content--add subtopics								
	Rohrbacher: CS/IS 188 needs to select entry standards. Changed precondition to 193 *or* 196								
	Rohrbacher: Make sure the font for all courses are Arial 9 and supplemental forms need to be filled out for all prerequisites/recommended								
	preps for all courses that have them. CS/IS 182 should have exit standards for CS/IS 181 as entry standards								
	Items #1-5 were taken together.								
6	MOA 101	COURSE	Create	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATION	New Course	1stRead	tabled/ Unanimous	Kretzmann/ Mayer
7	ACCTG 175	COURSE	Revise	BUSINESS DIVISION	ACCOUNTING	Substantial Change	1stRead	carried/ unanimous	Margaryan/ Kretzmann
8	ACCTG 235	COURSE	Revise	BUSINESS DIVISION	ACCOUNTING	Technical Change	Only R		
	Maragaryan: Item #7 had SLOs switched with exit standards and textbook updates. Item #8 only had a textbook update.								
	Kesian: If it is just a textbook update for ACCTG 235 (item #8) then it is a technical change that needs no discussion.								
	Rohrbacher: ACCTG 175 has variable units at the state and that is why it is a substantial change. It will be changed to 3 units.								
	Rohrbacher: ACCTG 175 and 235 need supplemental Form A to be filled out for prerequisites/recommended preps.								
	Ybarra: MOA 101 should be tabled until all corrections have been made; corrections should be made before proposals come to first read.								

	Ybarra: SLOs are not too good and need to be revised for ACCTG 175. Comments were made but nothing was changed. Araik needs to contact Yvette.								
	Paxton: MOA 101: Change course title to Introduction to Medical Office Administration								
1	Ybarra: MOA 101: entry standards should relate to the recommended prep; omit "students will" language from exit standards; re-word exit standard 1								
	Items #7 & 8 were taken together.								
9	BUSAD 111	COURSE	Revise	BUSINESS DIVISION	BUSINESS ADMINISTRATION	Nonsubstantial Change B	1stRead	carried/ unanimous	Margaryan/ Kretzmann
10	BUSAD 177	COURSE	Revise	BUSINESS DIVISION	BUSINESS ADMINISTRATION	Nonsubstantial Change A	Only R		
11	BUSAD 178	COURSE	Revise	BUSINESS DIVISION	BUSINESS ADMINISTRATION	Substantial Change	1stRead		
	Rohrbacher: BUSAD 178 has variable units at the state and is being submitted for CSU transferability								
	Rohrbacher: BUSAD 111 is being submitted for CSU transferability								
	Rohrbacher: Check Supplemental Form A for BUSAD 177 about course being part of a sequence								
	Rohbacher: Supplemental Form A for BUSAD 178 needs narrative box #1 filled out								
	Maragaryan: Courses had textbook changes and a second out of class assignment was added.								
	Rohrbacher: Supplemental form A needs to be worked on for all courses.								
	Items # 9, 10, and 11 were taken together.								
12	ENGL 101+	COURSE	Create	ENGLISH DIVISION	TRANSFER ENGLISH	New Course	1stRead	carried/ unanimous	Gamberg/ Frontini
13	ENGL 199	COURSE	Revise	ENGLISH DIVISION	DEVELOPMENTAL ENGLISH	Substantial Change	1stRead		
14	HUMAN 135	COURSE	Revise	ENGLISH DIVISION	HUMANITIES	Nonsubstantial Change B	1stRead	carried/ unanimous	Chin/ Mayer

	Rohrbacher: Course is going through a simple 5 year revision. It has been updated to include current issues, updated textbooks, and course content.								
	Rohrbacher: Fill out first narrative box in Supplemental Form A								
	Rohrbacher: It has been submitted for CSU transfer.								
15	ENGL 99	COURSE	Create	ENGLISH DIVISION	DEVELOPMENTAL ENGLISH	New Course	1stRead		
	Tiernan: ENGL 101+, ENGL 199 and ENGL 99 were created in response to AB 705								
	Tiernan: ENGL 101+ has been in the piloting stage since fall 2017 which includes a mandatory corequisite that is a lab course.								
	Tiernan: Fall 2018, 11 sections of ENGL 101+ will be offered and ultimately ENGL 120 will be phased out.								
	Tiernan: Students who took ENGL 120 less than 5 years ago can be placed into 101+								
	Tiernan: There is a 101+ counselor at the Assessment Center who explains the course to students who place into ENGL 120								
	Tiernan: We can't put the + sign in the schedule of classes/catalog yet. Right now, there's a ticket note.								
	Tiernan: We're hoping to publicize the course to students who receive a D/F/NP/W in 101 for the first or second time								
	Mayer: ESL 151 students should be considered and ENGL 101+ should be open to them as well.								
	Tiernan: Eventually ENGL 101+ should be open to any student who would benefit from it, but at this point it is an opt in and opt out.								
	Rohrbacher: ENGL 199 is a credit version and ENGL 99 is a non-credit version.								
	Items #12, 13, and 15 were taken together.								
16	ABSE 200	COURSE	Create	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	ADULT BASIC AND SECONDARY ED	New Course	1stRead	carried/ unanimous	Czech/ Mack
17	ABSE 201	COURSE	Create	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	ADULT BASIC AND SECONDARY ED	New Course	1stRead		

	Czech: These are transitional classes for special needs students going from high school to college or entering the workforce.								
	Items #16-17 were taken together.								
18	OBT 150	COURSE	Revise	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	OFFICE BUSINESS TECHNOLOGY	Nonsubstantial Change A	Only R	carried/ unanimous	Czech/ Mack
	Czech: This course was left behind when all the OBT courses were updated. Textbook was updated and some modifications were created.								
	Chin: This course should be revised to include more modern technology like iCloud and Google Docs, Dropbox and mobile technology.								
	Czech: Will review Susie's notes in the audit trail regarding including modern technology								
	A motion to extend for 5 minutes was approved at 3:50 pm. (Mayer/Mack)								
19	HIST 111H	COURSE	Create	SOCIAL SCIENCES DIVISION	HISTORY	New Course	1stRead	carried/ unanimous	Mack/ Mayer
20	HIST 118H	COURSE	Create	SOCIAL SCIENCES DIVISION	HISTORY	New Course	1stRead		
	Mack: HIST 111 H is taking a pre-existing course and making it a Scholar's course.								
	Mack: Changes have been made to the out of class assignments & methods of evaluations.								
	Kretzmann: Standardized language should be used for all honors courses.								
	Karp: Some presidents are missing from the catalog description of 118H								
	Items #19-20 were taken together.								
	A motion to extend for 10 minutes was approved at 3:40 pm. (Rohrbacher/Mack)								
21	ST DV 100	COURSE	Revise	STUDENT SERVICES DIVISION	STUDENT DEVELOPMENT	Substantial Change	1stRead	carried/ unanimous	Cortes/ Margaryan
	Cortes: These courses discuss degrees and transfers. This course is being submitted for CSU transfer.								
	Rohrbacher: This course has variable units at the state.								

22	PHOTO 101	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	PHOTOGRAPHY	Nonsubstantial Change B	1stRead	carried/ unanimous	Delto/ Kesaian
23	PHOTO 103	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	PHOTOGRAPHY	Substantial Change	1stRead		
24	PHOTO 111	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	PHOTOGRAPHY	Nonsubstantial Change B	1stRead		
25	PHOTO 112	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	PHOTOGRAPHY	Substantial Change	1stRead		
26	PHOTO 130	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	PHOTOGRAPHY	Nonsubstantial Change B	1stRead		
27	PHOTO 132	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	PHOTOGRAPHY	Nonsubstantial Change B	1stRead		
28	PHOTO 140	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	PHOTOGRAPHY	Nonsubstantial Change B	1stRead		
29	PHOTO 144	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	PHOTOGRAPHY	Nonsubstantial Change B	1stRead		
30	PHOTO 146	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	PHOTOGRAPHY	Substantial Change	1stRead		
31	PHOTO 156	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	PHOTOGRAPHY	Nonsubstantial Change B	1stRead		
32	PHOTO 158	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	PHOTOGRAPHY	Nonsubstantial Change B	1stRead		

33	PHOTO 160	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	PHOTOGRAPHY	Nonsubstantial Change B	1stRead		
	Rohrbacher: Photo 103, 112, and 146 all have variable units at the state and therefore are a substantial change.								
	Delto: All these classes have been updated to newer formats. Titles, course numbers, course contents, and textbooks have been updated.								
	Delto: Some courses have also been put in for CSU requirements. (PHOTO 101, 130, 140)								
	Rohrbacher: Fill in first box of Supplemental form A for all courses that have prerequisites/recommended preps								
	Kretzmann: Fix photo 110 prerequisite to 111. Photo 156 and 158 are different courses but titles sound similar. Students may get confused.								
	Delto: Will ask David Yamamoto about changing titles of PHOTO 156 and 158								
	Paxton: For the prerequisite math portion of photo 101, all that's needed is math 155. Math prerequisite should be changed to math 144.								
	Items #22-33 were taken together.								
34	Health Occupations Skill Award	PROGRAM	Create	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATION	New Program	1stRead		
	Margaryan: MOA 101 will be part of the skill occupations skill award.								
	Kretzmann: MOA 101 has some corrections that need to be made. The title needs to be changed as well as adding prerequisites/recommended								
	preparations, and the entry standards need to reflect those. In addition, the exit standards need to be changed because they do not make sense.								
	Rohrbacher: Exit standard #1 needs to be reworded and course content needs to be revised. Also, catalog statement needs to be reworded.								
	Rohrbacher: A SAM Code needs to be chosen.								
	Ybarra: Notes and comments made on proposals should be looked at, corrected, and completed before pushing proposals through to the next stage.								
	Items # 6 and 34 were taken together.								
35	Architectural Advanced Residential Design Skill Award	PROGRAM	Create	TECHNOLOGY & AVIATION DIVISION	ARCHITECTURE	New Program	1stRead	carried/ unanimous	Frontini/ Mayer

36	Architectural CAD Skill Award	PROGRAM	Create	TECHNOLOGY & AVIATION DIVISION	ARCHITECTURE	New Program	1stRead	tabled/ unanimous	Mayer/ Frontini
37	Architectural Introductory Residential Design Skill Award	PROGRAM	Create	TECHNOLOGY & AVIATION DIVISION	ARCHITECTURE	New Program	1stRead		
38	Architectural Permit Technician Skill Award	PROGRAM	Create	TECHNOLOGY & AVIATION DIVISION	ARCHITECTURE	New Program	1stRead		
39	Architectural Visualization Skill Award	PROGRAM	Create	TECHNOLOGY & AVIATION DIVISION	ARCHITECTURE	New Program	1stRead		
	Martin: Item #35 is an advanced skill award with second level architectural classes. Item #38 title was established by looking up jobs and requirements.								
	Martin: #37 is an introductory level skill award								
	Traynor: Courses in Item #36 don't match the proposal.								
	Martin: Will correct courses in #36								
	Items # 35, 37, 38, and 39 were taken together.								
40	Architectural Drafting & Design - AS Degree	PROGRAM	Revise	TECHNOLOGY & AVIATION DIVISION	ARCHITECTURE	Nonsubstantial Change B	1stRead		
41	Architectural Drafting & Design - Certificate	PROGRAM	Revise	TECHNOLOGY & AVIATION DIVISION	ARCHITECTURE	Nonsubstantial Change B	1stRead		
	Martin: Programs have been split into skill awards because of the large number of units.								
	Martin: Item #36 is an intro level skill award that gives students training in CAD.								

	Martin: All classes have been kept for a 42 unit certificate. ARCH 250 and 142 have been added.					
	Martin: Speech 101 course may be taken instead of Tech Ed 140 and 142.					
	Martin: Some CAD skill award courses should be changed because they are still at 12 units.					
	Rohrbacher: For equivalent courses, add ENGL 120 as part of "OR" courses for Tech Ed 140.					
	Traynor: ENGL 120 should be added if ESL 151 is there. ESL 151 and ARCH 250 both have variable units at the state.					
	Traynor: Variable units with the state need to come through first before ARCH Certificate and AS programs can go through.					
	Tech Ed 140 and 142 aren't at the state. ESL 151 and ARCH 250 have variable units at the state.					
	Items #36, 40, and 41 were taken together.					