

Minutes  
Curriculum and Instruction Committee  
December 13, 2017

**Glendale Community College  
Curriculum & Instruction Committee**

**Minutes**

**Wednesday, December 13, 2017**

**1:40p.m., SG 137**

**Co-Chairs:** Sarah McLemore and Michael Ritterbrown called the meeting to order at 1:40 p.m.

**Voting Members Present:** Mary Elizabeth Barrett, Mark Bowen, Erin Calderone, Susie Chin, Richard Cortes, Maria Czech, Byron Delto, Julie Gamberg, Stacy Jazan (Proxy for Flavio), Maria Kretzmann, Kevin Mack, Araik Eric Margaryan, Paul Mayer, Carol Paxton, Scott Rubke

**Resources Present:** Agnes Eguaras, Edward Karpp, Jolie Morris

**Minutes Recorder:** Patrik Namagardi

**Guests Present:** Sevada Isayan, Francien Rohrbacher

**Absent:** Tina Andersen-Wahlberg, Flavio Frontini, Jayson Helgeson, Kohar Kesian, Brian Mc Donald, Arda Najarian, Alfred Ramirez, Jan Swinton, Fabiola Torres, Nancy Traynor, Yvette Ybarra, Terrence Yu

**Approval of Minutes**

MSC (**Gamberg/Mack**) to approve the minutes of November 29, 2017 Curriculum & Instruction Committee

**I. Announcements**

**C-ID revisions needed:**

ADMJ 116

ART 101H

Minutes  
Curriculum and Instruction Committee  
December 13, 2017  
ART 107  
ART 108  
ECON 102H  
~~MATH 100~~  
~~MATH 110~~  
MUSIC 211  
MUSIC 236  
MUSIC 237

### **AB 705 (Ritterbrown)**

Glendale Community College is ahead of the curve in regards to multiple measures. Multiple measures will be beneficial to students. Studies on the successful impact of multiple measures have been based on self-reported materials. The college will monitor the impact of this on students carefully especially as it relates to self-reported GPA

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

#### **Videos and training materials**

#### **Requisite language**

Training videos for revising courses and entering courses into CMS have been uploaded on our website. Dr. McLemore has to record videos on supplemental forms which should be done by January 8<sup>th</sup>. Francien has created an updated version of our schedule which she will send out to the committee.

#### **Formatting standards for course content (use tool tips for guidance!)**

## **II. New Business**

- A. 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?**
- B. Entering official data into CMS and C & I website maintenance  
We will be updating the website in January.
- C. Division accounts and brainstorming ideas for working in CMS on collaboratively authored courses and programs  
C&I reps should let us know if they want additional accounts to CMS for other people in their division besides the division chair.

D. Requirements for ADT program submission (see video attachment by Richard Cortes for information on finding Articulation Agreements by Major)

For degree revisions, if the template asks for an Articulation Agreement by Major (AAM), have them ready and upload them directly into CMS. . Dr. Cortes or Francien can help you with this if you need tips.

Additionally, make sure you’ve filled out the state’s most up-to-date template which will need to be submitted with the degree revision.

Finally, make sure that the following fields in the program revision form are filled out for program revisions:

- Catalog statement (these should already be in our print catalog—do not modify)
- Program goals (Nancy should have a copy of these)
- Program learning outcomes (these should already be in our print catalog—do not modify)
- Program requirements and program schedule
- If possible, complete all additional fields in the program revision form to have them in place as we may be asked for these when Nancy submits the program (we’ve been given inconsistent information about what’s required)

For a new ADT all of the fields above *including all AAMS required and the program template* must be completed as well as any additional fields in the new program form.

E. Articulation update (**Cortes**)

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

Item#	Proposal Name	Type	Action	DVSN	DPT	Level Change	Stage	Motion	First&Second	
1	ANTHR 114	COURSE	Create	SOCIAL SCIENCES DIVISION	ANTHROPOLOGY	New Course	2ndRead	Carried/ Unanimous	Mack/ Cortes	
	Mack: All necessary revisions on the feedback from the first read have been made.									
2	ART 134	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	GRAPHIC DESIGN	Nonsubstantial Change B	2ndRead	Carried/ Unanimous	Calderone/ McLemore	
3	ART 136	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	GRAPHIC DESIGN	Nonsubstantial Change B	2ndRead			

Minutes  
Curriculum and Instruction Committee  
December 13, 2017

4	ART 137	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	GRAPHIC DESIGN	Nonsubstantial Change B	2ndRead		
5	ART 251	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	GRAPHIC DESIGN	Nonsubstantial Change B	2ndRead		
6	ART 255	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	GRAPHIC DESIGN	Nonsubstantial Change B	2ndRead		
McLemore: The courses will be made into co-requisites instead of requisites.									
Kretzmann: The textbooks for Art 136 and Art 137 are out of date and will be updated before Academic Affairs.									
Items 2-6 were taken together.									
7	CHLDV 101	COURSE	Create	SOCIAL SCIENCES DIVISION	CHILD DEVELOPMENT	New Course	2ndRead		
Mack: This course has new Student Learning Outcomes									
Rohrbacher: The Student Learning Outcomes have been revised and are more appropriate for this course.									
Mack: The course hours have been corrected and moved to the TBA section.									
8	ECT 210	COURSE	Create	TECHNOLOGY & AVIATION DIVISION	ELECTRONICS & COMP TECHNOLOGY	New Course	2ndRead	Carried/ Unanimous	Rubke/ Cortes
Rubke: Everything is ready for the class. A few changes were made. We are not planning on submitting this course for CSU eligibility.									
9	MATH 103E	COURSE	Create	MATHEMATICS DIVISION	TRANSFER MATH	New Course	2ndRead	Carried/ Unanimous	Paxton/ Kretzman
10	MATH 103EH	COURSE	Create	MATHEMATICS DIVISION	TRANSFER MATH	New Course	2ndRead		
11	MATH 104E	COURSE	Create	MATHEMATICS DIVISION	TRANSFER MATH	New Course	2ndRead		
12	MATH 104EH	COURSE	Create	MATHEMATICS DIVISION	TRANSFER MATH	New Course	2ndRead		
Paxton: No changes have been made between the first read and the second read.									
Paxton: A short, self-paced course is being designed for students have had the original version of Math 104 to serve as a small bridge.									

Minutes  
Curriculum and Instruction Committee  
December 13, 2017

	Items 9-12 were taken together								
13	MATH 130	COURSE	Revise	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	Substantial Change	2ndRead	Carried/ Unanimous	Paxton/ Kretzman
	McLemore: Hours moved to the lab section								
14	MATH 136	COURSE	Revise	MATHEMATICS DIVISION	TRANSFER MATH	Nonsubstantial Change B	2ndRead	Carried/ Unanimous	Paxton/ Mayer
	Paxton: Changes from the first read have been made.								
15	MATH 136H	COURSE	Create	MATHEMATICS DIVISION	TRANSFER MATH	New Course	2ndRead	Carried/ Unanimous	Paxton/ Mayer
	Paxton: Math 220 B was added to the list of courses because it was missing.								
16	MATH 138	COURSE	Revise	MATHEMATICS DIVISION	TRANSFER MATH	Nonsubstantial Change B	2ndRead	Carried/ Unanimous	Paxton/ Mayer
17	PE 210	COURSE	Revise	KINESIOLOGY DIVISION	PHYSICAL EDUCATION	Substantial Change	2ndRead		
18	PE 211	COURSE	Revise	KINESIOLOGY DIVISION	PHYSICAL EDUCATION	Nonsubstantial Change B	2ndRead	Carried/ Unanimous	Calderone/ Czech
	Items 17 & 18 were taken together								
19	POL S 115	COURSE	Create	SOCIAL SCIENCES DIVISION	POLITICAL SCIENCE	New Course	2ndRead	Carried/ Unanimous	Mack/ Jazan
	Kretzmann: English 191 is not a sufficient recommended prep for this course because it is not a lower level course.								
	Rohrbacher: We will look at changing the recommended pre to English 120.								
20	SOC 101	COURSE	Revise	SOCIAL SCIENCES DIVISION	SOCIOLOGY	Nonsubstantial Change B	2ndRead	Carried/ Unanimous	Mack/ Gamberg
21	SOC 101H	COURSE	Create	SOCIAL SCIENCES DIVISION	SOCIOLOGY	New Course	2ndRead	Carried/ Unanimous	Mack/ Kretzman
	McLemore: Requisites can't be changed without data to back it up.								
	McLemore: Change requisite back to English 191 and add ESL 144.								
22	SOC S 101	COURSE	Revise	SOCIAL SCIENCES DIVISION	SOCIAL SCIENCE	Substantial Change	2ndRead		
	Mack: Resolved concerns of credit by exam for SOC 101 by completing a CLEP test.								

Minutes  
Curriculum and Instruction Committee  
December 13, 2017

	McLemore: It was recommended and agreed that we change the top codes to the social justice top code.								
	Mayer: It is good to have an education department within the Social Sciences Division to give a clear path for students going into teaching.								
	Mayer: Cal state Northridge has the number one education program and we are a major feeder into their school so it is good to have a dept.								
	Items 20 & 22 were taken together								
23	Anthropology - AA-T	PROGRAM	Revise	SOCIAL SCIENCES DIVISION	ANTHROPOLOGY	Nonsubstantial Change B	2ndRead	Postponed	McLemore/ Cortes
	<p>McLemore: Courses in categories of classes to take have to be moved around, added, and omitted. C &amp; I leadership recommends:</p> <ol style="list-style-type: none"> <li>1) move ANTHRO 114 out of list B (it will not have an AAM)</li> <li>2) remove BIOL 102 and PSYCH 103 from list B (highly unlikely that students would take these and if they did, Division Chair could do a substitution)</li> <li>3) use the "guiding notes for reviewers" subcategories for list C to further provide guidance for students sorting through list of elective options ( find the "anthropology degree notes at <a href="https://c-id.net/tmc">https://c-id.net/tmc</a>)</li> <li>4) Dr. Cortes will ensure that all courses proposed for list C include the relevant CSU breadth distinction as dictated by guiding notes for reviewers</li> <li>5) Kevin will fill out program schedule for all courses</li> </ol> <p>Once Dr. Cortes has made his determination C &amp; I leadership will meet with Division Chair, Department Chair , and C &amp; I rep to discuss any concerns the department has</p>								
24	Armenian Language	PROGRAM	Create	LANGUAGE ARTS DIVISION	ARMENIAN	New Program	2ndRead	Carried/ Unanimous	Jazan/ Kretzman
25	French Language	PROGRAM	Create	LANGUAGE ARTS DIVISION	FRENCH	New Program	2ndRead		
26	Japanese Language	PROGRAM	Create	LANGUAGE ARTS DIVISION	JAPANESE	New Program	2ndRead		
27	Spanish Language	PROGRAM	Create	LANGUAGE ARTS DIVISION	SPANISH	New Program	2ndRead		
	McLemore: No changes have been made to these and they are a first of a kind in the region								
	Items 24-27 were taken together								
28	LIB 100	COURSE	Create	LIBRARY DIVISION	LIBRARY	New Course	1stRead	Carried/ Unanimous	Chin/ Gamberg
	Chin: We currently have one and two unit courses and are wanting to replace Lib 190 and 191 with three unit courses.								

Minutes  
 Curriculum and Instruction Committee  
 December 13, 2017

	Chin: The framework for this course is more conceptual, and more for critical and thinking.								
29	LIB 48	COURSE	Create	LIBRARY DIVISION	LIBRARY	New Course	1stRead	Carried/ Unanimous	Chin/ Gamberg