

Minutes  
Curriculum and Instruction Committee  
February 28, 2018

**Glendale Community College  
Curriculum & Instruction Committee**

**Minutes**

**Wednesday, February 28, 2018**

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

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

**Voting Members Present:** Mary Elizabeth Barrett, Mark Bowen, Erin Calderone, Susie Chin, Richard Cortes, Byron Delto, Flavio Frontini, Julie Gamberg, Jayson Helgeson, Kohar Kesian, Maria Kretzmann, Kevin Mack, Araik Eric Margaryan, Paul Mayer, Carol Paxton, Scott Rubke

**Resources Present:** Edward Karpp, Jolie Morris, Nancy Traynor, Terrence Yu

**Minutes Recorder:** Patrik Namagardi

**Guests Present:** Michael Dulay, Laura Englund-Krusee, Darren Leaver, Freddy Saucedo

**Absent:** Tina Andersen-Wahlberg, Agnes Eguaras, Maria Czech, Brian Mc Donald, Arda Najarian, Alfred Ramirez, Jan Swinton, Fabiola Torres, Yvette Ybarra

**Approval of Minutes**

MSC (**Paxton/Frontini**) to approve the minutes of December 13, 2017 Curriculum & Instruction Committee

**I. Announcements**

**C-ID revisions needed:**

ADMJ 116

ART 101H (In progress)

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ART 107 (In progress)  
ART 108 (In progress)  
ECON 102H  
~~MATH 100~~  
~~MATH 110~~  
MUSIC 211 (In progress)  
MUSIC 236 (In progress)  
MUSIC 237 (In progress)

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

- **Videos and training materials on C&I website**

Sarah worked with Connie during the winter session. There are 3, 9-10 minute, videos and 3 PDFs with the same information as the videos available online. The videos can be closed-captioned.

- **CMS Proposal Section 3**

We are still experiencing some glitches in CMS. Pedro is aware of the problems. When the “preconditions” box in section three (on page 3) is marked with no pre enrollment conditions, it still generates a pre conditions for enrollment page. So, in the meantime, please don’t check any boxes in Section 3 of Page # in CMS.

- **Textbooks (Section 6)**

If a course does not require a textbook, do not leave the textbook section blank because you won’t be able to submit your proposal. Add a textbook and in the “title” section, write a phrase like “instructor will provide reading materials.”

- **Section 5 of CMS proposal (Cortes)**

If there are any questions in regards to section 5, please leave blank and ask Richard.

- **Please let me know about CMS glitches/problems and/or suggestions for improvements**

There will possibly be a CMS upgrade/revision towards the end of spring or beginning of summer. Please email glitches/suggestions to Francien.

### **Deadlines for first reading spring C&I items, and preliminary/tech review during spring**

**March 12 for 4/25 C&I meeting**

**April 12 for 5/23 C&I meeting**

**Let me know if outdated or missing CoRs on C&I website**

**Creating a program that doesn't have a Transfer Model Curriculum (TMC) (Traynor)**

If there is no TMC for program, it needs to be designated as a local degree, even if the courses transfer.

**II. New Business**

**A. Skill Awards (Cortes)**

There is a lack of information in our catalog. Would like to add a notation about skill awards on page 56.

**B. Articulation update (Cortes)**

The public Assist site is going to launch in about a month or two. In addition, GE reviews are being done in May.

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

Item #	Proposal Name	Type	Action	DVSN	DPT	Level Change	Stage	Motion	First&Second
1	ENGL 103	COURSE	Revise	ENGLISH DIVISION	TRANSFER ENGLISH	NonSubstantial Change A	Only R	Carried Unanimous	Gamberg/ Calderone
2	ENGL 109	COURSE	Revise	ENGLISH DIVISION	TRANSFER ENGLISH	NonSubstantial Change A	Only R		
3	ENGL 110	COURSE	Revise	ENGLISH DIVISION	TRANSFER ENGLISH	NonSubstantial Change A	Only R		
4	ENGL 112	COURSE	Revise	ENGLISH DIVISION	TRANSFER ENGLISH	NonSubstantial Change A	Only R		
5	ENGL 130	COURSE	Revise	ENGLISH DIVISION	TRANSFER ENGLISH	NonSubstantial Change A	Only R		
6	ENGL 182	COURSE	Revise	ENGLISH DIVISION	DEVELOPMENTAL ENGLISH	NonSubstantial Change A	Only R		
7	ENGL 183	COURSE	Revise	ENGLISH DIVISION	DEVELOPMENTAL ENGLISH	NonSubstantial Change A	Only R		
8	ENGL 212	COURSE	Revise	ENGLISH DIVISION	TRANSFER ENGLISH	Nonsubstantial Change A	Only R		
	Kretzmann: English 103 is being proposed for architecture; please fix.								
	Mayer: Change information from PCC to GCC.								

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	Gamberg: All courses are regular updates.								
	Items 1-8 were taken together.								
9	NS 205	COURSE	Revise	HEALTH SCIENCES DIVISION	NURSING SCIENCE	Nonsubstantial Change A	Only R	Carried Unanimous	Kesian/ Gamberg
10	NS 212	COURSE	Revise	HEALTH SCIENCES DIVISION	NURSING SCIENCE	Nonsubstantial Change A	Only R		
11	NS 213	COURSE	Revise	HEALTH SCIENCES DIVISION	NURSING SCIENCE	Nonsubstantial Change A	Only R		
12	NS 214	COURSE	Revise	HEALTH SCIENCES DIVISION	NURSING SCIENCE	Nonsubstantial Change A	Only R		
13	NS 218	COURSE	Revise	HEALTH SCIENCES DIVISION	NURSING SCIENCE	Nonsubstantial Change A	Only R		
14	NS 223	COURSE	Revise	HEALTH SCIENCES DIVISION	NURSING SCIENCE	Nonsubstantial Change A	Only R		
Kesian: NS 214 requires a new textbook when we launch. Created for ICU nurses and grant funded the first time around.									
Kesian: All agenda items are textbook items.									
Rohrbacher: NS 223 It has always been transferable, but Nursing is different than other disciplines. So, the CSU transferability is not new.									
Kesian: Kesian: Supplemental Form A shows that NS 218 is a necessary bridge course for nursing career ladder and the data justify having 218 as a prerequisite for NS 213 and 222									
Items 9-14 were taken together.									
15	PE 112	COURSE	Create	KINESIOLOGY DIVISION	PHYSICAL EDUCATION	New Course	1stRead	Carried Unanimous	Calderone/ Frontini
16	PE 212	COURSE	Create	KINESIOLOGY DIVISION	PHYSICAL EDUCATION	New Course	1stRead		
Calderone: Courses are multi-pull and good for increasing enrollment									

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	Cortes: Should PE 212 be degree applicable. Ask Agnes								
	Items 15 & 16 were taken together								
17	LIB 048	COURSE	Create	LIBRARY DIVISION	LIBRARY	New Course	2nd Read	Carried Unanimous	Chin/Mack
18	LIB 100	COURSE	Create	LIBRARY DIVISION	LIBRARY	New Course	2nd Read		
	Cortes: LIB 100 should be degree applicable. Ask Agnes								
	Rohrbacher: DE button shouldn't be checked for any course unless the course has an approved								
	DE Addendum from CoDE								
	Items 17 & 18 were taken together.								
19	ECON 170	COURSE	Create	SOCIAL SCIENCES DIVISION	ECONOMICS	New Course	1stRead	Carried Unanimous	Mack/Gamberg
20	GEOG 170	COURSE	Create	SOCIAL SCIENCES DIVISION	GEOGRAPHY	New Course	1stRead		
	Items 19, 20, & 22 were taken together								
21	GEOG 171	COURSE	Create	SOCIAL SCIENCES DIVISION	GEOGRAPHY	New Course	1stRead	Carried Unanimous	Mack/Gamberg
	Items 21, 23, & 24 were taken together								
22	POL S 170	COURSE	Create	SOCIAL SCIENCES DIVISION	POLITICAL SCIENCE	New Course	1stRead		
	Dulay: The courses are crosslisted and can be team taught.								
	Mack: Suggests all 170 courses be under the same top code.								
	Traynor: It is the decision of the division on how they want to do the top codes for these courses.								
	Items 19, 20, & 22 were taken together.								
23	POL S 171	COURSE	Create	SOCIAL SCIENCES DIVISION	POLITICAL SCIENCE	New Course	1stRead		
24	SOC 171	COURSE	Create	SOCIAL SCIENCES DIVISION	SOCIOLOGY	New Course	1stRead		
	Mack: These courses fill the CoR. Courses are crosslisted under Political Science, Sociology, and Geology.								

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	Dulay: The courses are crosslisted and can be done independetly.				
	Traynor: Team taught would be best for courses such as these, but put a note for unit restriction.				
	Mack: Will create a catalog note specifying unit restriction on courses				
	Items 21, 23, & 24 were taken together.				