

Minutes
Curriculum and Instruction Committee
May 23, 2018

**Glendale Community College
Curriculum & Instruction Committee**

Minutes

Wednesday, May 23, 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, Brian Mc Donald, Carol Paxton, Scott Rubke

Resources Present: Agnes Eguaras, Edward Karpp, Jolie Morris, Nancy Traynor, Freddy Saucedo, Terrence Yu

Minutes Recorder: Patrik Namagardi

Guests Present: Baca Abraham, Biancheri Mary Jane, Donoyan Sona, Dudley Catherine, Herwerth Christopher, Richer Margaret, Sato Naomi

Absent: Tina Andersen-Wahlberg, Maria Czech, Arda Najarian, Alfred Ramirez, Michael Ritterbrown, Jan Swinton, Fabiola Torres, Yvette Ybarra

Approval of Minutes

MSC (**McDonald/Kretzmann**) to approve the minutes of May 9, 2018 Curriculum & Instruction Committee

I. Announcements

Senate approved CAP project (**Rohrbacher**)
Francien will be working on CE programs.

Minutes
Curriculum and Instruction Committee
May 23, 2018
Senate approved C&I Handbook (**Rohrbacher**)
Francien will be cleaning up the C&I Handbook during the summer.

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

FRENCH 103
LIB 100
ENGL 127
ACCTG 175
ACCTG 235
BUSAD 111
BUSAD 177
BUSAD 178
HUMN 135
ENGL 101+

Information Items

SOC 103
 This is a technical change (updated textbooks)

II. New Business

Articulation update (**Cortes**)

We've gotten articulation results back from the Chancellor's Office and UC Chancellor's office—many approvals, a few denied.

Business 131 (Intro to Finance) has been approved as a replacement for Math for non-Math disciplines for the CSU system. This means that students who are pursuing a major that doesn't have a Math requirement can take BUS 131 for their quantitative reasoning.

III. New Business (Curriculum Action Items)

Item #	Proposal Name	Type	Action	DVSN	Department	Level Change	Stage	Motion	First&Second
1	BUSAD 163	COURSE	Create	BUSINESS DIVISION	BUSINESS ADMINISTRATION	New Course	1stRead	Carried/ Unanimous	Margaryan/ Cortes
	Margaryan: This is online social marketing course.								
2	ACCTG 165	COURSE	Revise	BUSINESS DIVISION	ACCOUNTING	Nonsubstantial Change A	OnlyR	Carried/ Unanimous	Margaryan/ Cortes
	Margaryan: Minor changes, as well as textbook changes were made.								

Minutes
Curriculum and Instruction Committee
May 23, 2018

3	ENGL 102	COURSE	Revise	ENGLISH DIVISION	TRANSFER ENGLISH	Nonsubstantial Change A	OnlyR	Carried/ Unanimous	Gamberg/ Cortes
4	ENGL 102H	COURSE	Revise	ENGLISH DIVISION	TRANSFER ENGLISH	Nonsubstantial Change A	OnlyR		
5	ENGL 104	COURSE	Revise	ENGLISH DIVISION	TRANSFER ENGLISH	Nonsubstantial Change A	OnlyR		
Gamberg: ENGL 102 & 102H have had some minor changes as well as textbook changes. In addition, course descriptors were also updated.									
Gamberg: ENGL 104 was a counter trigger course revision.									
Gamberg: Both revisions were triggered by the five-year COR cycle.									
Kretzmann: Exit standards for 102H seem different from 102. They sound more like 104 exit standards.									
Gamberg: I will change the 102H standards.									
Items #3-5 were taken together.									
6	HUMAN 105	COURSE	Revise	ENGLISH DIVISION	HUMANITIES	Nonsubstantial Change A	OnlyR	Carried/ Unanimous	Gamberg/ Mayer
7	HUMAN 105H	COURSE	Revise	ENGLISH DIVISION	HUMANITIES	Nonsubstantial Change A	OnlyR		
8	HUMAN 106	COURSE	Revise	ENGLISH DIVISION	HUMANITIES	Substantial Change	1stRead		
9	HUMAN 125	COURSE	Revise	ENGLISH DIVISION	HUMANITIES	Nonsubstantial Change A	OnlyR		
Gamberg: For items #6 and #7 minor changes were made as well as changes to the exit standards, out of class assignments, and textbook.									
Gamberg: For Item #8 the catalog statement was changed to reflect the changes made in the course.									
Gamberg: Item #9 was just a routine course update.									
Items # 6-9 were taken together.									
10	EMT 138	COURSE	Create	HEALTH SCIENCES DIVISION	EMERGENCY MEDICAL TECHNOLOGY	New Course	1stRead	Carried/ Unanimous	Kesian/ Kretzmann
Baca: EMT 138 is a basic course into EMT. This course will keep interested high school students from taking EMT 139 away from college students.									
Baca: It is also good for students who want to get CPR training to be lifeguards or work in child care.									
Baca: This course is a college level course and is good for students to explore to see if they are interested in going into EMT or Nursing.									

Minutes
Curriculum and Instruction Committee
May 23, 2018

	Kretzmann: What is the difference between EMT 138 and 139								
	Baca: EMT 138 is more of a first responder course, while EMT 139 is a course that prepares you for EMT 140.								
	Cortes: EMT 138 can also count as a graduation requirement.								
	Baca: SLO #4 should be removed.								
	Calderone: Maybe a clarification is needed that EMT 138 has a first responder aspect to it because it looks like it is duplicating HLTH 101.								
	Cortes: EMT 138 is focused on one career type so there shouldn't be a concern with students flopping to EMT 138. It is not CSU transferable.								
	Saucedo: This course is aligned to secondary schools career pathways.								
11	EMT 139	COURSE	Revise	HEALTH SCIENCES DIVISION	EMERGENCY MEDICAL TECHNOLOGY	Substantial Change	1stRead	Carried/ Unanimous	Kesian/ Calderone
12	EMT 140	COURSE	Revise	HEALTH SCIENCES DIVISION	EMERGENCY MEDICAL TECHNOLOGY	Substantial Change	1stRead		
	Baca: Due to the changes made through the state, we have revised this course in order to be in line with the state requirements.								
	Kretzmann: Add in entry standards for the recommended prep, BIOL 115.								
	Delto: When ENGL 120 gets phased out, what happens to the ENGL 120 prerequisite for this course?								
	Rohrbacher: Once ENGL 120 is no longer an offered course then when it is time for a revision we will change it.								
	Kretzmann: What is a block exam?								
	Baca: A block exam is equivalent to a unit exam.								
	Rohrbacher: Reword exams under the methods of evaluation.								
	Items # 11 and #12 were taken together								
13	KIN 50	COURSE	Create	KINESIOLOGY DIVISION	KINESIOLOGY	New Course	1stRead	Carried/ Unanimous	Calderone/ Kretzmann
	Calderone: We took whatever was being done with PE 50 and made it KIN 50. This course provides a lot of opportunities for students.								
14	PE 216	COURSE	Create	KINESIOLOGY DIVISION	PHYSICAL EDUCATION	New Course	1stRead	Carried/ Unanimous	Calderone/ Mayer
15	PE 218	COURSE	Create	KINESIOLOGY DIVISION	PHYSICAL EDUCATION	New Course	1stRead		
16	PE 219	COURSE	Create	KINESIOLOGY DIVISION	PHYSICAL EDUCATION	New Course	1stRead		

Minutes
Curriculum and Instruction Committee
May 23, 2018

17	PE 220	COURSE	Create	KINESIOLOGY DIVISION	PHYSICAL EDUCATION	New Course	1stRead		
18	PE 221	COURSE	Create	KINESIOLOGY DIVISION	PHYSICAL EDUCATION	New Course	1stRead		
Calderone: We are adding to the PE family of Combatives. Instead of creating a third level of self-defense for women,									
we thought they could start taking kickboxing or Brazilian Jiu-Jitsu									
Items #14-18 were taken together.									
19	MATH 100	COURSE	Revise	MATHEMATICS DIVISION	TRANSFER MATH	Nonsubstantial Change A	OnlyR	Carried/ Unanimous	Paxton/ Mayer
Paxton: This course came through for a CID revision last fall and is now here to revise the SLO's and make them more meaningful to the course.									
20	ESL 35	COURSE	Create	NONCREDIT ESL	ESL NON-CREDIT	New Course	1stRead	Carried/ Unanimous	Mayer/ Cortes
21	ESL 45	COURSE	Create	NONCREDIT ESL	ESL NON-CREDIT	New Course	1stRead		
22	ESL 57	COURSE	Create	NONCREDIT ESL	ESL NON-CREDIT	New Course	1stRead		
23	ESL 85	COURSE	Create	NONCREDIT ESL	ESL NON-CREDIT	New Course	1stRead		
Richer: These are all new courses that have been created. Noncredit esl has pathways for students who want to become credit students.									
Richer: ESL 57 is articulated with ESL 133. Students will have automatic placement into credit ESL 141 if they pass this course.									
Cortes: Maybe we could create a code in PeopleSoft that would allow students to enroll in 141 after they take ESL 57									
Morris: In the title change the plain 5 to read level 5.									
Sato: ESL 35 is English for work and it prepares students to interact with colleagues in the work environment.									
Sato: ESL 45 is one level above ESL 35.									
Sato: ESL 85 is an intermediate conversation course. Its emphasis is on communication and how to get a job.									
Traynor: We'll need to bring ESL 141 through C&I to add it on as a prerequisite.									
Kretzmann: Francien will double check that ESL 20 is in CMS									
Items # 20-23 were taken together.									
24	SOC 108	COURSE	Create	SOCIAL SCIENCES DIVISION	SOCIOLOGY	New Course	1stRead	Carried/ Unanimous	Mayer/ Gamberg
Dulay: This course is meant for people to understand the changes in the male gender. Young men learning about manhood.									
Gamberg: There seems to be a big jump in age difference between sections 4 and 5 of course content.									
Mayer: Are you suggesting we split the course by age.									

Minutes
Curriculum and Instruction Committee
May 23, 2018

	Rohrbacher: Boyhood can include a variety of ages.								
	Gamberg: Keep list of ethnicities consistent in course content sections.								
	Karpp: The title sounds a little off putting.								
	Dulay: The title opens it up.								
25	GEOG 101	COURSE	Revise	SOCIAL SCIENCES DIVISION	GEOGRAPHY	NonSubstantial Change B	1stRead	Carried/ Unanimous	Mayer/ Cortes
26	GEOG 102	COURSE	Revise	SOCIAL SCIENCES DIVISION	GEOGRAPHY	Nonsubstantial Change A	OnlyR		
27	GEOG 103	COURSE	Revise	SOCIAL SCIENCES DIVISION	GEOGRAPHY	Nonsubstantial Change A	OnlyR		
28	GEOG 106	COURSE	Revise	SOCIAL SCIENCES DIVISION	GEOGRAPHY	Nonsubstantial Change A	OnlyR		
29	GEOG 107	COURSE	Revise	SOCIAL SCIENCES DIVISION	GEOGRAPHY	Nonsubstantial Change A	OnlyR		
30	HIST 106	COURSE	Revise	SOCIAL SCIENCES DIVISION	HISTORY	Nonsubstantial Change A	OnlyR		
31	HIST 115	COURSE	Revise	SOCIAL SCIENCES DIVISION	HISTORY	Nonsubstantial Change A	OnlyR		
32	HIST 121	COURSE	Revise	SOCIAL SCIENCES DIVISION	HISTORY	Nonsubstantial Change A	OnlyR		
33	HIST 122	COURSE	Revise	SOCIAL SCIENCES DIVISION	HISTORY	Nonsubstantial Change A	OnlyR		
34	HIST 132	COURSE	Revise	SOCIAL SCIENCES DIVISION	HISTORY	Nonsubstantial Change A	OnlyR		
35	SOC 102	COURSE	Revise	SOCIAL SCIENCES DIVISION	SOCIOLOGY	Nonsubstantial Change A	OnlyR		
36	SOC 104	COURSE	Revise	SOCIAL SCIENCES DIVISION	SOCIOLOGY	Nonsubstantial Change A	OnlyR		
37	SOC 140	COURSE	Revise	SOCIAL SCIENCES DIVISION	SOCIOLOGY	Nonsubstantial Change A	OnlyR		

Minutes
Curriculum and Instruction Committee
May 23, 2018

38	SOC S 127	COURSE	Revise	SOCIAL SCIENCES DIVISION	SOCIAL SCIENCE	Nonsubstantial Change B	1stRead		
Dulay: Most of these course revisions are housekeeping changes.									
Rohrbacher: GEOG 101 is changing the prerequisites to recommended preps.									
Rohrbacher: For SOC 102 & 104, please use more details in the course content section and provide more information on what's being taught in each section.									
Kretzmann: Why are we dropping the prerequisites in GEOG 101.									
Dulay: Darren Leaver looked at other institutes and recommended we take them out.									
Mayer: This is lowering the bar and can be harmful to students.									
Yu: Darren filled out a justification form for the course.									
Kretzmann: It would be good to have data for lowering standards.									
Items# 25-38 were taken together.									
39	ENGR 141	COURSE	Create	TECHNOLOGY & AVIATION DIVISION	ENGINEERING, GENERAL	New Course	1stRead	Carried/ Unanimous	Rubke/ Frontini
This is a new course that will be the lab portion of ENGR 140 because CSUs want labs for ENGR 140. We have made it a separate course to include articulation.									
Kretzmann: Is there funding needed for new equipment.									
Herwerth: Funding is ongoing. We have already purchased some equipment through grants. Materials can also be interdisciplinary.									
40	NUTR 201	COURSE	Create	TECHNOLOGY & AVIATION DIVISION	NUTRITION	New Course	1stRead	Carried/ Unanimous	Frontini/ Mayer
41	CULIN 113	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	CULINARY ARTS	Nonsubstantial Change A	OnlyR		
42	CULIN 116	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	CULINARY ARTS	Nonsubstantial Change B	1stRead		
43	ENGR 140	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	ENGINEERING, GENERAL	Nonsubstantial Change B	1stRead	Carried/ Unanimous	Rubke/ Frontini
Herwerth: We updated this course for CID approval. This course is important for undergrads.									
44	HRM 256	COURSE	Revise	TECHNOLOGY & AVIATION DIVISION	HOTEL RESTAURANT MANAGEMENT	Nonsubstantial Change B	1stRead		
Donoyan: NUTR 201 is a popular course that prepares students for a board exam and due to the changes it will be in high demand.									

Minutes
Curriculum and Instruction Committee
May 23, 2018

	Donoyan: NUTR 201 helps students pass the harder exams.								
	Donoyan: Items #41 and #42 are being included in a certificate and minor changes were made to reflect competencies of the certified dietary manager.								
	Rohrbacher: Items #42 and #44 are non substantial because of the title changes.								
	Morris: For NUTR 201 add the title for the course and the grading option. In addition, add the grading option for HRM 256.								
	Donoyan: The grading for NUTR 201 is a pass no pass, and for HRM 256 it is for a course grade.								
	Items # 40, 41, 42, and 44 were taken together.								
45	PHOTO 105	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	PHOTOGRAPHY	Substantial Change	1stRead	Carried/ Unanimous	Delto/ Kretzmann
	Delto: Course number and title have been changed, as well as, the course description and content. These are lec and lab units previously studio.								
	Morris: The grading was left off								
	Delto: This should be regular grading								
	Karpp: Change the word class to course in the catalog description.								
46	Elementary Teacher Education	PROGRAM	Create	SOCIAL SCIENCES DIVISION	CHILD DEVELOPMENT	New Program	1stRead	Carried/ Unanimous	Mayer/ Gamberg
	Biancheri: This program provides lower division course work to students who want to be elementary teachers.								
	Traynor: AA-T form needs to be filled out because the state requires it.								
	Mayer: Which bucket does this fall into in regards to meta majors?								
	Cortes: This would have its own meta majors bucket.								
	Gamberg: Why is there only one humanities course and why is it that specific?								
	Biancheri: This program is lined up with what the state recommends.								
47	Architectural Commercial Design Skill Award	PROGRAM	Create	TECHNOLOGY & AVIATION DIVISION	ARCHITECTURE	New Program	1stRead	Carried/ Unanimous	Rubke/ Delto
48	Architectural Interior Design Skill Award	PROGRAM	Create	TECHNOLOGY & AVIATION DIVISION	ARCHITECTURE	New Program	1stRead		
	Rohrbacher: These are two new skill awards for architecture.								
	Rubke: These are stackable skill awards.								

Minutes
 Curriculum and Instruction Committee
 May 23, 2018

	Rohrbacher: Net annual labor demand information is not accurate in the correct spot but the accurate information is in the explanation.								
	Kretzmann: Fill in the annual completers for the Architectural interior design skill award.								
	Items # 47 and #48 were taken together.								
49	MOA 101	COURSE	Create	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATION	New Course	2ndRead	Carried/ Unanimous	Frontini/ Delto
50	Health Occupations skill award	PROGRAM	Create	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATION	New Program	2ndRead		
	Rohrbacher: I worked with Sonali to make the changes that were recommended during the first read. Annual labor information has been added.								
	Items #49 and #50 were taken together.								