**Glendale Community College
Curriculum & Instruction Committee**

Minutes

Wednesday, May 9, 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, Maria Czech, Byron Delto, Julie Gamberg, Jayson Helgeson, Kohar Kesian, Maria Kretzmann, Kevin Mack, Araik Eric Margaryan, Paul Mayer, Brian Mc Donald, Carol Paxton, Michael Ritterbrown, Scott Rubke, Yvette Ybarra

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

Minutes Recorder: Patrik Namagardi

Guests Present: Troy Davis, Sonali Perera

Absent: Tina Andersen-Wahlberg, Agnes Eguaras, Flavio Frontini, Arda Najarian, Alfred Ramirez, Jan Swinton, Fabiola Torres,

Approval of Minutes

MSC **(Delto/Paxton)** to approve the minutes of April 25, 2018 Curriculum & Instruction Committee

I.   **Announcements**

C-ID revisions needed:
~~ADMJ 116~~
ART 101H
ART 107

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ART 108
ECON 102H
~~MATH 100~~
~~MATH 110~~
MUSIC 211
MUSIC 236
MUSIC 237

CoDE Approved DE Addenda
None

Course Content Standardization (Rohrbacher)
Cortes-Make sure the content here is the full content and not just the C-ID descriptions. C-ID Descriptors are like a skeleton of the course. Often, course content needs to be added, especially for CSU/UC/USC transfer courses.
Rohrbacher- Course descriptions need to include main topics and sub-topics.

Supplemental Forms (Rohrbacher)
Rohrbacher- When doing course proposals, these forms are needed for prerequisites, requisites, and recommended preps. When you are asked for a supplemental form in CMS, click "Supplementals" and fill in the forms as well as provide rationales. New courses need Box 1 and 3. Revised courses need Boxes 2 and 3, which now work, so you can put rationales in these boxes. Please read the form carefully and fill it out as completely as possible. Ask for help if you need it.
Repeatability form only needs to be filled out for the classes that have repeatability.

CIP and SAM Codes (Rohrbacher)
Rohrbacher-Provide CIP codes for courses and programs.
Karpp- CIP codes for programs are important to keep consistent.
Saucedo- CIP codes are used for classification of courses nationally. Relate them to SOC codes because they line up with the labor market codes. Also use the CIP to TOP code crosswalk to ensure both codes link up. SAM code is for occupational status.
Traynor- TOP code-general, CIP code-specific, and SOC code- even more specific.

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II. New Business

2018-2019 C&I Schedule **(Rohrbacher)**
Rohrbacher- New schedule has been created and checked multiple times. It follows the same pattern we have been following. Please let me know if corrections are needed.

Articulation update **(Cortes)**
Cortes-If courses count heavily for transfer, we do not have control over them. UC faculty approves them and then they go to the Chancellor's office for approval. These courses are not effective immediately. There is a cycle of transfer—set mechanisms for UC transfer and IGETC (IGETC doesn't get reviewed until after UC). So, please allow at least one year for new courses to go through the cycle of articulation.

Cortes-Title V and Ed Code say we can't use a +/- system, but C- counts in CSU/GE Breadth transfer. We are trying to get legal advice from the Chancellor's Office regarding the use of C-, especially since the UC Chancellor's office now accepts C- for UC Breadth. As a college, we can accept C- from other colleges, but we can't assign C-. The CSU accepts C-, so why can't community colleges? SMC and LACC want to allow students to use C- for Breadth.

Traynor- It is up to the division chairs to check with Richard about when courses are ready to be taught and to make the decision whether to offer them before they've completed the articulation cycle. If courses are offered before they're finished with the articulation cycle, it could affect students negatively, as those courses may not be able to transfer.

III. New Business (Curriculum Action Items)

Item #	Proposal Name	Type	Action	DVSN	DPT	Level Change	Stage	Motion	First&Second
1	ACCTG 175	COURSE	Revise	BUSINESS DIVISION	ACCOUNTING	Substantial Change	2ndRead	carried/ unanimous	Margaryan/ Kesaian
2	MOA 101	COURSE	Create	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATION	New Course	1stRead	carried/ unanimous	Margaryan/ Mack
3	BUSAD 111	COURSE	Revise	BUSINESS DIVISION	BUSINESS ADMINISTRATION	NonSubstantial Change B	2ndRead		

4	BUSAD 178	COURSE	Revise	BUSINESS DIVISION	BUSINESS ADMINISTRATION	Substantial Change	2ndRead		
	Margaryan: Formatting changes on Item #1 were made and no changes were needed for Items #3 and #4.								
	Rohrbacher: These are second reads because of the variable units at the state.								
	Items # 1, 3, and 4 were taken together.								
5	ENGL 101+	COURSE	Create	ENGLISH DIVISION	TRANSFER ENGLISH	New Course	2ndRead	carried/ unanimous	Gamberg/ Cortes
6	ENGL 99	COURSE	Create	ENGLISH DIVISION	DEVELOPMENTAL ENGLISH	New Course	2ndRead		
7	ENGL 199	COURSE	Revise	ENGLISH DIVISION	DEVELOPMENTAL ENGLISH	Substantial Change	2ndRead		
	Gamberg: All suggested minor changes were made.								
	Rohrbacher: ENGL 99 is the non-credit version of ENGL 199.								
	Gamberg: ENGL 101+ is an accelerated course with a lab component.								
	Mayer: ESL 151 students will definitely benefit from this course.								
	Rohrbacher: ENGL 101 and 101+ are equivalent.								
	Mack: How will this affect prerequisites? For classes that have ENGL 101 as a prerequisite, will 101+ be acceptable?								
	Rohrbacher: This is something we will have to decide.								
	Items #5-7 were taken together.								
8	HUMAN 135	COURSE	Revise	ENGLISH DIVISION	HUMANITIES	NonSubstantial Change B	2ndRead	carried/ unanimous	Gamberg/ Mayer
	Gamberg: All suggested minor changes were made.								
	Rohrbacher: Fill in supplemental forms A for recommended preps. Course is getting the 5 year cycle update and is now transferable to CSU.								

9	ABSE 200	COURSE	Create	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	ADULT BASIC AND SECONDARY ED	New Course	2ndRead	carried/ unanimous	Czech/ Kretzmann
10	ABSE 201	COURSE	Create	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	ADULT BASIC AND SECONDARY ED	New Course	2ndRead		
	Czech: No changes were suggested or made since the first read.								
	Items #9 and 10 were taken together								
11	HIST 111H	COURSE	Create	SOCIAL SCIENCES DIVISION	HISTORY	New Course	2ndRead		
12	HIST 118H	COURSE	Create	SOCIAL SCIENCES DIVISION	HISTORY	New Course	2ndRead		
	Mack: Language has been standardized for both honors courses.								
	Items #11 and 12 were taken together.								
13	ST DV 100	COURSE	Revise	STUDENT SERVICES DIVISION	STUDENT DEVELOPMENT	Substantial Change	2ndRead		
	Cortes: The content has been updated now that we have AA-T and AS-T. This course is now transferable and made a little more rigorous.								
	Davis: This is a very important course for EOPS students.								
14	PHOTO 101	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	PHOTOGRAPHY	NonSubstantial Change B	2ndRead	carried/ unanimous	Delto/ Kretzmann
15	PHOTO 103	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	PHOTOGRAPHY	Substantial Change	2ndRead		
16	PHOTO 111	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	PHOTOGRAPHY	NonSubstantial Change B	2ndRead		

				VISUAL & PERFORMING ARTS DIVISION	PHOTOGRAPHY				
17	PHOTO 112	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	PHOTOGRAPHY	Substantial Change	2ndRead		
18	PHOTO 130	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	PHOTOGRAPHY	NonSubstantial Change B	2ndRead		
19	PHOTO 132	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	PHOTOGRAPHY	NonSubstantial Change B	2ndRead		
20	PHOTO 140	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	PHOTOGRAPHY	NonSubstantial Change B	2ndRead		
21	PHOTO 144	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	PHOTOGRAPHY	NonSubstantial Change B	2ndRead		
22	PHOTO 146	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	PHOTOGRAPHY	Substantial Change	2ndRead		
23	PHOTO 156	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	PHOTOGRAPHY	NonSubstantial Change B	2ndRead		
24	PHOTO 158	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	PHOTOGRAPHY	NonSubstantial Change B	2ndRead		
25	PHOTO 160	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	PHOTOGRAPHY	NonSubstantial Change B	2ndRead		
	Delto: Comment and suggestions made during 1st read were taken and changes were made.								
	Delto: Photo 156 and 158 have been named like this for five years and there has been no confusions.								
	Kretzmann: For Photo 158 specify if the 3 units are for lecture or lab.								
	Rohrbacher: Photo 140 shows prerequisite is Photo 110 instead of Photo 111.								

	Delto: That is a glitch in the system because of the course number changes.								
	Cortes: Please provide a list with the old course numbers and new course numbers for the art courses.								
	Items # 14-25 were taken together.								
26	Health Occupations skill award	PROGRAM	Create	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATION	New Program	1stRead		
	Perera: The skill award includes more foundation courses. MOA 101 covers 10-12 occupations and is offered to high school and college Students.								
	Perera: The initial course for the skill award is MOA 101. East Los Angeles has a similar program.								
	Perera: The skill award was actually requested by Crescenta Valley High School.								
	Kretzmann: Net Annual Labor Demand information is 0.								
	Ritterbrown: Although it is a skill award, it is good to have this information.								
	Perera: We will include the information for net annual labor demand.								
	Items #2 and 26 were taken together.								
27	Architectural Advanced Residential Design Skill Award	PROGRAM	Create	TECHNOLOGY & AVIATION DIVISION	ARCHITECTURE	New Program	2ndRead	carried/ unanimous	Rubke/ Gamberg
28	Architectural Introductory Residential Design Skill Award	PROGRAM	Create	TECHNOLOGY & AVIATION DIVISION	ARCHITECTURE	New Program	2ndRead		
29	Architectural Permit Technician Skill Award	PROGRAM	Create	TECHNOLOGY & AVIATION DIVISION	ARCHITECTURE	New Program	2ndRead		
30	Architectural Visualization Skill Award	PROGRAM	Create	TECHNOLOGY & AVIATION DIVISION	ARCHITECTURE	New Program	2ndRead		
	Rohrbacher: Maybe we should provide Labor Market Information for these programs, or at least Net Annual Labor Demand, if we're going to require it from								
	Health Occupations Certificate.								
	Kretzmann: Fill in missing data from some of the awards and also annual completers should be stated in these programs to show they are working.								
	Rohrbacher: It is good to have the information about annual completers because the state might start counting skill awards in regards to funding.								

	Ritterbrown: Providing indicators for students will help them and give them information about jobs in the market.					
	Traynor: Anything CE should have Labor Market Information.					
	Rohrbacher: If LMI data is the same as certificates or other programs then just use the same information.					
	Items # 27-30 were taken together.					