

Minutes
Curriculum & Instruction Committee
November 29, 2017

**Glendale Community College
Curriculum & Instruction Committee**

Minutes

Wednesday, November 29, 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: Erin Calderone, Mark Bowen, Susie Chin, Richard Cortes, Maria Czech, Byron Delto, Flavio Frontini, Julie Gamberg, Kohar Kesian, Maria Kretzmann, Kevin Mack, Araik Eric Margaryan, Paul Mayer, Brian McDonald, Carol Paxton,

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

Minutes Recorder: Patrik Namagardi

Guests Present: Mary Jane Biancheri, Dulay Mike, Wendy Fonarow, Deborah Owens Katherene Rippel, Francien Rohrbacher,

Absent: Tina Andersen-Wahlberg, Mary Elizabeth Barrett, Agnes Eguaras, Jayson Helgeson, Arda Najarian, Alfred Ramirez, Scott Rubke, Jan Swinton, Fabiola Torres,

I. Announcements

C-ID revisions needed:

ADMJ 116
ART 101H
ART 107
ART 108
ECON 102H

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MATH 100
MATH 110
MUSIC 211
MUSIC 236
MUSIC 237

Update from and brief chat with Drew Sugars

- **Drew was not able to attend the meeting**

Update on Curriculum Management System (CMS)

- **Videos and training materials**
Connie and Sarah are working on creating these. The first couple of videos have been completed and are being captioned. PowerPoint versions will also be available.
- **Logging in and switching stages**
- **Move items between stages**
- **Reviewing agenda items in the meeting agenda tool**

Formatting standards for course content

Deadline for first reading spring C & I items, and preliminary review during winter

- All 1st reads and proposals for the first meeting of spring should be put into CMS and into a preliminary status by December 12.

Website updates (course outlines of record, new CMS information, etc.)

- We are making changes to the website and new videos will be uploaded as well.

II. New Business

- A. **Second Read:** Curriculum Handbook (see attachment sent out with agenda or CMS meeting agenda tool)

No substantial changes have been made since last meeting. The only change has been the onboarding of the new Curriculum Coordinator.

- Update/suggestion to also include within handbook the information that it is the responsibility of senate/administration to allow for a reasonable training/onboarding of a new Curriculum Coordinator. To do so, that Curriculum Coordinator job position should be posted and filled in a timely manner such as by the end of the short session prior to the beginning of the Curriculum Coordinator's final term.

MSC (Mayaer/Kretzman) to approve the second read of the curriculum handbook.

B. 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?**

- **This item will be taken at the next meeting**

C. Entering official data into CMS and C & I website maintenance

- **This item will be taken at the next meeting**

D. Division accounts and brainstorming ideas for working in CMS on collaboratively authored courses and programs

- **This item will be taken at the next meeting**

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

- **This item will be taken at the next meeting**

F. 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	1stRead	Carried Unanimous	Frontini/McDonald
	Rippel: This course is about the facets of identity through the lens of Anthropology.								
	Mack: This is not an Ethnic Studies course.								
	McLemore: Recommends to switch the order of assignments to list from most importance to least importance and to fix formatting issues.								
2	ART 132	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	GRAPHIC DESIGN	Nonsubstantial Change A	OnlyR		
	Item 2 was removed from the agenda.								
3	ART 134	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	GRAPHIC DESIGN	Nonsubstantial Change B	1stRead	Carried Unanimous	Mayaer/Delto
4	ART 136	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	GRAPHIC DESIGN	Nonsubstantial Change B	1stRead		
5	ART 137	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	GRAPHIC DESIGN	Nonsubstantial Change B	1stRead		
6	ART 251	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	GRAPHIC DESIGN	Nonsubstantial Change B	1stRead		
7	ART 255	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	GRAPHIC DESIGN	Nonsubstantial Change B	1stRead		
	McLemore: Courses can be taken as a requisite or prerequisite.								

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	McLemore: Change PCC to GCC in form								
	Items 3-7 were taken together.								
8	BUSAD 131	COURSE	Revise	BUSINESS DIVISION	BUSINESS ADMINISTRATION	Nonsubstantial Change B	2ndRead	Carried Unanimous	Margaryan/ Kretzman
	Kretzman: The out of class assignments show as not applicable, which is not possible.								
9	CHLDV 101	COURSE	Create	SOCIAL SCIENCES DIVISION	CHILD DEVELOPMENT	New Course	1stRead	Carried Unanimous	Gamberg/ Cortes
	Biancheri: This is a basic intro course to teaching in a classroom setting.								
	Biancheri: The exit standards will be updated and aligned with the CID descriptor between meetings.								
	McLemore: Move lab hours to TBA section.								
10	CO ED 101	COURSE	Revise	BUSINESS DIVISION	COOPERATIVE EDUCATION	Substantial Change	2ndRead	Carried Unanimous	McLemore/ Cortes
	McLemore: The clarification for the repeatability is 12 units max or 4 times.								
11	ECT 210	COURSE	Create	TECHNOLOGY & AVIATION DIVISION	ELECTRONICS & COMP TECHNOLOGY	New Course	1stRead		
	Herworth: This course is about PLC.								
	McLemore: Supplemental forms are needed for prerequisites.								
	Rohrbacher: CMS needs to fix form to show accurate info about accrued costs for course.								
12	MATH 100	COURSE	Revise	MATHEMATICS DIVISION	TRANSFER MATH	Nonsubstantial Change B	2ndRead	Carried Unanimous	Paxton/ Kretzman
13	MATH 101	COURSE	Revise	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	Nonsubstantial Change B	2ndRead		
	Paxton: Minor content updates and textbook changes were made to Math 100 & 110.								
	Paxton: STEM was added to the title for Math 101.								
	Items 12,13,18, and 20 were taken together.								

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14	MATH 103E	COURSE	Create	MATHEMATICS DIVISION	TRANSFER MATH	New Course	1stRead	Carried Unanimous	Paxton/McLemore
15	MATH 103EH	COURSE	Create	MATHEMATICS DIVISION	TRANSFER MATH	New Course	1stRead		
16	MATH 104E	COURSE	Create	MATHEMATICS DIVISION	TRANSFER MATH	New Course	1stRead		
17	MATH 104EH	COURSE	Create	MATHEMATICS DIVISION	TRANSFER MATH	New Course	1stRead		
Items 14-17 were taken together									
18	MATH 110	COURSE	Revise	MATHEMATICS DIVISION	TRANSFER MATH	Nonsubstantial Change B	2ndRead		
Items 12,13,18, and 20 were taken together.									
19	MATH 130	COURSE	Revise	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	Substantial Change	1stRead	Carried Unanimous	Paxton/Kretzman
Paxton: This course was tabled last time due to the lecture hours.									
Paxton: Originally it was 8 lecture hours, but it was decided 5 lec hours and 1 lab hour.									
Kretzman: Move lab hours into the correct section.									
20	MATH 131	COURSE	Revise	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	Nonsubstantial Change B	2ndRead		
Items 12,13,18, and 20 were taken together.									
21	MATH 136	COURSE	Revise	MATHEMATICS DIVISION	TRANSFER MATH	Nonsubstantial Change B	1stRead	Carried Unanimous	Paxton/Mack
Paxton: Two requisites have been added.									
	McLemore: Remove Math 220S as a prerequisite. No need for it.								

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22	MATH 136H	COURSE	New	MATHEMATICS DIVISION	TRANSFER MATH	New Course	1stRead	Carried Unanimous	Paxton/ Gamberg
Paxton: This course has more enhanced projects and out of class assignments.									
McLemore: Add Math 246 B and take Math 220S off.									
23	MATH 138	COURSE	Revise	MATHEMATICS DIVISION	TRANSFER MATH	Nonsubstantial Change B	1stRead	Carried Unanimous	Paxton/ Kesian
Paxton: This course is being aligned for CID and working to rewrite exit standards and course content.									
24	MUSIC 120	COURSE	Revise	VISUAL & PERFORMING ARTS DIVISION	NON- COMMERCIAL MUSIC	Technical Change	OnlyR		
Item 24 was removed from the agenda									
25	PE 210	COURSE	Revise	KINESIOLOGY DIVISION	PHYSICAL EDUCATION	Substantial Change	1stRead	Carried Unanimous	Ybarra/ Maeyer
26	PE 211	COURSE	Revise	KINESIOLOGY DIVISION	PHYSICAL EDUCATION	Nonsubstantial Change B	1stRead		
Ybarra: No changes have been made to the actual course.									
Items 25 and 26 were taken together.									
27	POL S 115	COURSE	New	SOCIAL SCIENCES DIVISION	POLITICAL SCIENCE	New Course	1stRead	Carried Unanimous	Mack/ McDonald
Garay: This course focuses on formal government institutions and formal strategies.									
Garay: Going forward this course will be included in the Political ADT.									
Dulay: This course will be offered once a year for now.									
28	SOC 101	COURSE	Revise	SOCIAL SCIENCES DIVISION	SOCIOLOGY	Nonsubstantial Change B	1stRead	Carried Unanimous	McDonald/ McLemore
McLemore: Review the CLEP for social science. This course should be included									
29	SOC 101H	COURSE	New	SOCIAL SCIENCES DIVISION	SOCIOLOGY	New Course	1stRead	Carried Unanimous	Mayer/ McDonald

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	Mack: This is another scholars course/honors enhancements. McLemore: This class can be combined or m-pulled with non-honors sections								
30	SOC S 101	COURSE	New	SOCIAL SCIENCES DIVISION	SOCIAL SCIENCES	Nonsubstantial Change B	1stRead	Carried Unanimous	McDonald/Mayer
	McLemore: Revisit the conversation of class number at second read.								
31	Armenian Language	PROGRAM	Create	LANGUAGE ARTS DIVISION	ARMENIAN	New Program	1stRead	Carried Unanimous	Frontini/Mayaer
32	French Language	PROGRAM	Create	LANGUAGE ARTS DIVISION	FRENCH	New Program	1stRead		
33	Japanese Language	PROGRAM	Create	LANGUAGE ARTS DIVISION	JAPANESE	New Program	1stRead		
34	Spanish Language	PROGRAM	Create	LANGUAGE ARTS DIVISION	SPANISH	New Program	1stRead		
	Frontini: These are basically like the AA degrees but certificates.								
	McLemore: Foreign Language AA coming soon.								
	Items 31-34 were taken together.								
35	Anthropology ADT	PROGRAM	Revise	LANGUAGE ARTS DIVISION	Anthropology	Program Revision	1stRead	Carried Unanimous	Frontini/McDonald
	Fonarow: Had to make revisions because of 115 and add classes from other disciplines.								
	This creates more opportunities for people to earn AATs.								
	McLemore: recommends providing additional guidance to students to show them exactly what courses to take based on transfer path and make elective options less confusing Fonarow strongly disagreed with this recommendation.								