

Minutes
Curriculum & Instruction Committee
November 8, 2017

**Glendale Community College
Curriculum & Instruction Committee**

Minutes

Wednesday, November 8, 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, Susie Chin, Richard Cortes, Maria Czech, 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: Jolie Morris, Nancy Traynor

Minutes Recorder: Patrik Namagardi

Guests Present: Troy Davis, Francien Rohrbacher, Andra Verstrate

Absent: Tina Andersen-Wahlberg, Mary Elizabeth Barrett, Mark Bowen, Agnes Eguaras, Edward Karpp, Arda Najarian, Alfred Ramirez, Jan Swinton, Fabiola Torres, Yvette Ybarra, Terrence Yu

Approval of Minutes

MSC (**Mack/Margaryan**) to approve the minutes of October 25, 2017 Curriculum & Instruction Committee

I. Announcements

C-ID revisions needed:

ADMJ 116

ART 101H
ART 107
ART 108
ECON 102H
MATH 100
MATH 110
MUSIC 211
MUSIC 236
MUSIC 237

Update on Curriculum Management System (CMS)

- **Videos and training materials**
- **Logging in and switching stages**
- **Move items between stages**
- **Reviewing agenda items in the meeting agenda tool**

II. New Business

- A. **Second Read: Curriculum Handbook (see attachment sent out with agenda or CMS meeting agenda tool)**
- 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.
 - This item will be taken at the next meeting.
- 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?**
- 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. Articulation update (**Cortes**)

- ASSIST has yet to look at our proposals but hopefully they will soon. The state's articulation system is very backlogged.

III. New Business (Curriculum Action Items)

Item#	Proposal Name	Type	Action	DVSN	DPT	Level Change	Stage	Motion	First&Second
1	BIOL 112	COURSE	Revise	BIOLOGY DIVISION	BIOLOGY	Substantial Change	2ndRead	Carried Unanimous	Kretzman/ Frontini
2	BUSAD 131	COURSE	Revise	BUSINESS DIVISION	BUSINESS ADMINISTRATION	Nonsubstantial Change B	1stRead	Carried Unanimous	Margaryan/ Mayer
This course has math requisite options added. However the "or equivalent" language will not be added at this time.									
3	CO ED 101	COURSE	Revise	BUSINESS DIVISION	COOPERATIVE EDUCATION	Substantial Change	1stRead	Carried Unanimous	Gamberg/ Kretzman
Traynor asked that the course authors clarify how many times the course may be taken as it is repeatable.									
4	ENGL 111	COURSE	Revise	ENGLISH DIVISION	TRANSFER ENGLISH	Nonsubstantial Change A	1stRead	Carried Unanimous	Gamberg/ Mayer
Course is being updated as part of its regular cycle of curriculum review with no significant changes at this time									
5	ENGL 114	COURSE	Create	ENGLISH DIVISION	TRANSFER ENGLISH	New Course	2ndRead	Carried Unanimous	Gamberg/ Kretzman
7	ENGL 115	COURSE	Create	ENGLISH DIVISION	TRANSFER ENGLISH	New Course	2ndRead		
8	ENGL 118	COURSE	Create	ENGLISH DIVISION	TRANSFER ENGLISH	New Course	2ndRead		

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	Discussion ensued as to whether courses would make enrollment minimums. Dr. Ritterbrown asked that the enrollment be monitored carefully.								
	Items 5-8 were taken together								
9	HIST 141H	COURSE	Create	SOCIAL SCIENCES DIVISION	HISTORY	New Course	2ndRead	Carried Unanimous	Mack/ Frontini
	Kretzman asked that the course's negative content hours be fixed								
	McLemore explained that courses do not have altered content but merely altered catalog statements and out of class assignments								
	Traynor explained that honors courses can be m-pulled or run as combined sections with non honors courses								
10	MATH 100	COURSE	Revise	MATHEMATICS DIVISION	TRANSFER MATH	Nonsubstantial Change B	1stRead	Carried Unanimous	Paxton/ Kretzman
	Paxton explained that one exit standard was modified to expand on what is being described. Otherwise, no changes were made.								
11	MATH 101	COURSE	Revise	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	Nonsubstantial Change A	OnlyR	Carried Unanimous	Paxton/ Mayer
	Paxton noted that the title should be changed to Intermediate algebra for STEM.								
	McLemore explained that this item will require a second read because of the title change.								
12	MATH 110	COURSE	Revise	MATHEMATICS DIVISION	TRANSFER MATH	Nonsubstantial Change B	1stRead	Carried Unanimous	Paxton/ Delto
13	MATH 130	COURSE	Revise	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	Nonsubstantial Change A	OnlyR	Tabled	Paxton/ Kretzman
	McLemore- Move to table the item until a question regarding the hours can be resolved.								
14	MATH 131	COURSE	Revise	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	Nonsubstantial Change B	1stRead	Carried Unanimous	Paxton/ McLemore
	Paxton explained that minor updates to the course were made.								
15	MATH 220S	COURSE	Create	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	New Course	2ndRead	Carried Unanimous	Paxton/ Mayer
	McLemore mentioned that this is an important class for the college to have to bridge students from non-STEM to STEM								
	Rohrbacher noted that the TOP code is incorrect. Currently it is for Agriculture and should be amended before the next meeting.								
16	PE 142	COURSE	Create	KINESIOLOGY DIVISION	PHYSICAL EDUCATION	New Course	2ndRead	Carried Unanimous	Calderone/ McLemore
	Items 16 & 19-20 were taken together								

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17	PE 210	COURSE	Revise	KINESIOLOGY DIVISION	PHYSICAL EDUCATION	Substantial Change	1stRead		Kretzman/ Mayer
18	PE 211	COURSE	Revise	KINESIOLOGY DIVISION	PHYSICAL EDUCATION	Nonsubstantial Change B	1stRead		
McLemore-moved to table items as the representative had left the meeting and would not be able to explain curriculum.									
Items 17 & 18 were taken together									
19	PE 296	COURSE	Create	KINESIOLOGY DIVISION	PHYSICAL EDUCATION	New Course	2ndRead		
20	PE 297	COURSE	Create	KINESIOLOGY DIVISION	PHYSICAL EDUCATION	New Course	2ndRead		
Items 16 & 19-20 were taken together									
21	PSYCH 200	COURSE	Revise	SOCIAL SCIENCES DIVISION	PSYCHOLOGY	Nonsubstantial Change B	2ndRead	Carried Unanimous	Mack/Cortes
22	Armenian Language	PROGRAM	Create	LANGUAGE ARTS DIVISION	ARMENIAN	New Program	2ndRead	Carried Unanimous	Frontini/ Kretzman
Items 22 and 25-28 were taken together									
23	Creative Writing	PROGRAM	Create	ENGLISH DIVISION	TRANSFER ENGLISH	New Program	2ndRead	Carried Unanimous	Gamberg/ Frontini
24	English Option 2: Creative Writing	PROGRAM	Create	ENGLISH DIVISION	TRANSFER ENGLISH	New Program	2ndRead		
Items 23 & 24 were taken together									
25	French Language	PROGRAM	Create	LANGUAGE ARTS DIVISION	FRENCH	New Program	2ndRead		
26	Italian Language	PROGRAM	Create	LANGUAGE ARTS DIVISION	ITALIAN	New Program	2ndRead		
27	Japanese Language	PROGRAM	Create	LANGUAGE ARTS DIVISION	JAPANESE	New Program	2ndRead		

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28	Spanish Language	PROGRAM	Create	LANGUAGE ARTS DIVISION	SPANISH	New Program	2ndRead		
	McLemore- The number for new faculty positions should be 0.								
	Items 22 and 25-28 were taken together								
29	SOC 101	COURSE	Revise	SOCIAL SCIENCES DIVISION	SOCIOLOGY	Nonsubstantial Change B	1stRead	Tabled	Kretzman/ Mayer
	Discussion ensued as to the proposed deletion of credit by exam. Somefaculty believed faculty should only get credit for the course if at GCC								
	The item was tabled pending more information from the Division Chair. McLemore and Dr. Ritterbrown asked that this proposal be considered carefully.								