

Minutes
Curriculum & Instruction Committee
October 25, 2017

**Glendale Community College
Curriculum & Instruction Committee**

Minutes

Wednesday, October 25, 2017

1:40p.m., SG 137

Co-Chairs: Sarah McLemore 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, 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: Edward Karpp, Jolie Morris, Nancy Traynor, Yvette Ybarra

Minutes Recorder: Ricroasha Thomas

Guests Present: Sevada Isayan, Kate Martin-Rowe, Patrik Namagardi, Francien Rohrbacher

Absent: Tina Andersen-Wahlberg, Agnes Eguaras, Arda Najarian, Alfred Ramirez, Michael Ritterbrown, Jan Swinton, Fabiola Torres, Terrence Yu

Approval of Minutes

MSC (**Frontini/Calderone**) to approve the minutes of September 27, 2017 Curriculum & Instruction Committee

I. Announcements

C-ID revisions needed:

ADMJ 116
ART 101H

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

Art course update (textbooks have been updated per request from May/June C & I meetings)

- **When these courses are finalized by Nancy after changes are approved by the Chancellor's Office, we will go ahead and add in the finalized, updated textbook information.**

Update on Curriculum Management System (CMS)

- **Default font/font size**
 - Use Arial 9
- **Use Microsoft Edge or Google Chrome**
 - CMS works better in Microsoft Edge or Google Chrome
- **New calendar coming soon and plan for November and December meetings**
 - There will be a change in the calendar to allow time for courses to be loaded in CMS
- **Videos and training materials**
- **Logging in and switching stages**
 - Once you login, you'll automatically be working from your highest stage of permissions. To work at a lower level, change your stage within "Configurations"
- **Reviewing agenda items in the meeting agenda tool**
 - Agenda can be reviewed by selecting the "Home" tab

II. New Business

- A. **First Read:** Curriculum Handbook (**see attachment sent out with agenda**)
 - 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 (Mayer/Kretzmann)** to approve the First Read of the Curriculum Handbook
- B. Systematizing Dean Review, Division Chair Sign-Off, Articulation, and Library approval of courses and programs within CMS
- C. Entering official data into CMS and C & I website maintenance
 - All courses approved last year are being uploaded in official data
- D. Division accounts and brainstorming ideas for working in CMS on collaboratively authored courses and programs
- E. Articulation update (**Cortes**)
 - **No update**

III. Old Business

Item #	Proposal Name	Type	Action	DVSN	DPT	Level Change	Stage	Motion	First&Second
1	CO ED 101	COURSE	Revise	BUSINESS DIVISION	COOPERATIVE EDUCATION	Substantial Change	1stR	Postpone	Mayer/Gamberg
3	ENGL 114	COURSE	Create	ENGLISH DIVISION	TRANSFER ENGLISH	New Course	1stR	Carried Unanimous	Gamberg/ Frontini
Items 3, 4 & 10 were taken together									
4	ENGL 115	COURSE	Create	ENGLISH DIVISION	TRANSFER ENGLISH	New Course	OnlyR		

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	Items 3, 4 & 10 were taken together								
5	ENGL 122	COURSE	Revise	ENGLISH DIVISION	TRANSFER ENGLISH	Nonsubstantial Change A	OnlyR	Carried Unanimous	Gamberg/Paxton
6	ENGL 106	COURSE	Revise	ENGLISH DIVISION	TRANSFER ENGLISH	Nonsubstantial Change A	OnlyR		
7	ENGL 105	COURSE	Revise	ENGLISH DIVISION	TRANSFER ENGLISH	Nonsubstantial Change A	OnlyR		
8	ENGL 125	COURSE	Revise	ENGLISH DIVISION	TRANSFER ENGLISH	Nonsubstantial Change A	OnlyR		
9	ENGL 123	COURSE	Revise	ENGLISH DIVISION	TRANSFER ENGLISH	Nonsubstantial Change A	OnlyR		
	Items 5 - 9 & 11 were taken together								
10	ENGL 118	COURSE	Create	ENGLISH DIVISION	TRANSFER ENGLISH	New Course	1stR		
	Items 3, 4 & 10 were taken together								
11	ENGL 127	COURSE	Revise	ENGLISH DIVISION	TRANSFER ENGLISH	Nonsubstantial Change B	1stR		
	Items 5 - 9 & 11 were taken together								
12	BIOL 112	COURSE	Revise	BIOLOGY DIVISION	BIOLOGY	Nonsubstantial Change B	1stR	Carried Unanimous	Kretzmann/ Frontini
	Cortes - Neighboring community colleges already have a pre-req of Anatomy and it's much needed								
	McLemore - Catalog Statement should read BIOL 112 instead of Biology 112								
13	PE 142	COURSE	Create	KINESIOLOGY DIVISION	PHYSICAL EDUCATION	New Course	1stR	Carried Unanimous	Calderone/Gamberg
14	PE 296	COURSE	Create	KINESIOLOGY DIVISION	PHYSICAL EDUCATION	New Course	1stR		
15	PE 297	COURSE	Create	KINESIOLOGY DIVISION	PHYSICAL EDUCATION	New Course	1stR		
	McLemore - Add pre-requisites under Preconditions For Enrollment								

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	Items 13 - 15 were taken together								
16	SPAN 125	COURSE	Delete	LANGUAGE ARTS DIVISION	SPANISH		OnlyR	Carried Unanimous	Frontini/ Kretzmann
17	SPAN 126	COURSE	Delete	LANGUAGE ARTS DIVISION	SPANISH		OnlyR		
	Frontini - A new proposal for ADT in Spanish is being created								
	Item 16 & 17 were taken together								
18	MATH 220S	COURSE	Create	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	New Course	1stR	Carried Unanimous	Paxton/ Kretzmann
	McLemore - Lab Hours need to be distributed under Lab Hours & removed from Lecture Hours								
19	PSYCH 200	COURSE	Revise	SOCIAL SCIENCES DIVISION	PSYCHOLOGY	Nonsubstantial Change A	OnlyR	Carried Unanimous	Mack/Cortes
20	HIST 141H	COURSE	Create	SOCIAL SCIENCES DIVISION	HISTORY	New Course	1stR	Carried Unanimous	Mack/Mayer
21	English Option 2: Creative Writing	PROGRAM	Create	ENGLISH DIVISION	TRANSFER ENGLISH	New Program	1stR	Carried Unanimous	Gamberg/ Frontini
22	Creative Writing	PROGRAM	Create	ENGLISH DIVISION	TRANSFER ENGLISH	New Program	1stR		
	Items 21 & 22 were taken together								
23	French Language	PROGRAM	Create	LANGUAGE ARTS DIVISION	FRENCH	New Program	1stR	Carried Unanimous	Frontini/ Kretzmann
24	Japanese Language	PROGRAM	Create	LANGUAGE ARTS DIVISION	JAPANESE	New Program	1stR		

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25	Spanish Language	PROGRAM	Create	LANGUAGE ARTS DIVISION	SPANISH	New Program	1stR		
26	Armenian Language	PROGRAM	Create	LANGUAGE ARTS DIVISION	ARMENIAN	New Program	1stR		
27	Italian Language	PROGRAM	Create	LANGUAGE ARTS DIVISION	ITALIAN	New Program	1stR		
	Frontini - The old degree will be used until the new degrees are completed								
	Items 23 - 27 were taken together								