

Minutes  
Curriculum and Instruction Committee  
September 27, 2017

**Glendale Community College  
Curriculum & Instruction Committee**

**Minutes**

**Wednesday, September 27, 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:** Agnes Eguaras, Edward Karpp, Jolie Morris

**Minutes Recorder:** Ricroasha Thomas

**Guests Present:** Troy Davis, Catherine Dudley, Patrik Namagardi, Dana Nartea, Francien Rohrbacher

**Absent:** Tina Andersen-Wahlberg, Arda Najarian, Alfred Ramirez, Michael Ritterbrown, Jan Swinton, Fabiola Torres, Nancy Traynor, Yvette Ybarra, Terrence Yu

**Approval of Minutes**

MSC (**Chin/Czech**) to approve the minutes of September 13, 2017 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

### **Curriculum Coordinator job description posting (coming soon)**

- Contact Sarah McLemore if you are interested in being the Curriculum Coordinator for Spring 2018. Job announcement is coming soon!

### **GCC Wellness Challenge**

## **II. New Business**

A. **First Read:** BP 6140.3 “Types of Courses Appropriate to an Associate Degree” (see attachment sent out with agenda)

- MSC (**Mayer/Frontini**) to approve the first read
- Carol Paxton will email Sarah with slight changes to the language regarding math content
- Committee recommends content is placed in the C&I handbook instead of being approved as an AR
- Paul Mayer recommends offering courses in ASL as non-credit & credit

B. **Second Read:** Cultural Diversity Requirement Criteria (**see attachment sent out with agenda**)

- MSC (**Cortes/Frontini**) to approve second read
- Culturally deaf experience was added

C. Timeline for receiving information on labor market data (top occupations for AS, Certificate, and BA/BS earners) from the Center for Excellence

## Minutes

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- It is recommended that data becomes available in Spring to be reviewed and considered in Fall. Data will also be shared with IPCC and, likely Team A. C & I will forward any recommendations to these groups and Academic Affairs as appropriate.

#### D. CMS updates and implementation

- Launching a proposal (setting up a workflow for course revisions)
  - Notify Curriculum in advance of any courses you'd like to revise. Curriculum will then input information into CMS so changes can be made
- Prerequisites, entry expectations, and exit standards (discussion of what to do with substantial mismatches between exit standards for prerequisite courses and entry expectations for target courses)
  - 1 hour of lecture = 18 hours
- Out of compliance courses (determining a plan for addressing out of date courses)
  - Courses need to be revised every 5 years
- DE certification
  - No discussion

#### E. Curriculum Handbook (**see attachment sent out with agenda**)

- Section on honors courses, internships & field studies were added
- "Types of Courses Appropriate to an Associate Degree" will be added to Curriculum Handbook

#### F. Guided Pathways Topics/update (**Ritterbrown**)

#### G. Articulation update (**Cortes**)

- No update

#### H. Marketing and C & I

- No update. Sarah has contacted Drew Sugars and asked him to attend a C & I meeting and or meet with C & I folks to discuss topics relating to curriculum and marketing. She will continue following up to get the meeting scheduled.