

Glendale Community College
Curriculum & Instruction Committee
Minutes

Wednesday, December 8, 2021; 2:00 p.m. via Zoom

Present (Voting Members): Michael Ritterbrown (Co-Chair), Francien Rohrbacher (Co-Chair), Erin Calderone, Reut Cohen Schorr, Aisha Conner-Gaten, Richard Cortes, Maria Czech, Jayson Helgeson, Chris Herwerth, Kohar Kesian, Maria Kretzmann, Beth Kronbeck, Araik Eric Margaryan, Paul Mayer, Brian McDonald, Suzanne Palermo, Joanna Parypinski, Rita Zobayan

Present (Resource, Non-Voting): Agnes Eguaras, Alexandra Evans, Ed Karpp, Jolie Morris, Piper Rooney, Freddy Saucedo, Nancy Traynor, Yvette Ybarra, Terrence Yu

Absent (Voting Members): Sevada Chamras, Byron Delto

Guests: Roger Dickes, Sonali Perera, Karoline Rostamiani, Shelley Thai

Call to Order

C&I Committee Co-Chair Francien Rohrbacher called the meeting to order at 2:01 p.m.

Approval of Minutes

MSC (Cortes/Cohen Schorr) to approve the minutes of November 24, 2021 Curriculum & Instruction Committee with minor corrections.

I. Announcements

CoDE Approved DE Addenda: N/A

II. Ongoing Business

The role of C&I in Promoting DEIA. The November workshop with Beth and Francien has been postponed until Spring.

Beth pointed out that Master Planning Team A recently approved the recommendations made by the Academic Senate DEIA Committee to the Institutional Master Plan and C&I Committee, which has been promoting its role in DEIA, is actually helping fulfill the IMP.

Update on DE Addendum in CMS (Rohrbacher, Rooney). The DE Addendum form is reverting to Google forms. Piper sent a link to the forms. The deadline to submit DE Addenda for the Fall semester is tonight, December 8, and tomorrow, December 9, 2021. Piper sent emails notifying instructors regarding their DE Addendum.

III. New Business

Articulation (Cortes). Richard will be submitting courses for IGETC and CSU GC Breadth review, including Ethnic Studies and courses which should have been submitted last year.

Richard's articulation association, the California Intersegmental Articulation Council (CIAC) sent a letter to the Intersegmental Committee of the Academic Senates (ICAS) to express its concern over the merging of the two transfer GE patterns into one, and with no articulation presence. ICAS responded and there may be CIAC representation.

eLumen Update (Ritterbrown). Dr. Ritterbrown, Francien, and Nancy met with the eLumen implementation team earlier this week. They discussed a timeline with the goal of full implementation by Fall semester 2022. We will request a flat file from CMS in January; transfer data into eLumen in the spring; clean up in the summer; and launch the curriculum cycle in the fall. We hope to complete the whole process by winter 2023.

Since we will be requesting a flat file from CMS in January, today will be the last day to process proposals. We cannot input any data into CMS after today. We have requested a meeting with CMS on January 10. C&I reps are advised to download or print from CMS the proposals (with justifications and changes) which are going through the approval process, before that date. You may work on curriculum using other programs but not CMS.

We will need C&I reps to confirm the integrity of the data after they have been transferred into eLumen. You will be compensated with non-instructional stipends for the extra work.

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Dr. Ritterbrown, Francien and Nancy will contact the Chancellor’s Office regarding DE Addenda approval requirements and request a grace period while we’re going through the transition.

We will continue to hold committee meetings during the Spring semester to ensure that eLumen updates are disseminated.

IV. Curriculum Action Items (ACCJC Standard II.A.16)

Items with (*) need to be reviewed. Items with (%) have new or revised advisories.	Proposal Name	Type	Action	Stage	Division	Department	Level Change	Motion	First/Second
	2nd Reads								
1	ABSE 186	COURSE	Revise	2ndRead	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	ADULT BASIC AND SECONDARY ED	Substantial Change	Carried	Czech/Calderone
2	ABSE 187	COURSE	Revise	2ndRead	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	ADULT BASIC AND SECONDARY ED	Substantial Change		
	Czech: Made all minor changes suggested by committee; filled out DE Addenda.								
	Items 1 and 2 were taken together.								
3	BIOL 48	COURSE	Revise	2ndRead	BIOLOGY DIVISION	BIOLOGY	Nonsubstantial Change B	Carried	Kretzmann/McDonald
4	BIOL 49	COURSE	Revise	2ndRead	BIOLOGY DIVISION	BIOLOGY	Nonsubstantial Change B		
	Kretzmann: Discussed with Calderone, Kronbeck, and Parypinski their 48 and 49 CORs to create templates. Changed number of units in Item 3 to be consistent.								
	Modified language in Item 49.								
	Items 3 and 4 were taken together.								

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5	BUSAD 166	COURSE	Revise	2ndRead	BUSINESS DIVISION	BUSINESS ADMINISTRATION	Nonsubstantial Change B	Carried	Margaryan/Conner-Gaten
6	BUSAD 170	COURSE	Revise	2ndRead	BUSINESS DIVISION	BUSINESS ADMINISTRATION	Nonsubstantial Change B		
	Margaryan: Cyclical revisions; nothing major.								
	Items 5 and 6 were taken together.								
7	ECON 49	COURSE	Revise	2ndRead	SOCIAL SCIENCES DIVISION	ECONOMICS	Nonsubstantial Change B	Carried	Kronbeck/Kretzmann
	Kronbeck: Fixed future tense.								
8	ENGL 110	COURSE	Revise	2ndRead	ENGLISH DIVISION	TRANSFER ENGLISH	Nonsubstantial Change B	Carried	Parypinski/McDonald
9	ENGL 48	COURSE	Revise	2ndRead	ENGLISH DIVISION	TRANSFER ENGLISH	Nonsubstantial Change B		
10	ENGL 49	COURSE	Revise	2ndRead	ENGLISH DIVISION	TRANSFER ENGLISH	Nonsubstantial Change B		
	Parypinski: Items 48 and 49 streamlined language as Kretzmann mentioned. No changes in Item 8.								
	Items 8, 9, and 10 were taken together.								
11	HIST 101	COURSE	Revise	2ndRead	SOCIAL SCIENCES DIVISION	HISTORY	Nonsubstantial Change B	Carried	Kronbeck/Kretzmann
12	HIST 102	COURSE	Revise	2ndRead	SOCIAL SCIENCES DIVISION	HISTORY	Nonsubstantial Change B		
13	HIST 102H	COURSE	Revise	2ndRead	SOCIAL SCIENCES DIVISION	HISTORY	Nonsubstantial Change B		
	Kronbeck: No changes since last reading.								
	Items 11, 12, and 13 were taken together.								
14	JAPAN 48	COURSE	Create	2ndRead	LANGUAGE ARTS DIVISION	JAPANESE	New Course	Carried	Cohen Schorr/Kretzmann

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	Cohen Schorr: No major changes.								
15	KIN 171	COURSE	Revise	2ndRead	KINESIOLOGY DIVISION	KINESIOLOGY	Nonsubstantial Change B	Carried	Calderone/Cohen Schorr
16	KIN 48	COURSE	Create	2ndRead	KINESIOLOGY DIVISION	KINESIOLOGY	New Course		
	Calderone: Adjusted language in Item 16 to conform with other COR 48s. Item 15 no changes since 1 st Read.								
	Items 15 and 16 were taken together.								
17	MATH 111	COURSE	Create	2ndRead	MATHEMATICS DIVISION	TRANSFER MATH	New Course	Carried	Palermo/Parypinski
18	MATH 134	COURSE	Create	2ndRead	MATHEMATICS DIVISION	TRANSFER MATH	New Course		
	Palermo: Changed prereqs per committee suggestion.								
	Items 17 and 18 were taken together.								
19	MOA 181	COURSE	Revise	2ndRead	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATION	Nonsubstantial Change B	Carried	Margaryan/Cohen Schorr
20	MOA 182	COURSE	Revise	2ndRead	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATION	Nonsubstantial Change B		
21	MOA 183	COURSE	Revise	2ndRead	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATION	Nonsubstantial Change B		
22	MOA 197	COURSE	Revise	2ndRead	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATION	Nonsubstantial Change B		
	Perera: Cyclical reviews. Replaced "and" with "or" in prereqs for Item 22: "MOA 181 or 182."								
	Items 19 through 22 were taken together.								
23	SOC 141A	COURSE	Revise	2ndRead	SOCIAL SCIENCES DIVISION	SOCIOLOGY	Substantial Change	Carried	Kronbeck/Mayer
24	SOC 141B	COURSE	Revise	2ndRead	SOCIAL SCIENCES DIVISION	SOCIOLOGY	Substantial Change		
	Kronbeck: No changes since 1st Read.								
	Items 23 and 24 were taken together.								

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25	ST DV 100	COURSE	Revise	2ndRead	STUDENT SERVICES DIVISION	STUDENT DEVELOPMENT	Nonsubstantial Change B	Carried	Zobayan/McDonald
26	ST DV 105	COURSE	Revise	2ndRead	STUDENT SERVICES DIVISION	STUDENT DEVELOPMENT	Substantial Change		
	Zobayan: No changes since last month.								
	Items 25 and 26 were taken together.								
27	Biotechnology AS Degree	PROGRAM	Create	2ndRead	BIOLOGY DIVISION	BIOLOGY	New Program	Carried	Kretzmann/Calderone
28	Biotechnology Certificate of Achievement	PROGRAM	Create	2ndRead	BIOLOGY DIVISION	BIOLOGY	New Program		
29	Biotechnology Research Lab Assistant	PROGRAM	Create	2ndRead	BIOLOGY DIVISION	BIOLOGY	New Program		
30	Biotechnology Research Lab Technician	PROGRAM	Create	2ndRead	BIOLOGY DIVISION	BIOLOGY	New Program		
	Kretzmann: Discussed with Instructor Thai committee comments to align certificate program titles with AS degree but in consultation with Dean Saucedo and after approval of LAOCRC, decided not to change titles for now.								
	Thai shared flow chart of Stackable Certificate of Achievement Awards showing which courses go where. (ACCJC Standard II.A.13)								
	Morris helped with changes to catalog descriptions to distinguish programs.								
	Items 27 through 30 were taken together.								
	1st Reads								
*31	BUSAD 169	COURSE	Revise	1stRead	BUSINESS DIVISION	BUSINESS ADMINISTRATION	Nonsubstantial Change B	Carried	Margaryan/Calderone
	Margaryan: Updated entry standards.								
	MSC to approve Item 31 for 2nd Read.							Carried	Margaryan/McDonald
	Only Reads								

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32%	ENGR 50	COURSE	Revise	OnlyR	TECHNOLOGY & AVIATION DIVISION	ENGINEERING, GENERAL (15)	Nonsubstantial Change A	Carried	Herwerth/McDonald
	MSC to approve change in advisories for Item 32.							Carried	Herwerth/Kretzmann
	Morris: Suggest to change course title to Engineering Internship to be consistent with other COR 50s.								
	MSC to approve Item 32 for 2nd Read.							Carried	Herwerth/Kronbeck
33%	LIB 100	COURSE	Revise	OnlyR	LIBRARY DIVISION	LIBRARY	Nonsubstantial Change A	Carried	Conner-Gaten/McDonald
34%	LIB 48	COURSE	Revise	OnlyR	LIBRARY DIVISION	LIBRARY	Nonsubstantial Change A		
	MSC to approve change in advisories for Items 33 and 34.							Carried	Conner-Gaten/Calderone
	Item 33 added OER.								
	Items 33 and 34 were taken together.								

V. Adjournment

The meeting was adjourned at 3:35 p.m.

Next C&I meeting: Wednesday, February 23, 2022; 2 p.m. via Zoom

Minutes recorded and transcribed by Nonah Maffit.