

Glendale Community College
Curriculum & Instruction Committee
Minutes

Wednesday, November 24, 2021; 2:00 p.m. via Zoom

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

Guests: Melina Abramyan, Mike Allen, Diana Carillo, Roger Dickes, Richard Neufeld, Karoline Rostamiani, Jeremy Talaoc, Stephanie Yau

Call to Order

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

Approval of Minutes

MSC (Kretzmann/Mayer) to approve the minutes of November 10, 2021 Curriculum & Instruction Committee.

I. Announcements

Preliminary Review. The next preliminary review deadline for cyclical revisions is January 13, 2022. If you have course outlines that need corrections or have advisories that need to be updated, please submit them through Fall 2021. Remaining deadline to submit them is December 1 for the December 8th agenda (last meeting of the Fall semester).

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	Deletion								
1	POL S 106	COURSE	Delete	1stRead	SOCIAL SCIENCES DIVISION	POLITICAL SCIENCE		Carried	Kronbeck/Kretzmann
	OnlyR								
2%	BIOL 125	COURSE	Revise	OnlyR	BIOLOGY DIVISION	BIOLOGY	Nonsubstantial Change A	Carried	Kretzmann/Calderone
3%	BIOL 125H	COURSE	Revise	OnlyR	BIOLOGY DIVISION	BIOLOGY	Nonsubstantial Change A		
	MSC to approve change in advisories for Items 2 and 3.							Carried	Kretzmann/Conner-Gaten
	Kretzmann: Deleted obsolete ENGL; updated textbooks, hours; added Pass/No Pass option.								
*4	BUSAD 169	COURSE	Revise	OnlyR	BUSINESS DIVISION	BUSINESS ADMINISTRATION	Nonsubstantial Change A	Tabled	Kretzmann/Mayer
	Margaryan: Cyclical review, minor changes.								
	Kretzmann: Entry standards 1, 2, and 14 not populated.								
	Margaryan: Will discuss with Instructor Bender.								
*5	ENGL 48	COURSE	Revise	OnlyR	ENGLISH DIVISION	TRANSFER ENGLISH	Nonsubstantial Change A	Carried	Parypinski/Kretzmann
*6	ENGL 49	COURSE	Revise	OnlyR	ENGLISH DIVISION	TRANSFER ENGLISH	Nonsubstantial Change A		
	Parypinski: Cyclical reviews, no changes.								
	Kretzmann shared feedback on BIOL 48 & 49: Suggest removing "well-qualified student" in catalog statement.								
	ECON COR used "a motivated student." Future tense in catalog statement. May be good to standardize								
	number of units required for all COR 49. For COR 48, suggest to broaden language regarding different								
	country; maybe same area with different theme or focus.								
	Traynor: One general language for all COR 48 and 49. Will discuss with Rohrbacher and Mora (A&R).								
	Ritterbrown: Universal template ideal.								
	Items 5 and 6 were taken together.								
*7	KIN 170	COURSE	Revise	OnlyR	KINESIOLOGY DIVISION	KINESIOLOGY	Nonsubstantial Change A	Carried	Calderone/Kretzmann
	Calderone: Cyclical review; CE course/2-year cycle. Textbook only one of its kind.								
*8	MOA 180	COURSE	Revise	OnlyR	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATION	Nonsubstantial Change A	Carried	Margaryan/Czech

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*9	MOA 184	COURSE	Revise	OnlyR	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATION	Nonsubstantial Change A		
*10	MOA 185	COURSE	Revise	OnlyR	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATION	Nonsubstantial Change A		
*11	MOA 188	COURSE	Revise	OnlyR	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATION	Nonsubstantial Change A		
*12	MOA 193	COURSE	Revise	OnlyR	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATION	Nonsubstantial Change A		
*13	MOA 194	COURSE	Revise	OnlyR	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATION	Nonsubstantial Change A		
*14	MOA 195	COURSE	Revise	OnlyR	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATION	Nonsubstantial Change A		
	No discussion.								
*%15	STV 151	COURSE	Revise	OnlyR	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Nonsubstantial Change A	Carried	Czech/Calderone
	MSC to approve change in advisories for Item 15.							Carried	Czech/Kretzmann
	Czech: Mirrored course ENGR 101; updated textbook.								
*16	STV 60	COURSE	Revise	OnlyR	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Nonsubstantial Change A	Carried	Czech/Mayer
*17	STV 64	COURSE	Revise	OnlyR	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Nonsubstantial Change A		
*18	STV 65	COURSE	Revise	OnlyR	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	SHORT TERM VOCATIONAL	Nonsubstantial Change A		
	Czech: Items 16, 17, & 18 part of allied health program, all cyclical reviews. Item 16 pathway to health								
	careers; updated a textbook. Item 18 basic review for CA certified med assistance prep course; updated								
	textbook. Item 17 integrated DEIA awareness per Evans' recommendation; home caregiver aid, changed								
	course content. NC students mostly from disproportionately impacted communities, good to have								
	diversity sensitivity awareness. Updated textbook for Item 17. (ACCJC Standard II.A.7)								

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	Items 16, 17, and 18 were taken together.								
	1st Read								
*%19	ABSE 186	COURSE	Revise	1stRead	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	ADULT BASIC AND SECONDARY ED	Substantial Change	Carried	Czech/Kretzmann
*20	ABSE 187	COURSE	Revise	1stRead	NONCREDIT BUSINESS & LIFE SKILLS DIVISION	ADULT BASIC AND SECONDARY ED	Substantial Change		
	MSC to approve change in advisories for Item 19 and 20.							Carried	Czech/Mayer
	Czech: Developmental courses in ENGL; rewritten to address needs of students impacted by AB 705;								
	different levels of assistance. Item 19 addresses reading, writing. Item 20 focuses on essays, uses digital								
	learning resource with grant funding (free to students).								
	Items 19 and 20 were taken together.								
*22	BIOL 48	COURSE	Revise	1stRead	BIOLOGY DIVISION	BIOLOGY	Nonsubstantial Change B	Carried	Kretzmann/Mayer
*%23	BIOL 49	COURSE	Revise	1stRead	BIOLOGY DIVISION	BIOLOGY	Nonsubstantial Change B		
	MSC to approve change in advisories for Item 23.							Carried	Kretzmann/Conner-Gaten
	Kretzmann: Item 22 added "different countries/areas," "different focus/themes;" will wait for Traynor to								
	advise; kept 1-3 units of lecture, consistent with all COR 48. Item 23 removed "well-qualified student;"								
	added rec prep LIB 100. Added P/NP option to both.								
	Items 22 and 23 were taken together.								
*24	BUSAD 166	COURSE	Revise	1stRead	BUSINESS DIVISION	BUSINESS ADMINISTRATION	Nonsubstantial Change B	Carried	Margaryan/Mayer
*25	BUSAD 170	COURSE	Revise	1stRead	BUSINESS DIVISION	BUSINESS ADMINISTRATION	Nonsubstantial Change B		
	Margaryan: Cyclical review, no changes.								
	Kretzmann: Entry standards not tied to specific course. Margaryan will fix.								
	Items 24 and 25 were taken together.								
*%26	ECON 49	COURSE	Revise	1stRead	SOCIAL SCIENCES DIVISION	ECONOMICS	Nonsubstantial Change B	Carried	Kronbeck/Calderone

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	MSC to approve change in advisories for Item 26.							Carried	Kronbeck/Parypinski
	Kronbeck: Will change language per Kretzmann's suggestions; will remove future tense.								
*%27	EMT 240	COURSE	Create	1stRead	HEALTH SCIENCES DIVISION	EMERGENCY MEDICAL TECHNOLOGY	New Course	Tabled	Kesian/Calderone
*%28	EMT 242	COURSE	Create	1stRead	HEALTH SCIENCES DIVISION	EMERGENCY MEDICAL TECHNOLOGY	New Course		
*%29	EMT 244	COURSE	Create	1stRead	HEALTH SCIENCES DIVISION	EMERGENCY MEDICAL TECHNOLOGY	New Course		
*%30	EMT 246	COURSE	Create	1stRead	HEALTH SCIENCES DIVISION	EMERGENCY MEDICAL TECHNOLOGY	New Course		
*%31	EMT 248	COURSE	Create	1stRead	HEALTH SCIENCES DIVISION	EMERGENCY MEDICAL TECHNOLOGY	New Course		
*%32	EMT 250	COURSE	Create	1stRead	HEALTH SCIENCES DIVISION	EMERGENCY MEDICAL TECHNOLOGY	New Course		
*%33	EMT 252	COURSE	Create	1stRead	HEALTH SCIENCES DIVISION	EMERGENCY MEDICAL TECHNOLOGY	New Course		
*%34	EMT 260	COURSE	Create	1stRead	HEALTH SCIENCES DIVISION	EMERGENCY MEDICAL TECHNOLOGY	New Course		
*%35	EMT 261	COURSE	Create	1stRead	HEALTH SCIENCES DIVISION	EMERGENCY MEDICAL TECHNOLOGY	New Course		
	Items 27-35 were tabled; Instructor Baca not present.								
*%36	ENGL 110	COURSE	Revise	1stRead	ENGLISH DIVISION	TRANSFER ENGLISH	Nonsubstantial Change B	Carried	Parypinski/Calderone
	MSC to approve change in advisories for Item 36.							Carried	Parypinski/Mayer
	Parypinski: World literature, cyclical review. Updated language to reflect DEIA in course content.								

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*%37	HIST 101	COURSE	Revise	1stRead	SOCIAL SCIENCES DIVISION	HISTORY	Nonsubstantial Change B	Carried	Kronbeck/Conner-Gaten
*%38	HIST 102	COURSE	Revise	1stRead	SOCIAL SCIENCES DIVISION	HISTORY	Nonsubstantial Change B		
*%39	HIST 102H	COURSE	Revise	1stRead	SOCIAL SCIENCES DIVISION	HISTORY	Nonsubstantial Change B		
MSC to approve change in advisories for Items 37, 38, and 39.								Carried	Kronbeck/Cortes
Kronbeck: Cyclical revisions of renumbered courses (World History). Updated catalog statements, textbooks.									
Items 37, 38, and 39 were taken together.									
*%40	HIST 152	COURSE	Revise	1stRead	SOCIAL SCIENCES DIVISION	HISTORY	Nonsubstantial Change B	Carried	Kronbeck/Calderone
MSC to approve change in advisories for Item 40.								Carried	Kronbeck/Calderone
Kronbeck: Cyclical revision, updated SLOs and catalog statement. (ACCJC Standard II.A.3)									
*41	KIN 171	COURSE	Revise	1stRead	KINESIOLOGY DIVISION	KINESIOLOGY	Nonsubstantial Change B	Carried	Calderone/Kretzmann
Calderone: Cyclical revision; coaching course. Changes based on instructor feedback, updated textbook.									
*42	KIN 48	COURSE	Create	1stRead	KINESIOLOGY DIVISION	KINESIOLOGY	New Course	Carried	Calderone/Mayer
Calderone: Will check box for repeatability; will check template for all COR 48.									
Kretzmann: Need catalog note; on page 5 need unit 1 as minimum, 3 as maximum.									
*%43	MATH 111	COURSE	Create	1stRead	MATHEMATICS DIVISION	TRANSFER MATH	New Course	Carried	Palermo/Parypinski
MSC to approve advisories for Item 43.								Carried	Palermo/Czech
Instructor Talaoc: For entry level Business STEM; more suitable for business liberal arts major; contextualized, tailored to meet GP pathway needs, specifically management and entrepreneurship; transferrable.									
Ritterbrown: Content looks like all lecture, may need to revisit.									
Cortes: UC distinguishes between lecture and lab contents; helps with articulation. Will need to resubmit MATH 102, 102+ for UC transferability status.									
Ritterbrown: Suggest to change prereq to 90, 90+ or multiple measures placement.									
Palermo: Will change.									

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*%44	MATH 134	COURSE	Create	1stRead	MATHEMATICS DIVISION	TRANSFER MATH	New Course	Carried	Palermo/Mayer
*%45	MATH 134+	COURSE	Create	1stRead	MATHEMATICS DIVISION	TRANSFER MATH	New Course	Tabled	Palermo/Conner-Gaten
	MSC to approve advisories for Items 44 and 45.							Carried	Palermo/Parypinski
	Instructor Allen: New courses on applied Math skills, decision-making; wrote Zero Cost textbooks for courses.								
	Item 45 is supplemental course to Item 44.								
	Zobayan: Applaud low cost/no cost textbooks. Still don't understand difference from MATH 135. Need to understand how to distinguish in order to counsel students.								
	Palermo: Will change language on prereqs to match other math courses.								
	Cortes: For articulation, inquiring about comparable courses in UC, Cal State.								
	Traynor: Item 45: How will students know if they need to take supplemental course.								
	Allen: Prefer students take Item 44 instead of Item 45 but was asked to develop Item 45.								
	Cortes: Running into problems with articulation of "+" courses.								
	Items 44 and 45 were discussed together but voted on separately.								
*%46	MATH 303E	COURSE	Create	1stRead	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	New Course	Failed	Palermo/Kretzmann
	MSC to approve advisories for Item 46.							Carried	Palermo/Conner-Gaten
	Instructor Neufeld: Revised course proposal based on C&I recommendations. Reduced 1 lab unit to 1/2.								
	Total contact hours reduced to 45. Study skills content reduced to 5 hours.								
	Offered at CSUN, CSLA. Not NonCredit because college level skills. Not basic skills but support in Calculus.								
	Ritterbrown: Legislation says NC classes must be basic skills unless directed tutoring classes. Course could be offered as directed tutoring class with same content and as NC option. Because supplement class, student would have to attend all of the classes or risk being dropped. In NC open-entry, no such constraint. Suggest to consider extra and non-transferable unit, extra cost to students. Cannot support in current form; will support NC option.								
	Cortes: Not baccalaureate level; cannot submit for transfer.								
	Herwerth: Current data showing ENGR students need help with Calculus; but with too many units, students drop out.								
	Czech: If recategorized as NC, content will be same.								
*47	MOA 181	COURSE	Revise	1stRead	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATION	Nonsubstantial Change B	Carried	Margaryan/Kretzmann
*%48	MOA 182	COURSE	Revise	1stRead	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATION	Nonsubstantial Change B		

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*49	MOA 183	COURSE	Revise	1stRead	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATION	Nonsubstantial Change B		
*%50	MOA 197	COURSE	Revise	1stRead	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATION	Nonsubstantial Change B		
	MSC to approve change in advisories for Items 48 and 50.							Carried	Margaryan/Calderone
	Margaryan: All cyclical revisions.								
	Kretzmann: Item 50, lower barriers to enrollment by decreasing prereq; suggest to remove MOA 182.								
	Items 47 through 50 were taken together.								
*%51	SOC 141A	COURSE	Revise	1stRead	SOCIAL SCIENCES DIVISION	SOCIOLOGY	Substantial Change	Carried	Kronbeck/Kretzmann
*%52	SOC 141B	COURSE	Revise	1stRead	SOCIAL SCIENCES DIVISION	SOCIOLOGY	Substantial Change		
	MSC to approve change in advisories for Items 51 and 52.							Carried	Kronbeck/Mayer
	Kronbeck: C-ID split course in two. Sociology department following C-ID.								
	Items 51 and 52 were taken together.								
*%53	ST DV 100	COURSE	Revise	1stRead	STUDENT SERVICES DIVISION	STUDENT DEVELOPMENT	Nonsubstantial Change B	Carried	Zobayan/Cortes
*%54	ST DV 105	COURSE	Revise	1stRead	STUDENT SERVICES DIVISION	STUDENT DEVELOPMENT	Substantial Change		
	MSC to approve change in advisories for Items 53 and 54.							Carried	Zobayan/Czech
	Zobayan: Item 53 is revision of current course, from EOPS Office.								
	Instructor Abramyan: Item 53 covers more socio-emotional content, diversity, mental health, more EOPS-specific, social justice; changed course description; updated SLOs.								
	Instructor Yau: Revised archived Item 54 with Instructor Carillo to make it more relevant, promote student success.								
	Instructor Carillo: Designed to help students acclimate to college environment; added career component								
	Zobayan: Content specific for students with disabilities; students need to be registered with DSPTS.								
	Items 53 and 54 were taken together. (ACCJC Standards II.A. 3 and 7)								
*55	Biotechnology AS Degree	PROGRAM	Create	1stRead	BIOLOGY DIVISION	BIOLOGY	New Program	Carried	Kretzmann/Cortes

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*56	Biotechnology Certificate of Achievement	PROGRAM	Create	1stRead	BIOLOGY DIVISION	BIOLOGY	New Program		
*57	Biotechnology Research Lab Assistant - Certificate	PROGRAM	Create	1stRead	BIOLOGY DIVISION	BIOLOGY	New Program		
*58	Biotechnology Research Lab Technician - Certificate	PROGRAM	Create	1stRead	BIOLOGY DIVISION	BIOLOGY	New Program		
Kretzmann: Items 56-58 series of stackable cert in Biotech. Items 55 and 58 are same. Demand high in L.A.									
Saucedo: GCC is located in BioScience corridor. Employers very supportive, great programs.									
Morris: Items 56-58 seem to have identical required courses.									
Kretzmann: One additional course for each advanced cert program									
Traynor: In catalog listing, Items 56-58 are non-degree certs; Item 55 is stand alone.									
Morris: Suggest to distinguish Items 56, 57, and 58 with "1," "2," and "3."									
Cortes: Consistency in course numbering will benefit students.									
Kretzmann will take back to Instructor Thai.									
Items 55 through 58 were taken together.									
2nd Read									
59	ESL 80	COURSE	Revise	2ndRead	NONCREDIT ESL	ESL NON-CREDIT	Substantial Change	Carried	Mayer/Calderone
60	ESL 81	COURSE	Revise	2ndRead	NONCREDIT ESL	ESL NON-CREDIT	Substantial Change		
61	ESL 82	COURSE	Revise	2ndRead	NONCREDIT ESL	ESL NON-CREDIT	Substantial Change		
Mayer: Per committee's recommendations, changed catalog statement, clarified P/NP, added diversity									
decreased SLO to 2, exit standard, course outline. Division decided against making Item 59 prereq to Item									
60, and Item 60 prereq to Item 61 because it takes more than 2 1/2 years to learn a new language.									
Items 59 through 61 were taken together. (ACCJC Standard II.A. 3 and 7)									

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V. Adjournment

The meeting was adjourned at 2:58 p.m.

Next C&I meeting: Wednesday, December 8, 2021; 2 p.m. via Zoom

Minutes recorded and transcribed by Nonah Maffit.