

Glendale Community College  
Curriculum & Instruction Committee  
Minutes

Wednesday, October 13, 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, Byron Delto, Jayson Helgeson, Chris Herwerth, Maria Kretzmann, Beth Kronbeck, Araik Eric Margaryan, Paul Mayer, Brian McDonald, Suzanne Palermo, Joanna Parypinski, Rita Zobayan

Present (Resource, Non-Voting): Agnes Eguaras, Ed Karpp, Jolie Morris, Piper Rooney, Freddy Saucedo, Nancy Traynor

Guests: Paolo Banaag, Roger Dickes, Alexandra Evans, Denise Leong-Brattain, Karoline Rostamiani

Call to Order

C&I Committee Co-Chair Francien Rohrbacher called the meeting to order at 2:04 p.m.

Approval of Minutes

MSC (McDonald/Kretzmann) to approve the minutes of September 22, 2021 Curriculum & Instruction Committee.

I. Announcements

Preliminary Review. The next preliminary review deadline is January 13, 2022. The courses which needed to be reviewed in the Fall have been submitted. The courses with advisories which needed to be updated have started to come through. Updating advisories, prereqs, or recommended preps do not have to go through Preliminary Review. They could be submitted any time, preferably before the Fall semester ends.

CoDE Approved DE Addenda. The DE Addenda for the following courses were approved at the last CoDE meeting: MATH 103E, MATH 103EH, MATH 104E, MATH 104EH, MATH 105, MATH 105H, MATH 108, MATH 108H.

II. Ongoing Business

The Role of C&I in Promoting DEIA. Francien will be hosting an Equity Guide workshop this Thursday, October 14, at 2:00 p.m. On November 18, Francien and Beth Kronbeck will be co-hosting a workshop on catalog descriptions, how to reword, or revise language to reflect equity, anti-racism, accessibility. In the spring, Yvette Ybarra will lead a workshop on learning outcomes. Please contact Francien if you would like to lead or co-lead a workshop on DEIA. (ACCJC Standard II.A.7)

Update on DE Addendum in CMS (Rooney, Rohrbacher). There are still issues with the DE Addendum form in CMS. In the meantime, Piper sent a link to the DE Addendum form in GoogleDocs, which reflects content approved by the Academic Senate in June. The DE Addendum Subcommittee has been approved by the Academic Senate to be a year-round approving entity.(ACCJC Standard II.A.1)

III. New Business

DEIA Resource. The Committee welcomed Alexandra Evans as its DEIA resource person. Alexandra is a Student Equity counselor and has been involved with the Black Student Union, La Comunidad, SPARKS, Guardian Scholars and more. She has been an advocate of student-centered, equity-minded, and anti-bias best practices. Alexandra will be attending C&I meetings and will be part of Tech Review, providing feedback on course proposals.

Library Liaison Feature in CMS (Conner-Gaten, Rohrbacher). The Library Liaison feature in CMS is not ready. Aisha will give her presentation at the next meeting.

Articulation (Cortes). Richard shared a link to the Credit for Prior Learning (CPL) Policy of the CSU system, Executive Order 1036. It has been revised to include friendly language on how CPL applies to the CSU-GE Breadth pattern and major-related preparation. Richard will meet with Academic Senate President Roger Dickes and Admissions & Records to streamline the CPL approval process. A&R has already received requests for CPL review.

Dr. Ritterbrown asked Richard about the impact of AB 928 (Student Transfer Achievement Reform Act), which seeks to streamline the transfer process, and AB 1111 (Common Course Numbering System). Both bills had been approved and signed by Governor Newsom last week. A brief discussion followed.

Submitting CORs for C-ID (Cortes, Rohrbacher). Please contact Richard if you are submitting a new course with a C-ID preferably after 2<sup>nd</sup> Read. We will have to resubmit for C-ID when changes are substantial: units, course title, course content, exit standards, etc. If you're not sure, please email Richard.

Updates to CORs and Division/Department Websites (Kronbeck, Rohrbacher, Traynor). In the process of fulfilling Accreditation requirements, Beth noticed that the CORs on her division website are not current. She suggested C&I reps check their division or department websites and make sure they have the updated CORs. Nancy suggested agendizing this at the next Division Chairs meeting to find out who is maintaining the division website and tracking COR updates. When she sends out emails to C&I reps regarding the approval of their courses, she can include the person who is in charge of their website. Erin suggested adding to the Curriculum Quick-Start Guide on the C&I website another step, relaying COR updates to their division.

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
Only Reads									
1%	ANTHR 103	COURSE	Revise	OnlyR	SOCIAL SCIENCES DIVISION	ANTHROPOLOGY	Nonsubstantial Change A	Carried	Kronbeck/Kretzmann
2%	ANTHR 150	COURSE	Revise	OnlyR	SOCIAL SCIENCES DIVISION	ANTHROPOLOGY	Nonsubstantial Change A		

Curriculum & Instruction Committee Meeting Minutes

October 13, 2021

Page 4 of 12

	MSC to approve change in advisories for Items 1 and 2.								Carried	Kronbeck/Mayer
	Kronbeck: Updated advisories.									
	Items 1 and 2 were taken together.									
3%	BIOL 115	COURSE	Revise	OnlyR	BIOLOGY DIVISION	BIOLOGY	Nonsubstantial Change A	Carried	Kretzmann/McDonald	
4%	BIOL 122	COURSE	Revise	OnlyR	BIOLOGY DIVISION	BIOLOGY	Nonsubstantial Change A			
5%	BIOL 123	COURSE	Revise	OnlyR	BIOLOGY DIVISION	BIOLOGY	Nonsubstantial Change A			
6%	BIOL 123H	COURSE	Revise	OnlyR	BIOLOGY DIVISION	BIOLOGY	Nonsubstantial Change A			
	MSC to approve change in advisories for Items 3 through 6.								Carried	Kretzmann/Calderone
	Kretzmann: Changed obsolete ENGL 120; updated textbook for one of the courses.									
	Items 3 through 6 were taken together.									
7%	ETH S 125	COURSE	Revise	OnlyR	SOCIAL SCIENCES DIVISION	ETHNIC STUDIES	Nonsubstantial Change A	Carried	Kronbeck/Calderone	
	MSC to approve change in advisories for Item 7.								Carried	Kronbeck/Czech
	Kronbeck: Updated advisories.									
8%	FIRE 106	COURSE	Revise	OnlyR	TECHNOLOGY & AVIATION DIVISION	FIRE TECHNOLOGY	Nonsubstantial Change A	Carried	Herwerth/Kretzmann	
9%	FIRE 108	COURSE	Revise	OnlyR	TECHNOLOGY &	FIRE TECHNOLOGY	Nonsubstantial Change A			

Curriculum & Instruction Committee Meeting Minutes

October 13, 2021

Page 5 of 12

					AVIATION DIVISION				
10%	FIRE 114	COURSE	Revise	OnlyR	TECHNOL OGY & AVIATION DIVISION	FIRE TECHNOLOGY	Nonsubstantial Change A		
	MSC to approve change in advisories for Items 8, 9, and 10.							Carried	Herwerth/Calderone
	Herwerth: Updated advisories, not cyclical.								
	Items 8, 9, and 10 were taken together.								
11%	HIST 106	COURSE	Revise	OnlyR	SOCIAL SCIENCES DIVISION	HISTORY	Nonsubstantial Change A	Carried	Kronbeck/Kretzmann
12%	HIST 119	COURSE	Revise	OnlyR	SOCIAL SCIENCES DIVISION	HISTORY	Nonsubstantial Change A		
13%	HIST 122	COURSE	Revise	OnlyR	SOCIAL SCIENCES DIVISION	HISTORY	Nonsubstantial Change A		
14%	HIST 133	COURSE	Revise	OnlyR	SOCIAL SCIENCES DIVISION	HISTORY	Nonsubstantial Change A		
15%	HIST 135	COURSE	Revise	OnlyR	SOCIAL SCIENCES DIVISION	HISTORY	Nonsubstantial Change A		
16%	HIST 136	COURSE	Revise	OnlyR	SOCIAL SCIENCES DIVISION	HISTORY	Nonsubstantial Change A		

Curriculum & Instruction Committee Meeting Minutes

October 13, 2021

Page 6 of 12

17%	HIST 140	COURSE	Revise	OnlyR	SOCIAL SCIENCES DIVISION	HISTORY	Nonsubstantial Change A			
18%	HIST 141	COURSE	Revise	OnlyR	SOCIAL SCIENCES DIVISION	HISTORY	Nonsubstantial Change A			
MSC to approve change in advisories for Items 11 through 18.									Carried	Kronbeck/Czech
Kronbeck: Updated advisories.										
Items 11 through 18 were taken together.										
19%	PHILO 117	COURSE	Revise	OnlyR	SOCIAL SCIENCES DIVISION	PHILOSOPHY	Nonsubstantial Change A	Carried	Kronbeck/Kretzmann	
20%	PHILO 119	COURSE	Revise	OnlyR	SOCIAL SCIENCES DIVISION	PHILOSOPHY	Nonsubstantial Change A			
21%	PHILO 120	COURSE	Revise	OnlyR	SOCIAL SCIENCES DIVISION	PHILOSOPHY	Nonsubstantial Change A			
MSC to approve change in advisories for Items 19, 20, and 21.									Carried	Kronbeck/Calderone
Kronbeck: Updated advisories.										
Items 19, 20, and 21 were taken together.										
22%	POL S 106	COURSE	Revise	OnlyR	SOCIAL SCIENCES DIVISION	POLITICAL SCIENCE	Nonsubstantial Change A	Carried	Kronbeck/Calderone	
MSC to approve change in advisories for Item 22.								Carried	Kronbeck/Czech	
Kronbeck: Updated advisories.										
Traynor: Course has not been offered in 5 years. Krobeck may submit for deletion.										

Curriculum & Instruction Committee Meeting Minutes

October 13, 2021

Page 7 of 12

23%	PSYCH 106	COURSE	Revise	OnlyR	SOCIAL SCIENCES DIVISION	PSYCHOLOGY	Nonsubstantial Change A	Carried	Kronbeck/Calderone
24%	PSYCH 150	COURSE	Revise	OnlyR	SOCIAL SCIENCES DIVISION	PSYCHOLOGY	Nonsubstantial Change A		
	MSC to approve change in advisories for Items 23 and 24.							Carried	Kronbeck/Mayer
	Kronbeck: Updated advisories.								
	Items 23 and 24 were taken together.								
25%	SOC 103	COURSE	Revise	OnlyR	SOCIAL SCIENCES DIVISION	SOCIOLOGY	Nonsubstantial Change A	Carried	Kronbeck/Calderone
	MSC to approve change in advisories in Item 25.								
	Kronbeck: Updated advisories.								
26%	SOC S 105	COURSE	Revise	OnlyR	SOCIAL SCIENCES DIVISION	SOCIAL SCIENCE	Nonsubstantial Change A	Carried	Kronbeck/McDonald
27%	SOC S 110	COURSE	Revise	OnlyR	SOCIAL SCIENCES DIVISION	SOCIAL SCIENCE	Nonsubstantial Change A		
	MSC to approve change in advisories for Items 26 and 27.							Carried	Kronbeck/Czech
	Kronbeck: Updated advisories.								
	Items 26 and 27 were taken together.								

Curriculum & Instruction Committee Meeting Minutes

October 13, 2021

Page 8 of 12

28%	ST DV 125	COURSE	Revise	OnlyR	STUDENT SERVICES DIVISION	STUDENT DEVELOPMENT	Nonsubstantial Change A	Carried	Zobayan/Kretzmann
	MSC to approve change in advisories for Item 28.								Zobayan/McDonald
	Zobayan: Updated ENGL 191 to ENGL 100.								
1st Reads									
29%	ANTHR 101	COURSE	Revise	1stRead	SOCIAL SCIENCES DIVISION	ANTHROPOLOGY	Nonsubstantial Change B	Carried	Kronbeck/Mayer
30%	ANTHR 102	COURSE	Revise	1stRead	SOCIAL SCIENCES DIVISION	ANTHROPOLOGY	Nonsubstantial Change B		
31%	ANTHR 102H	COURSE	Revise	1stRead	SOCIAL SCIENCES DIVISION	ANTHROPOLOGY	Nonsubstantial Change B		
	MSC to approve change in advisories for Items 29, 30, and 31.							Carried	Kronbeck/Czech
	Kronbeck: Updated advisories.								
	MSC to approve Items 29, 30, and 31 for 2nd Read.							Carried	Kronbeck/Calderone
	Items 29, 30, and 31 were taken together.								
32%	BIOL 298	COURSE	Revise	1stRead	BIOLOGY DIVISION	BIOLOGY	Nonsubstantial Change B	Carried	Kretzmann/Cortes
	MSC to approve change in advisories for Item 32.							Carried	Kretzmann/Mayer
	Kretzmann: Eliminated ENGL 120.								
33%	ECON 101	COURSE	Revise	1stRead	SOCIAL SCIENCES DIVISION	ECONOMICS	Nonsubstantial Change B	Carried	Kronbeck/Mayer



Curriculum & Instruction Committee Meeting Minutes

October 13, 2021

Page 9 of 12

34%	ECON 102	COURSE	Revise	1stRead	SOCIAL SCIENCES DIVISION	ECONOMICS	Nonsubstantial Change B			
35%	ECON 102H	COURSE	Revise	1stRead	SOCIAL SCIENCES DIVISION	ECONOMICS	Nonsubstantial Change B			
36%	ECON 127	COURSE	Revise	1stRead	SOCIAL SCIENCES DIVISION	ECONOMICS	Nonsubstantial Change B			
	MSC to approve change in advisories for Items 33 through 36.								Carried	Kronbeck/Czech
	Kronbeck: Updated advisories.									
	MSC to approve Items 33 through 36 for 2nd Read.								Carried	Kronbeck/Mayer
	Items 33 through 36 were taken together.									
37%	HIST 111	COURSE	Revise	1stRead	SOCIAL SCIENCES DIVISION	HISTORY	Nonsubstantial Change B	Carried	Kronbeck/Calderone	
38%	HIST 111H	COURSE	Revise	1stRead	SOCIAL SCIENCES DIVISION	HISTORY	Nonsubstantial Change B			
39%	HIST 117	COURSE	Revise	1stRead	SOCIAL SCIENCES DIVISION	HISTORY	Nonsubstantial Change B			
40%	HIST 118	COURSE	Revise	1stRead	SOCIAL SCIENCES DIVISION	HISTORY	Nonsubstantial Change B			
41%	HIST 118H	COURSE	Revise	1stRead	SOCIAL SCIENCES DIVISION	HISTORY	Nonsubstantial Change B			

Curriculum & Instruction Committee Meeting Minutes

October 13, 2021

Page 10 of 12

	MSC to approve change in advisories for Items 37 through 41.								Carried	Kronbeck/Kretzmann
	Kronbeck: Updated advisories.									
	MSC to approve Items 37 through 41 for 2nd Read.								Carried	Kronbeck/Mayer
	Items 37 through 41 were taken together.									
42%	LING 101	COURSE	Revise	1stRead	CREDIT ESL DIVISION	LINGUISTICS	Nonsubstantial Change B	Carried	McDonald/Czech	
43%	LING 102	COURSE	Revise	1stRead	CREDIT ESL DIVISION	LINGUISTICS	Nonsubstantial Change B			
	MSC to approve change in advisories for Items 42 and 43.								Carried	McDonald/Kretzmann
	McDonald: Updated advisories.									
	MSC to approve Items 42 and 43 for 2nd Read.									
	Items 42 and 43 were taken together.									
44%	POL S 101	COURSE	Revise	1stRead	SOCIAL SCIENCES DIVISION	POLITICAL SCIENCE	Nonsubstantial Change B	Carried	Kronbeck/Cortes	
	MSC to approve change in advisories for Item 44.								Carried	Kronbeck/Calderone
	Kronbeck: Updated advisories.									
	MSC to approve Item 44 for 2nd Read.								Carried	Kronbeck/Mayer
45%	PSYCH 101	COURSE	Revise	1stRead	SOCIAL SCIENCES DIVISION	PSYCHOLOGY	Nonsubstantial Change B	Carried	Kronbeck/Mayer	
46%	PSYCH 101H	COURSE	Revise	1stRead	SOCIAL SCIENCES DIVISION	PSYCHOLOGY	Nonsubstantial Change B			

Curriculum & Instruction Committee Meeting Minutes

October 13, 2021

Page 11 of 12

47%	PSYCH 170	COURSE	Revise	1stRead	SOCIAL SCIENCES DIVISION	PSYCHOLOGY	Nonsubstantial Change B			
	MSC to approve change in advisories for Items 45, 46, and 47.								Carried	Kronbeck/Czech
	Kronbeck: Updated advisories.									
	MSC to approve Items 45, 46, and 47 for 2nd Read.								Carried	Kronbeck/Mayer
	Items 45, 46, and 47 were taken together.									
*%48	ST DV 130	COURSE	Create	1stRead	STUDENT SERVICES DIVISION	STUDENT DEVELOPMENT	New Course		Carried	Zobayan/Cortes
	MSC to approve advisories for Item 48.								Carried	Zobayan/Mayer
	Instructor Leong-Brattain: Course was created in response to GP LPP; presented to Business									
	Division faculty and received full support; covers all facets of business.									
	Kretzmann: In Course Note, remove "eligibility for" language and "transfer to UC."									
	Traynor will remove.									
2nd Reads										
49	HRM 222	COURSE	Revise	2ndRead	TECHNOLOGY & AVIATION DIVISION	HOTEL RESTAURANT MANAGEMENT	Nonsubstantial Change B		Carried	Herwerth/Kretzmann
	Herwerth: Tweaked catalog description; fixed future tense; included justification for textbook.									

Curriculum & Instruction Committee Meeting Minutes

October 13, 2021

Page 12 of 12

V. Adjournment

The meeting was adjourned at 3:20 p.m.

Next C&I Committee Meeting: October 27, 2021; 2:00 p.m. via Zoom

Minutes recorded and transcribed by Nonah Maffit.