

Glendale Community College
Curriculum & Instruction Committee
Minutes

Wednesday, October 27, 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, Maria Czech, Byron Delto, Jayson Helgeson, Chris Herwerth, Kohar Kesian, Maria Kretzmann, Beth Kronbeck, Araik Eric Margaryan, Suzanne Palermo, Joanna Parypinski, Rita Zobayan

Absent (Voting Members): Sevada Chamras, Paul Mayer, Brian McDonald

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

Guests: Tanya Baronian, Mary Jane Biancheri, Roger Dickes, Sonali Perera, Karoline Rostamiani, Shant Shahoian

Call to Order

C&I Committee Co-Chair Francien Rohrbacher called the meeting to order at 2:05 p.m.

Approval of Minutes

MSC (Conner-Gaten/Kretzmann) to approve the minutes of October 13, 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. The deadlines to submit them are: November 3 for the November 10th agenda; November 17 for the November 24th agenda; and December 1 for the December 8th agenda.

CoDE Approved DE Addenda: HLTH 104; KIN 100; MATH 30; MATH 30+; PHOTO 140; PHOTO 142; PHOTO 144; PHOTO 146.
(ACCJC Standard II.A.7)

CORs Cyclical Review. The updated list of course outlines which need cyclical review before Winter/Spring 2022 were listed on the Agenda. These must be submitted by end of Fall 2021.

II. Ongoing Business

The Role of C&I in Promoting DEIA. We continue to promote diversity, equity, inclusion and accessibility in C&I. In November Francien and Beth will lead a workshop using inclusive and equitable language in your catalog description.

DE Addendum Form in CMS (Rohrbacher, Rooney). Piper had a meeting with Pedro last week. DE Addendum feature is supposed to be ready to test today.

III. New Business

Library Liaison Feature in CMS (Conner-Gaten, Rohrbacher). Aisha did a short presentation on the addition of the library liaison feature in CMS. The feature will still need more work, but some features are live. The Library's goal is to ensure that there are resources available to support curriculum development as early as pre-submission of each course proposal. In CMS, changes have been added to Section 1; Section 6 (E) Out-of-class Assignments, and (H) Textbooks; and Useful Links. Please contact Aisha if you have questions or suggestions. (ACCJC Standard II.A.7)

Regional Curriculum Meeting (Kronbeck, Rohrbacher, Traynor). Beth, Francien and Nancy attended the Regional Curriculum Meeting on October 18. The following initiatives were discussed:

- AB 705 Transfer success rates continue to hold. English rates slightly higher than Math.
- AB 1460 (Ethnic Studies mandate)
- AB 1111 (Common Course Numbering System)
- AB 927 (extension of Bachelor Degree Program) California community colleges can continue to offer bachelor degrees in certain areas as long as they also offer local degrees.

- AB 928 (AD-T intersegmental implementation) Requires California community colleges to place ADT students in pathways.
- AB 361 (Brown Act) Committees can continue to meet virtually through end of Jan 2022, then will continue based on COVID and local/state guidelines.
- COCI (Chancellor's Office Curriculum Inventory) Please see below, Curriculum Database.

Main takeaway: Please do not panic. It will take a while before each legislation is implemented. We hope to receive guidance from the Chancellor's Office.

Curriculum Database (Ritterbrown, Rohrbacher, Traynor). Dr. Ritterbrown will request approval for the purchase of the eLumen Curriculum Management System from Academic Affairs and Administrative Affairs Committees, and will recommend it to College Exec.

Three years ago and after extensive research, we agreed to move to eLumen because the current program was not meeting our requirements and because the College was already using eLumen. We postponed the purchase of the program because, at around the same time, the Chancellor's Office announced that it will purchase a curriculum management system for all California community colleges.

At the Regional Curriculum meeting which Francien, Nancy and Beth attended, they were told that this was not a priority. We know that bids were submitted to the CCCCO but nothing has been decided.

Dr. Ritterbrown said we could use Lottery funds for the purchase. He has received a quote from eLumen. It would cost \$25,000 for the installation and an annual fee of \$37,000 with a 20% California community college discount.

Together with Francien and Nancy, he would like to initiate meetings with IT and confirm that IT can support the implementation. It will be brought to division chairs in the next Division Chairs meeting as an announcement.

Ideally, he hopes to do get approval from faculty and execute the purchase before the holiday break so that data transfer from CMS to eLumen could be launched after the break.

He anticipates problems with the data transfer from CMS to eLumen. He would like the support of the committee. We cannot hire an eLumen tech to check course outlines, so each C&I rep would have to review and confirm all the transferred data is correct.

By Spring, we hope to be able to assure the integrity of the data and beta-test in the Summer, with full implementation in the Fall.

Dr. Ritterbrown's office will schedule a demo with eLumen and the committee.

If you have any questions or suggestions, please contact him, Francien and Nancy

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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% | ARMEN 101 | COURSE | Revise | OnlyR | LANGUAGE ARTS DIVISION | ARMENIAN | Nonsubstantial Change A | | Carried | Cohen Schorr/Kretzmann | |
| | MSC to approve change in advisories for Items 1, 3, 8, 10 through 12, and 14 through 22. | | | | | | | | Carried | Cohen Schorr/Kretzmann | |
| | Cohen Schorr: Non-substantial changes. Outdated ENGL 120, 191, courses not offered cleaned up. | | | | | | | | | | |
| | Items 1, 3, 8, 10 through 12, and 14 through 22 were taken together. | | | | | | | | | | |
| 2% | ART 50 | COURSE | Revise | OnlyR | VISUAL & PERFORMING ARTS DIVISION | INDEPENDENT ART | Nonsubstantial Change A | | Carried | Helgeson/Kretzmann | |
| | MSC to approve change in advisories for Items 2, 13, 23, and 24. | | | | | | | | Carried | Helgeson/Delto | |
| | Helgeson: Updates, corrections | | | | | | | | | | |
| | Items 2, 13, 23, and 24 were taken together. | | | | | | | | | | |
| 3% | CHIN 101 | COURSE | Revise | OnlyR | LANGUAGE ARTS DIVISION | CHINESE | Nonsubstantial Change A | | Carried | Cohen Schorr/Kretzmann | |

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| | MSC to approve change in advisories for Items 1, 3, 8, 10 through 12, and 14 through 22. | | | | | | | Carried | Cohen Schorr/Kretzmann |
| | Cohen Schorr: Non-substantial changes. Outdated ENGL 120, 191, courses not offered cleaned up. | | | | | | | | |
| | Items 1, 3, 8, 10 through 12, and 14 through 22 were taken together. | | | | | | | | |
| 4% | ECT 210 | COURSE | Revise | OnlyR | TECHNOLOGY & AVIATION DIVISION | ELECTRONICS & COMP TECHNOLOGY | Nonsubstantial Change A | Carried | Herwerth/Kretzmann |
| 5% | ECT 50 | COURSE | Revise | OnlyR | TECHNOLOGY & AVIATION DIVISION | ELECTRONICS & COMP TECHNOLOGY | Nonsubstantial Change A | | |
| 6% | ENGR 101 | COURSE | Revise | OnlyR | TECHNOLOGY & AVIATION DIVISION | ENGINEERING TECHNOLOGY (21) | Nonsubstantial Change A | | |
| 7% | ENGR 125 | COURSE | Revise | 1stRead | TECHNOLOGY & AVIATION DIVISION | ENGINEERING, GENERAL (15) | Nonsubstantial Change B | | |
| | MSC to approve change in advisories for Items 4 through 7, and 9. | | | | | | | Carried | Herwerth/Czech |
| | Herwerth: Updates, deleted ENGL recommended prep. | | | | | | | | |
| | Traynor: Item 5 needs title updated to "ECT Internship," moves to 1st Read. | | | | | | | | |
| | MSC to approve Item 5 for 2nd Read. | | | | | | | Carried | Herwerth/Kretzmann |
| | Items 4 through 7, and 9 were taken together | | | | | | | | |
| 8% | FREN 101 | COURSE | Revise | OnlyR | LANGUAGE ARTS DIVISION | FRENCH | Nonsubstantial Change A | Carried | Cohen Schorr/Kretzmann |
| | MSC to approve change in advisories for Items 1, 3, 8, 10 through 12, and 14 through 22. | | | | | | | Carried | Cohen Schorr/Kretzmann |
| | Cohen Schorr: Non-substantial changes. Outdated ENGL 120, 191, courses not offered cleaned up. | | | | | | | | |

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| | Items 1, 3, 8, 10 through 12, and 14 through 22 were taken together. | | | | | | | | | |
| 9% | HRM 50 | COURSE | Revise | OnlyR | TECHNOLOGY & AVIATION DIVISION | HOTEL RESTAURANT MANAGEMENT | Nonsubstantial Change A | Carried | Herwerth/Kretzmann | |
| | MSC to approve change in advisories for Items 4 through 7, and 9. | | | | | | | | Carried | Herwerth/Czech |
| | Items 4 through 7, and 9 were taken together. | | | | | | | | | |
| 10% | ITAL 101 | COURSE | Revise | OnlyR | LANGUAGE ARTS DIVISION | ITALIAN | Nonsubstantial Change A | Carried | Cohen Schorr/Kretzmann | |
| 11% | JAPAN 101 | COURSE | Revise | OnlyR | LANGUAGE ARTS DIVISION | JAPANESE | Nonsubstantial Change A | | | |
| 12% | KOREA 101 | COURSE | Revise | OnlyR | LANGUAGE ARTS DIVISION | KOREAN | Nonsubstantial Change A | | | |
| | MSC to approve change in advisories for Items 1, 3, 8, 10 through 12, and 14 through 22. | | | | | | | | Carried | Cohen Schorr/Kretzmann |
| | Cohen Schorr: Non-substantial changes. Outdated ENGL 120, 191, courses not offered cleaned up. | | | | | | | | | |
| | Items 1, 3, 8, 10 through 12, and 14 through 22 were taken together. | | | | | | | | | |
| 13% | MEDIA 110 | COURSE | Revise | OnlyR | VISUAL & PERFORMING ARTS DIVISION | MEDIA ARTS | Nonsubstantial Change A | Carried | Helgeson/Kretzmann | |
| | MSC to approve change in advisories for Items 2, 13, 23, and 24. | | | | | | | | Carried | Helgeson/Delto |
| | Helgeson: Updates, corrections | | | | | | | | | |
| | Traynor: Item 13 grade P/NoPass not chosen. | | | | | | | | | |
| | Helgeson: Will check with instructor and update. | | | | | | | | | |

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| | Items 2, 13, 23, and 24 were taken together. | | | | | | | | | |
| 14% | SPAN 101 | COURSE | Revise | OnlyR | LANGUAGE ARTS DIVISION | SPANISH | Nonsubstantial Change A | Carried | Cohen Schorr/Kretzmann | |
| 15% | SPAN 124H | COURSE | Revise | OnlyR | LANGUAGE ARTS DIVISION | SPANISH | Nonsubstantial Change A | | | |
| 16% | SPCH 100 | COURSE | Revise | OnlyR | LANGUAGE ARTS DIVISION | SPEECH COMMUNICATIONS | Nonsubstantial Change A | | | |
| 17% | SPCH 103 | COURSE | Revise | OnlyR | LANGUAGE ARTS DIVISION | SPEECH COMMUNICATIONS | Nonsubstantial Change A | | | |
| 18% | SPCH 104 | COURSE | Revise | OnlyR | LANGUAGE ARTS DIVISION | SPEECH COMMUNICATIONS | Nonsubstantial Change A | | | |
| 19% | SPCH 107 | COURSE | Revise | OnlyR | LANGUAGE ARTS DIVISION | SPEECH COMMUNICATIONS | Nonsubstantial Change A | | | |
| 20% | SPCH 108 | COURSE | Revise | OnlyR | LANGUAGE ARTS DIVISION | SPEECH COMMUNICATIONS | Nonsubstantial Change A | | | |
| 21% | SPCH 115 | COURSE | Revise | OnlyR | LANGUAGE ARTS DIVISION | SPEECH COMMUNICATIONS | Nonsubstantial Change A | | | |
| 22% | SPCH 117 | COURSE | Revise | OnlyR | LANGUAGE ARTS DIVISION | SPEECH COMMUNICATIONS | Nonsubstantial Change A | | | |
| | MSC to approve change in advisories for Items 1, 3, 8, 10 through 12, and 14 through 22. | | | | | | | Carried | Cohen Schorr/Kretzmann | |
| | Cohen Schorr: Non-substantial changes. Outdated ENGL 120, 191, courses not offered cleaned up. | | | | | | | | | |
| | Items 1, 3, 8, 10 through 12, and 14 through 22 were taken together. | | | | | | | | | |
| 23% | T ART 100 | COURSE | Revise | OnlyR | VISUAL & PERFORMING ARTS DIVISION | THEATRE ARTS | Nonsubstantial Change A | Carried | Helgeson/Kretzmann | |

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| 24% | T ART 50 | COURSE | Revise | OnlyR | VISUAL & PERFORMING ARTS DIVISION | THEATRE ARTS | Nonsubstantial Change A | | | |
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| | MSC to approve change in advisories for Items 2, 13, 23, and 24. | | | | | | | | Carried | Helgeson/Delto |
| | Helgeson: Updates, corrections | | | | | | | | | |
| | Items 2, 13, 23, and 24 were taken together. | | | | | | | | | |
| | 1st Reads | | | | | | | | | |
| *25 | ACCTG 101 | COURSE | Revise | OnlyR | BUSINESS DIVISION | ACCOUNTING | Nonsubstantial Change A | Carried | Margaryan/Kretzmann | |
| *26 | ACCTG 150 | COURSE | Revise | OnlyR | BUSINESS DIVISION | ACCOUNTING | Nonsubstantial Change A | | | |
| *27 | ACCTG 160 | COURSE | Revise | OnlyR | BUSINESS DIVISION | ACCOUNTING | Nonsubstantial Change A | | | |
| *28 | ACCTG 185 | COURSE | Revise | OnlyR | BUSINESS DIVISION | ACCOUNTING | Nonsubstantial Change A | | | |
| | Margaryan: Cyclical review, minor changes, textbook updates, SLOs, exit standards. (ACCJC II.A.3) | | | | | | | | | |
| | Kretzmann: Item 26 has entry standard but no recommended prep. | | | | | | | | | |
| | Ritterbrown: Not appropriate if we cannot articulate to specific course. | | | | | | | | | |
| | Traynor: Division has to approve removal of entry standards, better to table. | | | | | | | | | |
| | MST Item 26. | | | | | | | Tabled | Kretzmann/Conner-Gaten | |
| | Items 25 through 28 were taken together. | | | | | | | | | |
| *29 | BIOL 145 | COURSE | Revise | 1stRead | BIOLOGY DIVISION | BIOLOGY | Substantial Change | Carried | Kretzmann/Cohen Schorr | |
| *30 | BIOL 146 | COURSE | Revise | 1stRead | BIOLOGY DIVISION | BIOLOGY | Substantial Change | | | |
| | Kretzmann: Biology of Birds; Marine Mammals. Archived; not taught in a long time. | | | | | | | | | |

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| | Designed to be field studies courses in Baja, with very qualified instructors. Changed number of | | | | | | | | | |
| | units, more lab hours. Updated content and SLOs. Added Pass/No Pass option. (ACCJC St II.A.3) | | | | | | | | | |
| | MSC to approve Items 29 and 30 for 2nd Read. | | | | | | | | Carried | Kretzmann/Calderone |
| *31 | CHLDV 215 | COURSE | Revise | 1stRead | SOCIAL SCIENCES DIVISION | CHILD DEVELOPMENT | Substantial Change | Carried | Kronbeck/Parypinski | |
| | Biancheri: COR had been archived; class not taught in a while. Department saw need for students | | | | | | | | | |
| | to have course, demand higher. More qualified instructor now. Future educators of young | | | | | | | | | |
| | children learn how to choose their library in a very thoughtful way, "windows and mirrors" | | | | | | | | | |
| | (children seeing themselves reflected in books, materials; and looking through windows to see | | | | | | | | | |
| | different perspectives, life experiences). | | | | | | | | | |
| | MSC to approve Item 31 for 2nd Read. | | | | | | | | Carried | Kronbeck/Czech |
| *32 | ESL 80 | COURSE | Revise | OnlyR | NONCREDIT ESL | ESL NON-CREDIT | Nonsubstantial Change A | Tabled | Rohrbacher/Kretzmann | |
| *33 | ESL 81 | COURSE | Revise | OnlyR | NONCREDIT ESL | ESL NON-CREDIT | Nonsubstantial Change A | | | |
| *34 | ESL 82 | COURSE | Revise | OnlyR | NONCREDIT ESL | ESL NON-CREDIT | Nonsubstantial Change A | | | |
| *35 | ESL 90 | COURSE | Revise | OnlyR | NONCREDIT ESL | ESL NON-CREDIT | Nonsubstantial Change A | | | |
| | MST Items 32 through 35; Mayer not present. | | | | | | | | | |
| | Traynor: Items 32-35 have changes in catalog description. | | | | | | | | | |
| | Items 32 through 35 were taken together. | | | | | | | | | |
| *36 | ETH S 110 | COURSE | Revise | 1stRead | SOCIAL SCIENCES DIVISION | ETHNIC STUDIES | Nonsubstantial Change B | Carried | Kronbeck/Kretzmann | |

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| *%37 | ETH S 111 | COURSE | Revise | 1stRead | SOCIAL SCIENCES DIVISION | ETHNIC STUDIES | Nonsubstantial Change B | | | |
| *%38 | ETH S 121 | COURSE | Revise | 1stRead | SOCIAL SCIENCES DIVISION | ETHNIC STUDIES | Nonsubstantial Change B | | | |
| *%39 | ETH S 132 | COURSE | Revise | OnlyR | SOCIAL SCIENCES DIVISION | ETHNIC STUDIES | Nonsubstantial Change B | | | |
| | MSC to approve change in advisories for Items 37, 38, and 39. | | | | | | | | Carried | Kronbeck/Czech |
| | Kronbeck: Items 36, 38, and 39 brought back for C&I approval. Approved in June to meet deadline | | | | | | | | | |
| | for Area F of CSU GE Breadth. Item 37 cyclical revision. (ACCJC Standard II.A.12) | | | | | | | | | |
| | Kretzmann: Item 37 catalog statement says "students' lives;" should probably be "immigrants' lives." | | | | | | | | | |
| | Kronbeck will fix this and check catalog statement language in Items 36 and 38. | | | | | | | | | |
| | MSC to approve Items 36 through 38 for 2nd Read | | | | | | | | Carried | Kronbeck/Czech |
| *%40 | HLTH 105 | COURSE | Create | 1stRead | KINESIOLOGY DIVISION | HEALTH | New Course | Carried | Calderone/Czech | |
| | MSC to approve advisories for Item 40. | | | | | | | Carried | Calderone/Conner-Gaten | |
| | Calderone: New health class, intro to public health. Looking to develop transfer degree for public | | | | | | | | | |
| | health; stackable CE curriculum. Foundational course, written after C-ID descriptor. | | | | | | | | | |
| | Kronbeck: Suggest removing redundant language in SLO #1. | | | | | | | | | |
| *%41 | HUMAN 140 | COURSE | Create | 1stRead | ENGLISH DIVISION | HUMANITIES | New Course | Carried | Parypinski/Kretzmann | |
| | MSC to approve advisories for Item 41. | | | | | | | Carried | Parypinski/Czech | |
| | Instructor Shahoian: Armenian American experience in context of 1st and 2nd generation | | | | | | | | | |

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| | Armenians and how they interact with environment through art, music, literature, architecture, | | | | | | | | | |
| | etc. as diasporic immigrants. (ACCJC Standard II.A.7) | | | | | | | | | |
| | Zobayan: Suggestion to include Armenian view of disability, which is regarded as taboo; PTSD. | | | | | | | | | |
| | Shahoian will consider inclusion. | | | | | | | | | |
| | Kronbeck: Since course will be team-taught, please contact Mike Davis (Acad Senate VP) | | | | | | | | | |
| | regarding disciplines list and which FSAs will be attached to course. | | | | | | | | | |
| | Item 31 will return for 2nd Read November 10. | | | | | | | | | |
| *42 | JAPAN 48 | COURSE | Create | 1stRead | LANGUAGE ARTS DIVISION | JAPANESE | New Course | Carried | Cohen-Schorr/Kronbeck | |
| | MSC to approve advisories for Item 42. | | | | | | | | Carried | Cohen-Schorr/Czech |
| | Cohen-Schorr: Offered course in the past, but no COR. | | | | | | | | | |
| | Kretzmann: Range of possible hours in 48 courses may have to be reflected, page 5. Method | | | | | | | | | |
| | of instruction none selected. | | | | | | | | | |
| | Traynor: Variable on range of hours, 1-3 units. | | | | | | | | | |
| | Item 42 to return for 2nd Read. | | | | | | | | | |
| *43 | Drafting and Basic Interior Design | PROGRAM | Create | 1stRead | NONCREDIT BUSINESS & LIFE SKILLS DIVISION | SHORT TERM VOCATIONAL | New Program | Carried | Czech/Kretzmann | |
| | Czech: Certificate short term vocational; part of NC mirror courses. Opportunity for NC students | | | | | | | | | |
| | to experience credit course. Mirrored course is ARCH 101, Interior Design. Upon completion, | | | | | | | | | |
| | students have option to continue as credit students in Interior Design. (ACCJC Standard II.A.4) | | | | | | | | | |
| *44 | Google Workspace | PROGRAM | Create | 1stRead | NONCREDIT BUSINESS & | SHORT TERM VOCATIONAL | New Program | Carried | Czech/Kretzmann | |

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| | | | | | LIFE SKILLS DIVISION | | | | |
| | Czech: Certificate short term vocational; 2 courses on how to use cloud-based tech. Part of online office systems instruction. Will increase student employability in entry-level positions. Features collaboration in using Google Workspace. May be taken by others to improve proficiency. | | | | | | | | |
| | (ACCJC Standard II.A.14) | | | | | | | | |
| *45 | Healthcare Administration AS Degree | PROGRAM | Create | 1stRead | BUSINESS DIVISION | MEDICAL OFFICE ADMINISTRATION | New Program | Carried | Margaryan/Calderone |
| *46 | Healthcare Administration Certificate | PROGRAM | Create | 1stRead | BUSINESS DIVISION | MEDICAL OFFICE ADMINISTRATION | New Program | | |
| | Instructor Perera: Most comprehensive certificate and AS degree from MOA department. CTE programs; went through LAOCRC and were approved. Item 46 is stackable. Worked with Yvette (Ybarra) to align PLOs and ILOs. LMI data included. (ACCJC Standard II.A.11) | | | | | | | | |
| | Kretzmann: MOA 191 (Intro to Pub Health) may overlap with HLTH 105 (Intro to Pub Health). Calderone: Two different areas. HLTH 105 will focus on public health transfer degree. Saucedo: Clarification: LAOCRC approved but required deletion of "certificate" in submission title on LAOCRC website. Will be approved in November meeting and will be reflected in minutes. | | | | | | | | |
| | Traynor created program map and will send to Perera. | | | | | | | | |
| | Items 45 and 46 will return for 2nd Read on November 10. | | | | | | | | |
| | 2nd Reads | | | | | | | | |

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| 47 | ST DV 130 | COURSE | Create | 2ndRead | STUDENT SERVICES DIVISION | STUDENT DEVELOPMENT | New Course | Carried | Zobayan/Margaryan |
| Zobayan: Student Services/Counseling course for Business; approved by Business Division. | | | | | | | | | |
| Correction made from 1st Read. | | | | | | | | | |

V. Adjournment

The meeting was adjourned at 4:05 p.m.

Next C&I meeting: Wednesday, November 10, 2021; 2 p.m. via Zoom

Minutes recorded and transcribed by Nonah Maffit.