

Glendale Community College
Curriculum & Instruction Committee
Minutes

Wednesday, September 22, 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, 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, Ed Karpp, Jolie Morris, Piper Rooney, Freddy Saucedo, Nancy Traynor, Yvette Ybarra, Terrence Yu

Guests: Roger Dickes, Sonali Perera, Charlotte Schulten, David Yamamoto

Call to Order

C&I Committee Co-Chair Francien Rohrbacher called the meeting to order at 2:03 p.m.

Approval of Minutes

MSC (McDonald/Kretzmann) to approve the minutes of September 8, 2021 Curriculum & Instruction Committee Meeting.

I. Announcements

Preliminary Review. The next preliminary review deadline is October 7, 2021. This is for cyclical revisions and new curricular items. This deadline does not apply to updates to the course outline or changes to SLOs. Francien holds office hours regularly, but if your schedule does not permit, she would be happy to meet with you one-on-one. Please find the list of CORs due for revision Fall 2021 and Spring 2022 at the top of the Agenda.

Committee on Distance Education. The next CoDE meeting is on September 28, 2021.

II. Ongoing Business

The role of C&I in promoting DEIA (ACCJC Standard II.A.7)

DEIA resource person on C&I. Francien contacted Counselor Alexandra Evans about being the DEI resource person in C&I. Please let Francien know if you or someone you know may be interested.

Equity Guide Workshops. Francien will hold an Intro to the Equity Guide workshop on October 14, 2021, at 2 p.m. If you are interested in being a co-presenter, please contact Francien.

DE Addendum in CMS (Rooney, Rohrbacher) (ACCJC Standard II.A.1)

Piper shared the links to the DE Addendum form and to the guide. The DE Addendum is now live on CMS in the Supplementals section. The Math Division filled out the first batch and they went through CMS. Piper has asked the Academic Senate to approve the creation of a DE Subcommittee, whose responsibility would be to review and approve course proposals for DE Addenda twice a month. CoDE meets once a month while course proposals are approved at C&I twice a month.

Piper confirmed that CORs with existing DE Addendum will not be held back. Francien clarified that it is the new CORs and courses undergoing substantial change which will have to go through the approval process, including Academic Affairs. When she sends out emails to C&I reps after every C&I meeting regarding the approval or status of their course proposals, she will also advise them whether the COR needs a DE Addendum. At the CoDE meeting on the 28th, Francien will explain to CoDE reps the process of CMS approval. She has given CMS access to CoDE reps.

A suggestion was made to create an additional section, Section 7, in CMS to house the DE Addendum for each course instead of having it in the Supplementals, to make the approval process more transparent and more accessible.

Deletions									
1	BUSAD 176	COURSE	Delete	OnlyR	BUSINESS DIVISION	BUSINESS ADMINISTRATION	Deletion	Carried	Margaryan/Cortes
Margaryan: Removing because offering same topic in different courses.									
Part of International Business program; will have to come through to reflect course deletion.									
2	MATH 30AB	COURSE	Delete	OnlyR	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	Deletion	Carried	Palermo/McDonald
3	MATH 30CD	COURSE	Delete	OnlyR	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	Deletion		
4	MATH 30E	COURSE	Delete	OnlyR	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	Deletion		
5	MATH 90AB	COURSE	Delete	OnlyR	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	Deletion		
6	MATH 90CD	COURSE	Delete	OnlyR	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	Deletion		
7	MATH 90EF	COURSE	Delete	OnlyR	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	Deletion		
Palermo: Modular courses were created for developmental math sequence but have not been offered. Archive for now.									
Items 2-7 were taken together.									
Only Reads									
8%	ANTHR 104	COURSE	Revise	OnlyR	SOCIAL SCIENCES DIVISION	ANTHROPOLOGY	Nonsubstantial Change A	Carried	Kronbeck/Parypinski
9%	ANTHR 114	COURSE	Revise	OnlyR	SOCIAL SCIENCES DIVISION	ANTHROPOLOGY	Nonsubstantial Change A		
10%	ETH S 123	COURSE	Revise	OnlyR	SOCIAL SCIENCES DIVISION	ETHNIC STUDIES	Nonsubstantial Change A		
11%	ETH S 124	COURSE	Revise	OnlyR	SOCIAL SCIENCES DIVISION	ETHNIC STUDIES	Nonsubstantial Change A		
12%	ETH S 164	COURSE	Revise	OnlyR	SOCIAL SCIENCES DIVISION	ETHNIC STUDIES	Nonsubstantial Change A		

13%	GEOG 101	COURSE	Revise	OnlyR	SOCIAL SCIENCES DIVISION	GEOGRAPHY	Nonsubstantial Change A	
14%	GEOG 102	COURSE	Revise	OnlyR	SOCIAL SCIENCES DIVISION	GEOGRAPHY	Nonsubstantial Change A	
15%	GEOG 103	COURSE	Revise	OnlyR	SOCIAL SCIENCES DIVISION	GEOGRAPHY	Nonsubstantial Change A	
16%	GEOG 106	COURSE	Revise	OnlyR	SOCIAL SCIENCES DIVISION	GEOGRAPHY	Nonsubstantial Change A	
17%	GEOG 107	COURSE	Revise	OnlyR	SOCIAL SCIENCES DIVISION	GEOGRAPHY	Nonsubstantial Change A	
18%	GEOG 110	COURSE	Revise	OnlyR	SOCIAL SCIENCES DIVISION	GEOGRAPHY	Nonsubstantial Change A	
19%	GEOG 160	COURSE	Revise	OnlyR	SOCIAL SCIENCES DIVISION	GEOGRAPHY	Nonsubstantial Change A	
20%	HIST 103	COURSE	Revise	OnlyR	SOCIAL SCIENCES DIVISION	HISTORY	Nonsubstantial Change A	
21%	HIST 104	COURSE	Revise	OnlyR	SOCIAL SCIENCES DIVISION	HISTORY	Nonsubstantial Change A	
22%	HIST 105	COURSE	Revise	OnlyR	SOCIAL SCIENCES DIVISION	HISTORY	Nonsubstantial Change A	
23%	HIST 113	COURSE	Revise	OnlyR	SOCIAL SCIENCES DIVISION	HISTORY	Nonsubstantial Change A	

24%	HIST 115	COURSE	Revise	OnlyR	SOCIAL SCIENCES DIVISION	HISTORY	Nonsubstantial Change A		
25%	HIST 120	COURSE	Revise	OnlyR	SOCIAL SCIENCES DIVISION	HISTORY	Nonsubstantial Change A		
26%	HIST 121	COURSE	Revise	OnlyR	SOCIAL SCIENCES DIVISION	HISTORY	Nonsubstantial Change A		
27%	HIST 131	COURSE	Revise	OnlyR	SOCIAL SCIENCES DIVISION	HISTORY	Nonsubstantial Change A		
28%	HIST 132	COURSE	Revise	OnlyR	SOCIAL SCIENCES DIVISION	HISTORY	Nonsubstantial Change A		
29%	HIST 133H	COURSE	Revise	OnlyR	SOCIAL SCIENCES DIVISION	HISTORY	Nonsubstantial Change A		
MSC to approve change in advisories in Items 8-29.								Carried	Kronbeck/McDonald
Kronbeck: Deleted ENGL and ESL course numbers which no longer exist.									
Items 8-29 were taken together.									
*30	HRM 222	COURSE	Revise	OnlyR	TECHNOLOGY & AVIATION DIVISION	HOTEL RESTAURANT MANAGEMENT	Nonsubstantial Change A	Carried *	Herwerth/Cortes
Herwerth: Cyclical revision, updated hours, textbook, C-ID.									
Kretzmann: Future tense in catalog statement. Herwerth will fix.									
*Item 30 approved for 1st Read, will return for 2nd Read.									
31%	PHILO 115	COURSE	Revise	OnlyR	SOCIAL SCIENCES DIVISION	PHILOSOPHY	Nonsubstantial Change A	Carried	Kronbeck/Calderone
32%	PHILO 116	COURSE	Revise	OnlyR	SOCIAL SCIENCES DIVISION	PHILOSOPHY	Nonsubstantial Change A		

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33%	PHILO 118	COURSE	Revise	OnlyR	SOCIAL SCIENCES DIVISION	PHILOSOPHY	Nonsubstantial Change A	
34%	POL S 108	COURSE	Revise	OnlyR	SOCIAL SCIENCES DIVISION	POLITICAL SCIENCE	Nonsubstantial Change A	
35%	POL S 111	COURSE	Revise	OnlyR	SOCIAL SCIENCES DIVISION	POLITICAL SCIENCE	Nonsubstantial Change A	
36%	POL S 115	COURSE	Revise	OnlyR	SOCIAL SCIENCES DIVISION	POLITICAL SCIENCE	Nonsubstantial Change A	
37%	PSYCH 105	COURSE	Revise	OnlyR	SOCIAL SCIENCES DIVISION	PSYCHOLOGY	Nonsubstantial Change A	
38%	PSYCH 110	COURSE	Revise	OnlyR	SOCIAL SCIENCES DIVISION	PSYCHOLOGY	Nonsubstantial Change A	
39%	PSYCH 113	COURSE	Revise	OnlyR	SOCIAL SCIENCES DIVISION	PSYCHOLOGY	Nonsubstantial Change A	
40%	PSYCH 131	COURSE	Revise	OnlyR	SOCIAL SCIENCES DIVISION	PSYCHOLOGY	Nonsubstantial Change A	
41%	SOC 102	COURSE	Revise	OnlyR	SOCIAL SCIENCES DIVISION	SOCIOLOGY	Nonsubstantial Change A	
42%	SOC 104	COURSE	Revise	OnlyR	SOCIAL SCIENCES DIVISION	SOCIOLOGY	Nonsubstantial Change A	
43%	SOC 105	COURSE	Revise	OnlyR	SOCIAL SCIENCES DIVISION	SOCIOLOGY	Nonsubstantial Change A	

44%	SOC 131	COURSE	Revise	OnlyR	SOCIAL SCIENCES DIVISION	SOCIOLOGY	Nonsubstantial Change A		
45%	SOC 140	COURSE	Revise	OnlyR	SOCIAL SCIENCES DIVISION	SOCIOLOGY	Nonsubstantial Change A		
46%	SOC S 101	COURSE	Revise	OnlyR	SOCIAL SCIENCES DIVISION	SOCIAL SCIENCE	Nonsubstantial Change A		
47%	SOC S 120	COURSE	Revise	OnlyR	SOCIAL SCIENCES DIVISION	SOCIAL SCIENCE	Nonsubstantial Change A		
48%	SOC S 127	COURSE	Revise	OnlyR	SOCIAL SCIENCES DIVISION	SOCIAL SCIENCE	Nonsubstantial Change A		
	MSC to approve change in advisories for Items 31-48.							Carried	Kronbeck/Parypinski
	Kronbeck: Deleted ENGL and ESL course numbers which no longer exist.								
	Items 31-48 were taken together.								
1st Reads									
*%49	HLTH 104	COURSE	Revise	1stRead	KINESIOLOGY DIVISION	HEALTH	Substantial Change	Carried	Calderone/Cortes
	MSC to approve change in advisories for Item 49.							Carried	Calderone/Czech
	Calderone: Pre-cyclical revision to submit for C-ID; updated textbook; fixed ENGL pre-req, title, catalog statement to match C-ID; tweaked course content.								
	MSC to approve Item 49 for 2nd Read.							Carried	Calderone/Kretzmann
*50%	KIN 100	COURSE	Revise	1stRead	KINESIOLOGY DIVISION	KINESIOLOGY	Nonsubstantial Change B	Carried	Calderone/Cortes
	MSC to approve change in advisories for Item 50.							Carried	Calderone/Mayer
	Kretzmann: Asked if rubrics as a method of evaluation was from C-ID.								
	Ybarra: Teaching online and using rubrics to grade journals, reflections, research papers, etc.								
	Ybarra: Used this course as example on how to create equitable CORs. (ACCJC Standard II.A.7)								
	MSC to approve Item 50 for a 2nd Read.							Carried	Calderone/McDonald

51%	MATH 30	COURSE	Revise	1stRead	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	Substantial Change	Carried	Palermo/McDonald
52%	MATH 30+	COURSE	Revise	1stRead	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	Substantial Change		
	MSC to approve change in advisories for Item 51 and 52.							Carried	Palermo/Czech
	Palermo: Updated catalogue statement, updated SLOs, removed all prereqs. Optional courses for								
	SLAM pathway. (ACCJC Standard II.A.11)								
	MSC to approve Items 51 and 52 for 2nd Read.							Carried	Palermo/Kretzmann
	Items 51 and 52 were taken together.								
*53	MATH 303E	COURSE	Create	1stRead	MATHEMATICS DIVISION	DEVELOPMENTAL MATH	New Course	Failed	Palermo/McDonald
	Schulten: Optional support lab for calculus; reviews calculus concepts, key problems (algebra),								
	and what learning resources students have (e.g. Math Disc Center, Learning Center, Counselors).								
	Cortes: Concerned that course content with 16 hours involving counseling support might								
	might duplicate counseling functions.								
	Traynor: Clarification: When students take MATH 303, MATH 103 is a co-requisite.								
	Traynor: Struggling students will end up taking 8 hours math/week plus study hours								
	in addition to other classes (financial aid req); may be excessive. Questioned whether students								
	could use Math Discovery Center, Learning Center instead.								
	Saucedo: Suggest for counselors to create tailored modules; math instructors to supplement.								
	Herwerth: Maybe language could change to be more contextualized. Value in having math								
	instructors discuss tutoring resources, support, etc.								
	Ritterbrown: We're asking students to overschedule themselves. Studies show more time on task								
	does not equate to more student success. NC open-entry/open-exit lab may be a better idea.								
	Will support noncredit option.								
*54	NS 277	COURSE	Revise	1stRead	HEALTH SCIENCES DIVISION	NURSING SCIENCE	Nonsubstantial Change B	Carried	Kesian/Kretzmann
	Kesian: Cyclical revision; updated catalog statement, course note, SLOs. Separate course from								
	Nursing program, to advance knowledge and become critical care nurse. (ACCJC Standard II.A.3)								

	Kretzmann: Future tense in catalog description. Catalog notes has no pre-condition for enrollment									
	but there are entry standards; what's to prevent students from enrolling.									
	Traynor: C&I, Admissions & Rec cannot block enrollment but instructor can drop student.									
	MSC to approve Item 54 for 2nd Read.								Carried	Kesian/Mayer
55%	PHILO 101	COURSE	Revise	1stRead	SOCIAL SCIENCES DIVISION	PHILOSOPHY	Nonsubstantial Change B	Carried	Kronbeck/Cortes	
	MSC to approve change in advisories for Item 55.								Carried	Kronbeck/Calderone
	Kronbeck: Downgraded prereqs to recommended preps.									
	MSC to approve Item 55 for 2nd Read.								Carried	Kronbeck/Czech
	Items 55, 60, 61, and 62 were taken together.									
*%56	PHOTO 140	COURSE	Revise	1stRead	VISUAL & PERFORMING ARTS DIVISION	PHOTOGRAPHY	Nonsubstantial Change B	Carried	Helgeson/Czech	
*%57	PHOTO 142	COURSE	Revise	1stRead	VISUAL & PERFORMING ARTS DIVISION	PHOTOGRAPHY	Substantial Change			
*%58	PHOTO 144	COURSE	Revise	1stRead	VISUAL & PERFORMING ARTS DIVISION	PHOTOGRAPHY	Nonsubstantial Change B			
*%59	PHOTO 146	COURSE	Revise	1stRead	VISUAL & PERFORMING ARTS DIVISION	PHOTOGRAPHY	Nonsubstantial Change B			
	MSC to approve change in advisories for Items 56, 57, 58 and 59.							Carried	Helgeson/Czech	
	Yamamoto: Revised pre reqs to give students more choices. Added co-req to one of the courses.									
	MSC to approve Items 56, 57, 58, and 59 for 2nd Read.								Carried	Helgeson/Kretzmann
	Items 56-59 were taken together.									
60%	SOC 101	COURSE	Revise	1stRead	SOCIAL SCIENCES DIVISION	SOCIOLOGY	Nonsubstantial Change B	Carried	Kronbeck/Cortes	
61%	SOC 101H	COURSE	Revise	1stRead	SOCIAL SCIENCES DIVISION	SOCIOLOGY	Nonsubstantial Change B			

62%	SOC 108	COURSE	Revise	1stRead	SOCIAL SCIENCES DIVISION	SOCIOLOGY	Nonsubstantial Change B		
	MSC to approve change in advisories for Items 60, 61, and 62.							Carried	Kronbeck/Calderone
	Kronbeck: Downgraded prereqs to recommended preps.								
	MSC to approve Items 60, 61, and 62 for 2nd Read							Carried	Kronbeck/Czech
	Items 55, 60, 61, and 62 were taken together.								
63	ADMINISTRATIVE MEDICAL ASSISTANT - Certificate	PROGRAM	Revise	1stRead	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATION	Substantial Change	Carried	Margaryan/McDonald
64	ADMINISTRATIVE MEDICAL ASSISTANT AS Degree	PROGRAM	Revise	1stRead	BUSINESS DIVISION	MEDICAL OFFICE ADMINISTRATION	Substantial Change		
	Perera: Added MOA 185 to both certificate and degree programs.								
	MSC to approve Items 63 and 64 for 2nd Read.							Carried	Margaryan/Kretzmann
	Items 63 and 64 were taken together.								
*65	Music - AA Degree	PROGRAM	Revise	1stRead	VISUAL & PERFORMING ARTS DIVISION	NON-COMMERCIAL MUSIC	Substantial Change		
*66	Music - AA-T	PROGRAM	Revise	1stRead	VISUAL & PERFORMING ARTS DIVISION	NON-COMMERCIAL MUSIC	Substantial Change		
*67	Music - AS Degree	PROGRAM	Revise	1stRead	VISUAL & PERFORMING ARTS DIVISION	NON-COMMERCIAL MUSIC	Substantial Change		
*68	Music - Certificate	PROGRAM	Revise	1stRead	VISUAL & PERFORMING ARTS DIVISION	NON-COMMERCIAL MUSIC	Substantial Change		
	Helgeson: Item 67 and 68: PLOs updated, reduced to 2; added catalog description; simplified								

	program description and goals; added new Music tech and recording classes as elective options;								
	dropped ensemble units to 2. Item 65 and 66: Edited catalog description; simplified program.								
	description and goals; reduced PLOs to 2. Added new courses that were introduced. In Item 66								
	added more elective options. Increased units to 26/27 in line with Item 65.(ACCJC Standard II.A.11)								
	Traynor: Item 66: Some courses (required and electives) do not have C-IDs, cannot be submitted.								
	Urgent to have C-IDs reviewed and approved.								
	Kretzmann: There seems to be overlap between AA's and AS.								
	Helgeson: AA's more performance-based, for 4-year degree, with core classes; AS more electives,								
	more employment path but still potential transfer degree.								
	MSC to approve Items 65, 67, and 68.							Carried	Helgeson/Mayer
	MST Item 66.							Tabled	Helgeson/Kretzmann
	MSC to approve 2nd Read for Items 65, 67, and 68.							Carried	Helgeson/McDonald
	Items 65-68 were taken together.								
*69	Photography - AA Degree	PROGRAM	Revise	1stRead	VISUAL & PERFORMING ARTS DIVISION	PHOTOGRAPHY	Substantial Change	Carried	Helgeson/Margaryan
	Yamamoto: Up for cyclical review; reorganized courses to reflect new course numbers and new								
	course sequences; updated catalog description to clarify program is for 4-year transfer students								
	rather than tech career education.								
	MSC to approve Item 69 for 2nd Read.							Carried	Helgeson/Mayer

V. Adjournment.

The meeting was adjourned at 3:56 p.m.
 Next C&I Committee Meeting: Wednesday, October 13, 2021; 2:00 p.m. via Zoom

Minutes recorded and transcribed by Nonah Maffit.