

Glendale Community College
Curriculum & Instruction Committee
Minutes
Wednesday, March 8, 2023; 2:00 p.m. via Zoom

Present (Voting Members): Francien Rohrbacher (Co-Chair), Abraham Baca (proxy for Catherine Dudley), Bridget Bershad, Erin Calderone, Reut Cohen Schorr, Aisha Conner-Gaten, Chris Herwerth, Corey Jamieson, Beth Kronbeck, Paul Mayer, Simon Mirzayan (proxy for Araik Eric Margaryan), Suzanne Palermo, Vladimir Paransky, Joanna Parypinski, Kim Perner, Karoline Rostamiani, Tobin Sparfeld, Paul Vera, Rita Zobayan

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

Voting Members Absent: Michael Ritterbrown, Catherine Dudley, Kohar Kesian, Araik Eric Margaryan

Call to Order

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

Approval of Minutes

MSC (Calderone/Sparfeld) to approve the minutes of February 22, 2023 Curriculum & Instruction Committee.

I. Announcements

The Curriculum Institute 2023 hosted by the Academic Senate for California Community Colleges (ASCCC) will be held July 12-15, 2023 in Riverside and as a hybrid event. New C&I reps and resources are strongly encouraged to attend. Francien sent the link earlier. Registration will be opening soon. The program will be posted in the coming months. The District will reimburse the registration fee, travel fees (hotel, mileage) and pay a per diem allowance. Please go through your respective divisions to have the reimbursement processed.

II. Ongoing Business

eLumen Updates. All 1,500+ course outlines have been finalized. Francien and Nancy met with Bob Zemlin, our eLumen rep last week. The eLumen team has started its health check on the CORs. They check the integrity of the entries, verifying that each COR is in the correct discipline, has the correct curriculum ID number, was transferred properly, and has been backdated to Fall 2022.

On the C&I calendar, the deadline to submit proposals is April 4. Because Bob and his team are expecting to conduct the health check through April, we may not be able to go through a complete curriculum cycle this semester as we had anticipated. This means that we will not be able to review cyclical changes or submit new courses because these would have to be uploaded onto eLumen. They would have to go through preliminary and technical reviews, which would not be available while the health check is going on. After approval at C&I, they are approved at Academic Affairs, which does not meet in the summer, and then at the Board of Trustees.

Approval of cyclical revisions and new proposals will have to wait until the fall cycle. Exceptions have been made and will be made for time-sensitive course approvals.

Any changes which are updates to textbooks, SLOs, etc. and are not cyclical, which do not have to go through prelim and tech reviews but straight to C&I for approval, could go through. These updates will not change the COR's cyclical date (every 2 years or every 6 years).

As soon as eLumen completes the health check and the CORs have been published, Francien and Nancy will conduct workshops so C&I reps will be able to submit new course proposals and cyclical revisions into eLumen before fall.

Francien will also hold trainings for committee reps on preliminary and technical reviews.

Nancy, Francien, and Sarah White will start verifying programs in the summer. Francien and Nancy will be holding trainings for programs in the fall.

eLumen Workflows (Traynor). Nancy created flowcharts to illustrate the various stages in each workflow: Cyclical Revision, New Course, Substantial Change, Non Substantial Change, Informational/Technical, and Deletion. She discussed what happens at each stage of each workflow. The workflow pathways attachment, which Francien sent with the agenda, describes these as well. The flowchart and the workflow pathways will be uploaded to the C&I website.

Nancy demonstrated how each of them appears in eLumen. It will be important that the C&I rep choose the appropriate workflow when submitting to eLumen. Nancy will research if a user can back out when they start a workflow at the early stages.

Nancy and Francien will schedule in-person trainings on campus soon. Nancy is working on training videos for each workflow using the test, not the production, environment.

The role of promoting DEIA at GCC. Alexandra will hold C&I office hours twice a month this semester. She has scheduled March 15 and March 29 from 5:00 to 6:00 p.m. via Zoom. Please drop by if you would like to talk about making course descriptions and course contents more inclusive and equitable, review language, talk about discipline-specific DEIA concerns, resources you could include, etc. If these dates and hours will not work for you, please send her an email at alexandrae@glendale.edu

As your divisions are revising curriculum or proposing new courses and would like to incorporate disability representation, please contact Rita at rzobayan@glendale.edu. She would be happy to meet with you or your division.

Francien, Julie Gamberg, and Caroline Hallam will host a discussion on “Choosing Texts and Materials through a DEIA Lens” on Thursday, March 30, from 2:00 to 3:00 via Zoom. Flex is available through the VRC.

Please let Francien know if you are interested in co-hosting a workshop, conversation, or presentation this semester. Alexandra and Francien are planning a DEIA curriculum intensive in the summer. More details to follow.

III. New Business

Articulation Update (Bershad). Bridget clarified Credit by Exam (CBE), which Richard Cortes brought up at the last C&I meeting:

1. A high school class which is articulated with a GCC course is transcribed as “Credit by Exam.” Classes with that articulation should be reflected in the catalog as Credit by Exam and should be brought to C&I. Bridget has the list of CBE articulated courses.
2. Catalog page 43 contains the list of current CBE courses. Divisions should review their respective lists to confirm they are current, and discuss whether they should remain CBE. If there are courses which divisions think should be removed, they should go through C&I. There are caveats with regard to transferability. Please contact Bridget if you have any questions.

If there are changes to be made on CORs, Bridget confirmed with Francien they could be brought to C&I for approval, while the eLumen verification is being conducted. (ACCJC Standard II.8)

Bridget will conduct an Articulation 101 workshop on Wednesday, March 29, 2023, from 12:30 to 1:30 via Zoom. Please share with your divisions. FLEX is approved through the VRC.

IV. Curriculum Action Items (ACCJC Standards II.10, 16)

1. MSC (Herwerth/Calderone) to approve the following courses for UC transferability:

ADMJ 107 ADMJ 110

ADMJ 116 ADMJ 118

ADMJ 120 ADMJ 160

MSC (Herwerth/Mayer) to approve the courses above for a Second Read.

2. Discussion and approval for CSU Transferability for the following courses were postponed until the next C&I meeting. Chris will bring them to the division.

AT 139 CULIN 122 HRM 214

AT 152 CULIN 124 HRM 216

AT 153 CULIN 224

3. MATH 137 is a proposed new course. Its approval for UC transferability and CSU GE Breadth postponed pending course approval.

V. Adjournment

The meeting was adjourned at 3:11 p.m.

Next C&I Committee Meeting: March 22, 2023; 2-4 p.m. via Zoom

Minutes recorded and transcribed by Nonah Maffit