

**Glendale Community College
Curriculum & Instruction Committee
Minutes
First & Second Reading
Wednesday, February 26, 2014
1:40p.m., AD 217**

Co-chair: Sarah McLemore called the meeting to order at 1:43 pm.

Voting Members Present: Susie Chin, Richard Cortes, Maria Czech, Daphne Dionisio, Megan Ernst, Susan Hoehn, Stacy Jazan, Kohar Kesian, Maria Kretzmann, Elis Lee, Gabrielle Mitchell Marell, Bryan Ramos, Liz Russell, Scott Rubke, Rory Schlueter, David Yamamoto.

Resources Present: Edward Karpp, Jenny McMahon, Fabiola Torres, Terrence Yu, Yvette Ybarra

Absent: Marcus Afshar, Kathy Bakhit, Peggy Renner, Michael Ritterbrown, Tom Voden, Tina Andersen-Wahlberg

Guests: Dana Nartea, Piper Rooney, Monette Tiernan

Announcements/Discussion Items:

1. Technical review for Spring 2014 – Maria Czech, Susie Chin, and Elis Lee volunteered to serve on the committee
2. Course deletions and new course numbers – courses being deleted must not reuse numbers deleted from catalog but not the curriculum. If you are not sure if the number has been used, check the Chancellor’s Office web site of our curriculum inventory. It is also strongly encouraged that you use a new number when changes to a course are so substantial as to trigger a change in transferability, graduation requirement status, etc.
3. Prerequisite policy – moved to agenda as item 66

Approval of Minutes

December 11, 2013, Curriculum & Instruction Committee.

MSC (Schlueter/Kretzmann) revised version of agenda

I. New Information Items (TABLED from 11/27/13 Agenda)

The items included here were removed from the agenda as no items associated with the agenda item number were available.

II Old Business—Curricular Action Items (First or One Reading)

1. Engineering 240 (New Course – **Second Reading**) **Rubke**
MSC (Rubke/Schlueter)
 - Corrections to Method of Evaluation s/b portfolio here
 - Student Learning Outcomes – use standard language: “Upon successful completion of the required coursework, the student will be able to:”
2. Engineering 240 (New Course Prerequisite – **Second Reading**) **Rubke**
MSC (Rubke/Cortes)
3. Student Development 125 (Substantial Change – **Second Reading**) **Barrio-Sotillo**
MSC (Hoehn/Kesian)
 - Added recommended prep between first and second reading
 - Textbook was updated between first and second reading
 - We are not requiring any sort of audit of textbooks that go forward to be accessible for students with disabilities. If you or your faculty are developing curriculum, please try to push folks to use textbooks which are available in a format for students with disabilities, or are visually impaired, or heard orally.
4. Student Development 125 Recommended Prep. (Substantial Change – **Second Reading**) **Barrio-Sotillo**
MSC (Hoehn/Rooney)
5. Photography 103 (Non Substantial B – **Second Reading**) **Green**
MSC (Yamamoto/Schlueter)
 - Title change was not in COR – needs to be corrected
 - Hyphens must be changed to colons in Total Lecture & Studio Hours
6. Art 130 (Non Substantial B – **Second Reading**) **Green**
MSC (Yamamoto/Schlueter)
 - While course was approved, it was noted that not all changes that were requested after the first reading had been completed. These changes will be completed before the course moves on to Academic Affairs
7. ~~Art 186 (Non Substantial B—~~**Second Reading**) **Green**
8. Kinesiology 166 (Substantial – **Second Reading**) **Gold**
MSC (Ramos/Kretzmann)
 - #8-#11 taken all at once
 - approved with corrected note
 - Change Note for all CORs: “A maximum of 1.5 units will be granted for

completion of KIN166 and KIN167” etc.

9. Kinesiology 167 (Substantial – **Second Reading**) **Gold MSC (Ramos/Kretzmann)**
 - #8-#11 taken all at once
 - see #8 notes above
10. Kinesiology 168 (Substantial – **Second Reading**) **Gold MSC (Ramos/Kretzmann)**
 - #8-#11 taken all at once
 - see #8 notes above
11. Kinesiology 169 (Substantial – **Second Reading**) **Gold MSC (Ramos/Kretzmann)**
 - #8-#11 taken all at once
 - see #8 notes above
12. Psychology 101 H (Substantial – **Second Reading**) **Dulay MSC (Dionisio/Rooney)**
 - #12 & #13 taken together
13. Psychology 101 H (Approval of Requisite Skills – **Second Reading**) **Dulay MSC (Dionisio/Rooney)**
 - #12 & #13 taken together
 -

III New Business—Curricular Action Items (First Reading/One Reading)

14. Spanish 124 (Delete from Catalog-Second Reading) **Girardi MSC (Jazan/Rooney)**
 - Kathy and Sarah will facilitate deletion of course from Arts and Humanities Area of Emphasis
 - The language arts division requests that this course also be removed from the catalog’s list of courses able to count for AP credit
 - The course deletion form will be amended to prompt users to review whether deleted courses need to be removed from AP credit table
15. Humanities 101 (Delete from Catalog) **Tiernan MSC (Rooney/Schlueter)**
 - #15 & #16 taken together
 - Kathy and Sarah will facilitate deletion of course from Arts and Humanities Area of Emphasis

16. Humanities 102 (Delete from Catalog) **Tiernan**
MSC (Rooney/Schlueter)
 - #15 & #16 taken together
 - see note above

17. English 126 (Delete from Catalog) **Tiernan**
MSC (Rooney/Czech)
 - #17-#22 all taken together
 - This course is also a part of the AA-T in Theatres Arts and the AS in Technical Theatre
 - This course is also a part of the Arts and Humanities Area of Emphasis
 - Sarah and Kathy will facilitate the deletion from the Arts and Humanities Area of Emphasis
 - The division will revise all degrees and certificates it has which include these courses to reflect the deletion
 - The division will work with other divisions impacted by this course's deletion to facilitate the deletion of it from any impacted degrees and certificates

18. English 130 (Delete from Catalog) **Tiernan**
MSC (Rooney/Czech)
 - #17-#22 all taken together
 - Sarah and Kathy to facilitate the deletion from the Arts and Humanities Area of Emphasis

19. English 141 (Delete from Catalog) **Tiernan**
MSC (Rooney/Czech)
 - #17-#22 all taken together
 - This course is included in the 10.d.2 and will be deleted from the list of options for General Education requirements

20. English 142 (Delete from Catalog) **Tiernan**
MSC (Rooney/Czech)
 - #17-#22 all taken together
 - This course is included in the 10.d.2 and will be deleted from the list of options for General Education requirements

21. English 184 (Delete from Catalog) **Tiernan**
MSC (Rooney/Czech)
 - #17-#22 all taken together

22. English 185 (Delete from Catalog) **Tiernan**
MSC (Rooney/Czech)
 - #17-#22 all taken together

23. Accounting 105 (Delete from Catalog) **Schlueter**
MSC (Schlueter/Hoehn)
 - #23 & #24 taken together
 - This course is included in the 10.d.2 and will be deleted from the list of options for General Education requirements
 - This course is currently listed as P/NP optional and will be removed from this list of courses in the catalog

24. Accounting 106 (Delete from Catalog) **Schlueter**
MSC (Schlueter/Hoehn)
 - #23 & #24 taken together

25. Accounting (Degree/Certificate Revision-First Reading) **Schlueter**
MSC (Schlueter/Russell)
 - #25-#35 all taken together
 - During the discussion, Jenny McMahon noted that Accounting 105 and 106 are also listed as options for the Real Estate Broker Certificate. The motion to remove the courses from the programs listed in agenda items 25-35 was amended to include the deletion of the courses from the Real Estate Broker Certificate. The second reading of the certificate revisions will reflect the deletion from this certificate

26. Bookkeeping (Degree/Certificate Revision-First Reading) **Schlueter**
MSC (Schlueter/Russell)
 - #25-#35 all taken together

27. Marketing (Degree/Certificate Revision-First Reading) **Schlueter**
MSC (Schlueter/Russell)
 - #25-#35 all taken together

28. Insurance Professional (Certificate Revision-First Reading) **Schlueter**
MSC (Schlueter/Russell)
 - #25-#35 all taken together

29. General Business (Degree/Certificate Revision-First Reading) **Schlueter**
MSC (Schlueter/Russell)
 - #25-#35 all taken together

30. Financial Planning and Investment (Degree/Certificate Revision-First Reading)
Schlueter
MSC (Schlueter/Russell)
 - #25-#35 all taken together
31. International Business (Degree/Certificate Revision-First Reading)
Schlueter
MSC (Schlueter/Russell)
 - #25-#35 all taken together
32. Entrepreneurship/Small Business (Degree/Certificate Revision-First Reading)
Schlueter
MSC (Schlueter/Russell)
 - #25-#35 all taken together
33. Management (Degree/Certificate Revision-First Reading) **Schlueter**
MSC (Schlueter/Russell)
 - #25-#35 all taken together
34. Administrative Assistant (Degree/Certificate Revision-First Reading)
Schlueter
MSC (Schlueter/Russell)
 - #25-#35 all taken together
35. Real Estate Appraisal (Degree/Certificate Revision-First Reading)
Schlueter
MSC (Schlueter/Russell)
 - #25-#35 all taken together
36. Computer Applications & Business Office Technology 156 (Delete from Catalog)
Schlueter
MSC (Schlueter/Yamamoto)
 - #36 & #37 taken together
 - While the deletion form was checked to show that the courses would be deleted from both the catalog and the curriculum this is a typographical error. They are only being deleted from the catalog.
37. Medical Office Administration 190 (Delete from Catalog) **Schlueter**
MSC (Schlueter/Yamamoto)
 - #36 & #37 taken together

38. Dental Front Office/Billing and Coding (Certificate Revision-First Reading)
Schlueter
MSC (Schlueter/Kretzmann)
 - #38-#40 taken together
39. Medical Office Administration: Medical Front Office (Degree/Certificate Revision-First Reading) **Schlueter**
MSC (Schlueter/Kretzmann)
 - #38-#40 taken together
 - Amend the change form
40. Office Technologies: Legal Secretary (Degree/Certificate Revision-First Reading)
Schlueter
MSC (Schlueter/Kretzmann)
 - #38-#40 taken together
41. Computer Science/Information Systems 203 (Delete from Catalog)
Schlueter
MSC (Schlueter/Rubke)
 - It was requested that the Business Division bring the deletion of the course from the Bookkeeping certificate to the March 26, 2014 C & I meeting
42. Computer Software Technician (Degree/Certificate-First Reading)
Schlueter
MSC (Schlueter/Jazan)
 - #42 & #43 taken together
 - Revise certificate due to deletion of 41 above
43. Computer Support Technician (Certificate Revision-First Reading)
Schlueter
MSC (Schlueter/Jazan)
 - #42 & #43 taken together
 - Revise certificate due to deletion of 41 above
44. Business Administration 138 (Delete from Catalog) **Schlueter**
MSC (Schlueter/Rooney)
 - #44-#47 all taken together
45. Computer Science/Information Systems 152 (Delete from Catalog)
Schlueter
MSC (Schlueter/Rooney)
 - #44-#47 all taken together
46. Computer Science/Information Systems 210 (Delete from Catalog)
Schlueter

- MSC (Schlueter/Rooney)**
- #44-#47 all taken together
47. Computer Science/Information Systems 269 (Delete from Catalog) **Schlueter**
MSC (Schlueter/Rooney)
- #44-#47 all taken together
- ~~48. Medical Office Administration: Medical Secretary (Program Deletion from Catalog) **Schlueter**~~
- ~~49. Medical Office Administration: Medical Transcription (Program Deletion from Catalog) **Schlueter**~~
50. Engineering 146 (New Course-First Reading) **Rubke**
MSC (Rubke/Kesian)
- Scott moves to amend title: CID ENG140 into title and title to Material Science and Engineering [pending check of number in inventory]
 - Based on feedback from Richard Cortes, the PeopleSoft Dictionary Sheet will be amended to include UC transferability for the course
 - Recommendations for the second reading of the course were as follows: elaborate the exit standards, design additional or revise current out of class assignments
51. Engineering 146 (Prerequisite-First Reading) **Rubke**
MSC (Rubke/Rooney)
- In order to validate the prerequisites we need evidence evidence that other four year colleges and/or universities require the proposed prerequisite. The prerequisite is approved pending the confirmation of this information
52. Art 138 (Non-Substantial Change B-First Reading) **Green**
MSC (Yamamoto/Schlueter)
- Update of Studio Arts course
 - Needs CID # & descriptor
 - Course content should be updated based on past feedback from C & I.
 - Textbooks – MLA formatting needs to be corrected
 - Hours need to be revised – don't add up to 32
53. Art 150 (Non-Substantial Change B-First Reading) **Green**
MSC (Yamamoto/Kretzmann)
- #53-#55 all taken together
 - Needs CID # & descriptor
 - Date needs to be changed

- Textbooks – MLA formatting needs to be corrected
54. Art 151 (Non-Substantial Change B-First Reading) **Green**
MSC (Yamamoto/Kretzmann)
- #53-#55 all taken together
55. Art 152 (Substantial Change-First Reading) **Green**
MSC (Yamamoto/Kretzmann)
- #53-#55 all taken together

MSC (Rooney/Kretzmann) to extend meeting 10minutes

56. Music 102 (Substantial Change-First Reading) **Green**
MST (Yamamoto/Schlueter)
- Before the course was tabled it was noted that significant work will need to be completed before the courses in the music theory series return to C & I.
57. Music 104 (Substantial Change-First Reading) **Green**
MST (Yamamoto/Schlueter)
58. Music 105 (Substantial Change-First Reading) **Green**
MST (Yamamoto/Schlueter)
59. Music 107 (Non-Substantial Change A) **Green**
MST (Yamamoto/Schlueter)
60. Music 108 (Non-Substantial Change A) **Green**
MST (Yamamoto/Schlueter)

MSC (Yamamoto/Schlueter) amend the motion #61-#70 only, 144-233 series

61. Music 144 (Substantial Change-First Reading) **Green**
MSC (Yamamoto/Schlueter)
- Use this as a model for all the CORs
 - Repeatability moved to NOTE to be standard
 - Note: audition – language standardized
 - Required skills – now a Note
 - Examples on all Out of Class Assignments
 - From/To forms clear
 - Units changed
 - COR updated
 - Amend note in the catalog
 - Add .o after the units

62. Music 145 (Substantial Change-First Reading) **Green**
MSC (Yamamoto/Schlueter)
 - Units changed
 - COR updated
 - Amend note in the catalog
 - Add .o after the units

63. Music 146 (Substantial Change-First Reading) **Green**
MSC (Yamamoto/Schlueter)
 - Units changed
 - COR updated
 - Amend note in the catalog
 - Add .o after the units

64. Music 147 (Substantial Change-First Reading) **Green**
MSC (Yamamoto/Schlueter)
 - Units changed
 - COR updated
 - Amend note in the catalog
 - Add .o after the units

65. Music 148 (Substantial Change-First Reading) **Green**
MSC (Yamamoto/Schlueter)
 - Units changed
 - COR updated
 - Amend note in the catalog
 - Add .o after the units

66. Music 152 (Substantial Change-First Reading) **Green**
MSC (Yamamoto/Schlueter)
 - Units changed
 - COR updated
 - Amend note in the catalog
 - Add .o after the units

67. Music 230 (Non-Substantial Change A) **Green**
MSC (Yamamoto/Schlueter)
 - Amend note in the catalog
 - Add .o after the units

68. Music 231 (Non-Substantial Change A) **Green**
MSC (Yamamoto/Schlueter)

- Amend note in the catalog
 - Add .0 after the units
69. Music 232 (Non-Substantial Change A) **Green MSC (Yamamoto/Schlueter)**
- Amend note in the catalog
 - Add .0 after the units
70. Music 233 (Non-Substantial Change A) **Green MSC (Yamamoto/Schlueter)**
- Amend note in the catalog
 - Add .0 after the units
71. Prerequisite policy
- Use entry expectation
 - Recommended preparation entry expectation on outline

MSC (McLemore/Kretzmann) to adjourn the meeting.

The meeting was adjourned at 4:25 pm.

The next meeting will be on Wednesday, March 12, 2014.