

**GLENDALE COMMUNITY COLLEGE
CURRICULUM AND INSTRUCTION COMMITTEE
MINUTES**

**Wednesday, April 25, 2012 (2nd Reading for March 28, 2012)
1:40 p.m., (CS 266)**

Sarah McLemore and Kathy Bakhit, co chairs, called the meeting to order at 1:45 p.m.

Voting Members Present: Trudi Abram, Shelley Aronoff, Maria Czech, Michael Dulay (Daphne Dionisio Proxy), Megan Ernst, Kathy Holmes, Stacy Jazan, Kohar Kesian, Maria Kretzman, Elis Lee, Michael Ritterbrown, Scott Rubke, Rory Schlueter, Jeanette Stirdivant,

Voting Members Absent: Marcus Afshar, Kristin Bruno, Richard Cortes, Barb Erfurt, Armen Ter-Oganesyan

Resources Present: Terrence Yu, Edward Karpp, Jenny McMahan, Frankie Strong

Resources Absent: Kristin Bruno, Pat Hurley, Alfred Ramirez, Ricardo Perez, Hasmik Sarkissian, Michael Scott, Tina Andersen-Wahlberg

Guests: Daphne Dionisio, Peter Green, Susan Hoehn, Dora Krannig, Dana Nartea

I. Approval of Minutes

MSC Abram/Stirdivant to approve the minutes of the March 28, 2012 Curriculum & Instruction Meeting

II. Old Business

1. Call for Agenda Items Process **McLemore and Bakhit**

- Going forward, all C & I members and resources will receive a call for agenda items via email
- Going forward all division chairs will receive an electronic reminder when C & I minutes, agendas, and materials have been posted online

2. Task Force for Certificate and Degree Revision Form **McLemore and Bakhit**

- During the summer, Dana Nartea, Jeanette Stirdivant, and the C & I Committee co-chairs will develop a more reader-friendly certificate and degree revision form

3. C&I Faculty Co-Chair's role and Academic Senate **McLemore**

- Discussion ensued. An informal vote of committee members conveyed that the committee feels that the faculty co-chair of C & I should be a voting member of the Academic Senate

4. Catalog Deletion Process (First Reading) **McLemore and Bakhit**
 - The catalog deletion process was reviewed and discussed by the committee
5. Justification for Need Process and Draft Guidelines (First Reading) **McLemore and Bakhit**
 - The justification for need process and draft guidelines were reviewed and discussed by the committee
 - It was recommended that a Justification for Need section be created on the Course Outline of Record template
 - Sample justifications for need will be included in the new version of the committee's Curriculum Handbook

III. New Business

1. Dance Teaching Certificate (Certificate Revision-Second Reading) **Green**
MSC Kretzman/Jazan to delete DANCE 112, DANCE 123, DANCE 131, DANCE 138 from the list of restricted elective courses from the Dance Teaching Certificate
2. Choreographic Studies and Dance Technique (Certificate Revision-Second Reading) **Green**
MSC Abram/Lee to delete from the Choreographic Studies and Dance Technique Certificate DANCE 112, DANCE 113, DANCE 123, DANCE 131, DANCE 132, DANCE 134, DANCE 141, DANCE 145
3. Choreographic Studies and Dance Technique (Associate in Arts Degree Revision-Second Reading) **Green**
MSC Abram/Lee to delete from the Choreographic Studies and Dance Technique Associate in Arts Degree DANCE 131, DANCE 132
4. Art 186 (Change in Hours-Second Reading) **Green**
MST Abram/Kesian to table the approval of the change in hours to Art 186
5. Art 187 (Change in Hours-Second Reading) **Green**
MST Abram/Kesian to table the approval of the change in hours to Art 187
6. Art 188 (Change in Hours-Second Reading) **Green**
MST Abram/Kesian to table the approval of the change in hours to Art 188
7. Art 189 (Change in Hours-Second Reading) **Green**
MST Abram/Kesian to table the approval of the change in hours to Art 189

8. Art 190 (Change in Hours-Second Reading) **Green**
MST Abram/Kesian to table the approval of the change in hours to Art 190
9. Art 191 (Change in Hours-Second Reading) **Green**
MST Abram/Kesian to table the approval of the change in hours to Art 191
10. Art 192(Change in Hours-Second Reading) **Green**
MST Abram/Kesian to table the approval of the change in hours to Art 192
11. Art 193 (Change in Hours-Second Reading) **Green**
MST Abram/Kesian to table the approval of the change in hours to Art 193
12. Art 195 (Change in Hours-Second Reading) **Green**
MST Abram/Kesian to table the approval of the change in hours to Art 195
13. Architecture 160 (New Course-Second Reading) **Rubke**
MSC Rubke/Abram to approve the second reading of Architecture 160
14. Architecture 160 (Prerequisite) **Rubke**
MSC Rubke/Abram to approve the Prerequisite for ARCH 160 as:
“Prerequisite: ARCH 250 or ENGR 109or equivalent”.
15. Guidelines for First and Second Readings (Second Reading) **McLemore and Bakhit**
 - Discussion ensued regarding the new process which is being used
 - It was agreed that the new process will be tested for the next month before any decisions are made
 - The C & I Committee co-chairs emphasized that whatever process is developed and selected, the utility and ease of use of it should be assessed on a regular basis.
16. Changes to Title 5 Section 55003 (Policies for Prerequisites, Corequisites and Advisories on Recommended Preparation) **Karpp and Yu**
 - A taskforce to review the college’s current policy on prerequisites was formed including the C & I Committee Co-Chairs, the articulation officer, and representation from the Student Services, Visual and Performing Arts, Mathematics, and English Divisions

The meeting was adjourned at 3:30