

**GLENDALE COMMUNITY COLLEGE  
CURRICULUM AND INSTRUCTION COMMITTEE**

**Agenda**

**Wednesday, October 10, 2012**

**1:40 p.m., (SF 107)**

**I. Approval of Minutes**

September 26, 2012 Curriculum & Instruction Committee Meeting

**II. New Business—Curricular Action Items**

1. **(S)** Visual Arts Associate in Arts Degree Option 2: Two Dimensional (Degree Revision-Second Reading) **Green**
  
2. **(S)** Visual Arts Associate in Arts Degree Option 4: Three Dimensional (Degree Revision-Second Reading) **Green**

**III. New Business—Other Items**

3. AA-T Planning/Announcement **McLemore and Bakhit**
  
4. Curriculum Handbook Review--continued **McLemore and Bakhit (refer to September 12 agenda packet starting on page 52)**

**UNADOPTED**

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

**Wednesday, September 26, 2012**

**1:40 p.m., (SF 107)**

Co-chairs, Sarah McLemore and Kathy Bakhit called the meeting to order at 1:40 p.m.

Voting Members Present: Shelley Aranoff, Richard Cortes, Maria Czech, Daphne Dionisio, Barb Erfurt, Megan Ernst, Peter Green, Susan Hoehn, Kathy Holmes, Stacy Jazan, Kohar Kesian, Maria Kretzmann, Elis Lee, Scott Rubke, Rory Schlueter

Resources Present: Edward Karpp, Jenny McMahon, Fabiola Torres

Guests Present: Dana Nartea, Sonali Perera

**I. Approval of Minutes**

**MSC (Schlueter/Green)** to approve the minutes of the September 12, 2012 C & I Committee meeting.

**II. New Business - Curricular Actions**

**(S) Visual Arts Associate in Arts Degree Option 2: Two Dimensional (Degree Revision-First Reading)**

**MSC (Green/Schlueter)** to DELETE from the Visual Arts Associate in Arts Degree Option 2 ART 179, ART 166 and ART 280 from the of list of REQUIRED COURSES and to add ART 179, ART 166 and ART 280 to the list of ELECTIVE COURSES.

**(S) Visual Arts Associate in Arts Degree Option 3: Three Dimensional (Degree Revision-First Reading)**

**MSC (Green/Schlueter)** to DELETE from the Visual Arts Associate in Arts Degree Option 4, ART 179 and ART 280 from the of list of REQUIRED COURSES and to add ART 179 and ART 280 to the list of ELECTIVE COURSES.

**III. New Business - Other Items**

**1. Committee Roster and Meeting Dates - Updated Version**

An electronic copy of the roster will be sent to committee members and posted on the C & I webpage.

**2. Changes to Course Outline of Record Template and Supporting Materials**

**MSC (Jazan/Lee)** to table Changes to Course Outline of Record Template and Supporting Materials pending additional information and clarification.

3. **Changes to PeopleSoft Dictionary Form and MIS Code MSC (Jazan/Lee)** to table Changes to PeopleSoft Dictionary Form and MIS Code pending additional information and clarification.
4. **Repeatability-Response from C & I Committee**
  - Members were encouraged to attend the Repeatability Statewide Senate Meeting on Saturday, September 29th, at 9:00am to 3:00pm. Link with additional information about the meeting will be forwarded to members.
  - Any courses affected changes in repeatability compliance must go through minimum First Reading at the division by the end of this semester. Deadlines are as follows:
    - Statewide Compliance - Fall 2013
    - GCC Internal - June 2013
    - Division First Reading December 2013
    - C & I First Reading - April 10, 2013 or May 8, 2013
    - Academic Senate - June 5, 2013
  - Informational draft proposal for an Administrative Regulation regarding repeatability and families will be included in the October 23 C&I meeting for further discussion and adoption by the committee.
5. **Curriculum Handbook Review of Section II--continued**

Proposed changes by section:

Articulation Coordinator

  - Verify validity of the following statement with Richard Cortes, "Articulation Coordinator serves as the primary resource within the division."

Curriculum Committee Members

  - Include note to clarify to committee what a yes vote means at the first reading and what committee member's responsibilities are between readings.

The Board of Trustees

  - Revise language in the following statement, "Community Services curriculum need not be referred to the State level."

The Divisions

  - Define the curriculum process clearly in a section in the handbook.  
Rory Schlueter requested a system by which the loop be closed by possibly documenting the process as an idea.  
Kathy Bakhit created a Curriculum Changes spreadsheet. It includes a documentation of status of course and program proposals and dates of actions at different stages of development. This can be posted on the C&I website in the future as part of the record to close the loop of communication as to the status of courses and programs.
  - Include a supplement to the Catalog that clearly lists changes in Curriculum and post on C&I webpage.

Responsibilities of Division Chairs

  - To insure compliance with Title V, facilitate and oversee the regular cycle of curriculum review for your division.

The meeting was adjourned at 3:40 p.m.

**GLENDALE COMMUNITY COLLEGE  
MAJOR/CERTIFICATE REVISION**

Date 9-4-12

Division VPA

AA Degree in Visual Arts OPTION 4  
Major/Certificate

**Course(s) Addition** (List course discipline and number, i.e., **BUSOT 103.**)

Required	Recommended	Elective Units
<hr/>	<hr/>	<u>Art 179 (3 units)</u>
<hr/>	<hr/>	<u>Art 280 (3 units)</u>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

**Course(s) Deletion** (List discipline and number, i.e., **BUSOT 103.**)

Art 179 <hr/>	<hr/>	<hr/>
Art 280 <hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

Effective Date: 9-4-12

Justification: Correcting mistake in catalog.  
move Art 179, 280 from REQUIRED to SELECT 3 COURSES FROM.

**GLENDALE COMMUNITY COLLEGE  
MAJOR/CERTIFICATE REVISION**

Date 9-4-12

Division VPA

Major/Certificate AA Degree in Visual Arts OPTION 2

**Course(s) Addition** (List course discipline and number, i.e., **BUSOT 103.**)

Required	Recommended	Elective Units
_____	_____	<u>Art 179 (3 units)</u>
_____	_____	<u>Art 166 (3 units)</u>
_____	_____	<u>Art 280 (3 units)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Course(s) Deletion** (List discipline and number, i.e., **BUSOT 103.**)

<u>Art 179</u>	_____	_____
<u>Art 166</u>	_____	_____
<u>Art 280</u>	_____	_____

Effective Date: 9-4-12

Justification: Correcting mistake in catalog.  
move Art 166, 179, 280 from ~~REQUIRED~~ to ~~SELECT~~ 3 COURSES FROM.

*units*

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COLLEGE TITLE	PROGRAM TITLE	TOP CODE	PROGRAM TYPES	Existing 1440	Potential 1440
GLENDALÉ	Accounting	50200	A.S. DEGREE		
GLENDALÉ	Administration of Justice	210500	A.S. DEGREE		
GLENDALÉ	Administrative Assistant	51400	A.S. DEGREE		
GLENDALÉ	Advertising Arts	101300	A.S. DEGREE		
GLENDALÉ	Animation	61440	A.S. DEGREE		
GLENDALÉ	Architectural Drafting & Design	20100	A.S. DEGREE		
GLENDALÉ	Art	100200	A.S. DEGREE		
GLENDALÉ	Art History	100200	A.S. DEGREE		
GLENDALÉ	Arts and Humanities	490310	A.A. DEGREE		
GLENDALÉ	Aviation Administration	302010	A.S. DEGREE		
GLENDALÉ	Beginning Culinary Arts	130630	A.S. DEGREE		
GLENDALÉ	Biological Science	40100	A.A. DEGREE		
GLENDALÉ	Bookkeeping	50200	A.S. DEGREE		
GLENDALÉ	Business Administration	50100	A.A. DEGREE		
GLENDALÉ	Ceramics	100230	A.S. DEGREE		
GLENDALÉ	Child Development: Infant/Toddler	130590	A.S. DEGREE		
GLENDALÉ	Child Development: Master Teacher	130500	A.S. DEGREE		
GLENDALÉ	Child Development: School-Age Care	130550	A.S. DEGREE		
GLENDALÉ	Child Development: Site Supervisor	130580	A.S. DEGREE		
GLENDALÉ	Child Development: Teacher	130500	A.S. DEGREE		
GLENDALÉ	Communication Studies	150600	AA-T Degree (transfer)		
GLENDALÉ	Computer Engineer Technician	93410	A.S. DEGREE		
GLENDALÉ	Computer Numerical Control Technician	95630	A.S. DEGREE		
GLENDALÉ	Computer Science	70200	A.S. DEGREE		
GLENDALÉ	Computer Science	70600	A.S. DEGREE		
GLENDALÉ	Computer Software Technician	70820	A.S. DEGREE		
GLENDALÉ	Dance Teaching	100810	A.S. DEGREE		
GLENDALÉ	Dental Front Office / Billing and Coding	51420	A.S. DEGREE		
GLENDALÉ	Dietary Service Supervisor	130620	A.S. DEGREE		
GLENDALÉ	Electronics Engineering Technician	93400	A.S. DEGREE		
GLENDALÉ	Engineering/Electro-Mechanical Design	95330	A.S. DEGREE		
GLENDALÉ	English	150100	A.A. DEGREE		
GLENDALÉ	Entrepreneurship/Small Business	50640	A.S. DEGREE		
GLENDALÉ	Financial Planning & Investment	50400	A.S. DEGREE		
GLENDALÉ	Fire Technology	213300	A.S. DEGREE		
GLENDALÉ	Foreign Language	110100	A.A. DEGREE		
GLENDALÉ	French	110200	A.A. DEGREE		
GLENDALÉ	General Business	50100	A.S. DEGREE		
GLENDALÉ	General Office	51400	A.S. DEGREE		
GLENDALÉ	Health Science	126000	A.A. DEGREE		
GLENDALÉ	Insurance Specialist	51200	A.S. DEGREE		
GLENDALÉ	Insurance Specialist: Life and Health	51200	A.S. DEGREE		
GLENDALÉ	Interdisc. Humanities: East-West Culture & Civilization	490300	A.A. DEGREE		
GLENDALÉ	Interdisc. Humanities: American Responses to Other Cultures	490300	A.A. DEGREE		

COLLEGE TITLE	PROGRAM TITLE	TOP CODE	PROGRAM TYPES	Existing 1440	Potential 1440
GLENDALÉ	Interdisciplinary Humanities: Creativity	490300	A.A. DEGREE		
GLENDALÉ	International Business	50800	A.S. DEGREE		
GLENDALÉ	International Business Professional	50800	A.S. DEGREE		
GLENDALÉ	Kinesiology	127000	AA-T Degree (transfer)		
GLENDALÉ	Legal Secretary	51410	A.S. DEGREE		
GLENDALÉ	Machinist	95630	A.S. DEGREE		
GLENDALÉ	Management	50600	A.S. DEGREE		
GLENDALÉ	Marketing	50900	A.S. DEGREE		
GLENDALÉ	Mass Communications	60200	A.A. DEGREE		
GLENDALÉ	Mass Communications	61000	A.S. DEGREE		
GLENDALÉ	Mathematics	170100	A.A. DEGREE		
GLENDALÉ	Mathematics	170100	AS-T Degree (transfer)		
GLENDALÉ	Medical Front Office	120820	A.S. DEGREE		
GLENDALÉ	Medical Secretary	51420	A.S. DEGREE		
GLENDALÉ	Medical Transcription	51420	A.S. DEGREE		
GLENDALÉ	Photography	101100	A.S. DEGREE		
GLENDALÉ	Physical Education	83500	A.A. DEGREE		
GLENDALÉ	Physical Science	190100	A.A. DEGREE		
GLENDALÉ	Pilot Training	302020	A.S. DEGREE		
GLENDALÉ	Real Estate	51100	A.S. DEGREE		
GLENDALÉ	Real Estate Appraisal	51100	A.S. DEGREE		
GLENDALÉ	Recreation Leadership	83600	A.S. DEGREE		
GLENDALÉ	Registered Nursing	123010	A.S. DEGREE		
GLENDALÉ	Restaurant Management	130700	A.S. DEGREE		
GLENDALÉ	Science and Mathematics	490200	A.A. DEGREE		
GLENDALÉ	Social Science	220100	A.A. DEGREE		
GLENDALÉ	Social and Behavioral Sciences	490330	A.A. DEGREE		
GLENDALÉ	Sociology	220800	AA-T Degree (transfer)		
GLENDALÉ	Spanish	110500	A.A. DEGREE		
GLENDALÉ	Specialist in Alcohol/Drug Studies	210440	A.S. DEGREE		
GLENDALÉ	Speech/Communication	150600	A.A. DEGREE		
GLENDALÉ	Television Production—Mass Media	60420	A.S. DEGREE		
GLENDALÉ	Television Production: Corporate Television	60420	A.S. DEGREE		
GLENDALÉ	Television Production: Videography	60420	A.S. DEGREE		
GLENDALÉ	Theatre Arts	100700	A.S. DEGREE		
GLENDALÉ	Theatre Arts	100700	A.A. DEGREE		
GLENDALÉ	Visual Arts: Animation	100200	A.A. DEGREE		
GLENDALÉ	Visual Arts: Art History	100200	A.A. DEGREE		
GLENDALÉ	Visual Arts: Graphic Art	100200	A.A. DEGREE		
GLENDALÉ	Visual Arts: Media Arts	60420	A.A. DEGREE		
GLENDALÉ	Visual Arts: Photography	100200	A.A. DEGREE		
GLENDALÉ	Visual Arts: Three Dimensional	100200	A.A. DEGREE		
GLENDALÉ	Visual Arts: Two Dimensional	100200	A.A. DEGREE		
GLENDALÉ	Web Development	70900	A.S. DEGREE		
GLENDALÉ	Welding	95650	A.S. DEGREE		

include in  
packet.

## Invitation to DIGs October-November 2012

We need your immediate assistance to 1) **inform** discipline faculty and articulation officers and 2) help to **encourage/nudge**, arm-twist, etc., your faculty to participate.

**WHAT:** Discipline Input Group Meetings ("DIGs") for new TMC development

**WHY:** These events mark the first phase in the development of new TMCs and C-ID course descriptors to support AA-T and AS-T degrees. Your college will benefit to have a voice at the table! These meetings are "come one, come all" to encourage wide participation and perspectives. Later, faculty will be identified to serve on each discipline review group.

**WHO:** We need faculty from the disciplines below to join in discussions of their major, and we need articulation officers to assist each group.

**WHEN:** Friday, October 19 **North**

Friday November 2 **South**

**WHERE:** **North:** SFO Westin Hotel

**South:** Doubletree Anaheim / Orange County

**HOW:** On our website at [asccc.org](http://asccc.org)

### Additional Travel and Logistical Notes

Registration for both meetings will begin at 9:45 a.m.; the meeting will begin at 10:00 a.m., and will adjourn at 3:00 p.m. A continental breakfast and lunch will be provided and parking will be hosted. Due to a limited budget to convene these meetings, C-ID is not able to provide hotel accommodations the night before the meetings; however, hotel accommodations may be provided for those traveling more than 150 miles round trip or 2.5 hours in one direction, at the discretion of C-ID management. Per diem mileage reimbursement and dinner reimbursement will not be available for these meetings. By registering for the meetings, faculty are acknowledging these terms. After faculty register, they will receive additional information and updates via email. **Please note that faculty should attend the DIG in the region closest to their home.**

Questions? Please contact [info@c-id.net](mailto:info@c-id.net) with any questions. **Please also encourage faculty to sign up for the discipline listservs on the C-ID website (<http://www.c-id.net/listserv.html>).**

### We need faculty who TEACH courses in these fields to attend:

Child and Adolescent Development\*

Exercise Science\*

Graphic Arts/Graphic Design

Health Science

Hospitality/Hotel Management

Nutrition/Food Science/Dietetics

Environmental Science/Studies

**\* These are in addition to existing TMCs and descriptors. They are not intended to replace existing TMCs.**

### **BACKGROUND:**

With the passage of SB 1440, our colleges are developing new associate degrees for transfer and to date, 21 disciplines have developed a Transfer Model Curriculum (TMC). At the core of each TMC is the convening of intersegmental discipline faculty to draft the TMC. The only way the SB 1440 implementation can be successful is with active participation of faculty. The "DIG" meetings this autumn are the first step in developing new course descriptors and possible TMCs.