Glendale Community College
Curriculum & Instruction Committee
Agenda
Wednesday, September 11, 2013
1:40p.m., AD 217

I. Announcements

C & I committee membership

II. Approval of Minutes

June 12, 2013 Curriculum & Instruction Committee Meeting

III. New Business

1. C & I priorities for 2013/2014 school year
2. Tech Review: committee, process, ideas, and feedback
3. C& I Handbook: Copy available on C&I site at the following link (enter link here)
4. Updates: AA-T and AS-T Degrees, Forms, COR Template, MLA, Reading Level, Effective Date
5. Chancellor's Office Mandatory Stand Alone Training

IV. Information Items

History 111, 117, 118 reading level updated

V. Useful Links:

GCC's Curriculum & Instruction web site
http://www.glendale.edu/ci

The California Community College's Chancellor's Office Program and Course Approval Handbook aka the PCAH
http://extranet.cccco.edu/Portals/1/AA/ProgramCourseApproval/Handbook_5th%20Ed_DRAFTv8%2014%2013final.pdf

The Academic Senate for California Community Colleges Curriculum Website
(Information about AA-Ts and AS-Ts, repeatability, and more)
http://www.asccc.org

UNADOPTED

GLENDALE COMMUNITY COLLEGE
CURRICULUM AND INSTRUCTION COMMITTEE
Minutes
Wednesday, June 12, 2013
1:40 p.m., (LB 220)

Co-chair Kathy Bakhit called the meeting to order at 1:40 p.m.

Voting Members Present: Marcus Afshar, Keith Conover (Proxy for Maria Kretzmann), Richard Cortes, Daphne Dionisio, Barb Erfurt, Megan Ernst, Susan Hoehn, Kathy Holmes, Stacy Jazan, Kohar Kesian, Elis Lee, Piper Rooney, Scott Rubke, Rory Schlueter, David Yamamoto

Resources Present: Edward Karpp, Jenny McMahon

Guests: Jeanette Farr-Hawkins, Dana Nartea, Peggy Renner, Monette Tiernan,

Announcements

Tech Review Committee for Fall 2013:

Kathy Bakhit discussed a plan to develop a strong technical review committee. In an effort to make the task more manageable and less time consuming, members were encouraged to volunteer to work together on Technical Review. With a larger team, 7-8 members strong, the task should not consume more than 3 to 4 hours a month.

Course Revision Form:

Kathy Bakhit thanked the division representatives on C & I for their hard work. Also, the representatives were asked to remind their division to please use the newest versions of curriculum change forms. Copies of the new forms will be sent to the Division Chairs and the C&I committee.

Turn Around Time for June 12, Agenda Items:

Kathy Bakhit thanked the committee for getting updated documents completed and sent to her quickly. This allowed time assembling of the meeting packet for today's meeting.

Inventory Spreadsheet to Divisions:

Spreadsheet containing GCC course outline inventory will be sent to Divisions in July/August to help facilitate the "Course Clean-Up" project.

I. Approval of Minutes

May 22, 2013 Curriculum & Instruction Committee Meeting
MSC (Schlueter/Dionisio) to approve the minutes of the May 22, 2013 meeting.

II. New Business—Curricular Action Items

1. Health Information Technology 182 (New Course - Second Reading)
MSC (**Schlueter/Rubke)** to approve as amended the SECOND READING of HIT 182.
Amendments:
1. Correct Textbook section number VII to VIII,
2. Complete the Student Learning Outcomes statement to "Upon successful completion of the required course work, the student will be able to:"
3. Update textbooks section to align with MLA format.

2. Health Information Technology 182 (Prerequisite - Second Reading)
MSC (Schlueter/Rubke) to approve as amended the first reading of the PREREQUISITE for HIT 182 as: "Prerequisite: Medical Office Administration 180. Recommended Preparation: Eligibility for English 120, ESL 151, Business Administration 106, or equivalent."
Amendment:
1. Correct the Target Course Entry Expectations section on the Prerequisite Matrix and forward the final copy C&I co-chair.

3. Health Information Technology 186 (New Course - Second Reading)
MSC (**Schlueter/Rubke)** to approve as amended the SECOND READING of HIT 186.
Amendments:
1. Capitalize all words in Section IV. Course Content, F.
2. Complete the Student Learning Outcomes statement to "Upon successful completion of the required course work, the student will be able to:"
3. Update textbooks section to align with MLA format.

4. Health Information Technology 186 (Prerequisite - Second Reading)
MSC (Schlueter/Rubke) to approve as amended the first reading of the PREREQUISITE for HIT 186 as: "Prerequisite: Medical Office Administration 180. Recommended Preparation: Eligibility for English 120, ESL 151, Business Administration 106, or equivalent."
Amendment:
1. Correct the Target Course Entry Expectations section on the Prerequisite Matrix and forward the final copy C&I co-chair.

5. Health Information Technology 193 (New Course - Second Reading)
MSC (**Schlueter/Rubke)** to approve as amended the SECOND READING of HIT 193.
Amendment:
1. Complete the Student Learning Outcomes statement to "Upon successful completion of the required course work, the student will be able to:"
2. Update textbooks section to align with MLA format.

6. Health Information Technology 193 (Prerequisite - Second Reading)
MSC (Schlueter/Rubke) to approve as amended the first reading of the PREREQUISITE for HIT 193 as: "Prerequisite: Medical Office Administration 180.

Recommended Preparation: Eligibility for English 120, ESL 151, Business Administration 106, or equivalent."

Amendment:

1. Correct the Target Course Entry Expectations section on the Prerequisite Matrix and forward the final copy C&I co-chair.

7. Health Information Technology 194 (New Course - Second Reading)

MSC (**Schlueter/Rubke)** to approve as amended the SECOND READING of HIT 194.

Amendments:

1. Remove the word "and" from item E, 4 in the Course Content section of the course outline.
2. Complete the Student Learning Outcomes statement to "Upon successful completion of the required course work, the student will be able to:"
3. Change item 32. Open Entry/Open Exit section of the PeopleSoft Catalog Input form.
4. Update textbook section to align with MLA format.

8. Health Information Technology 194 (Prerequisite - Second Reading)

MSC (Schlueter/Rubke) to approve as amended the first reading of the PREREQUISITE for HIT 194 as: "Prerequisite: Medical Office Administration 180. Recommended Preparation: Eligibility for English 120, ESL 151, Business Administration 106, or equivalent."

Amendment:

1. Correct the Target Course Entry Expectations section on the Prerequisite Matrix and forward the final copy C&I co-chair.

9. Business Administration AS-T Degree (New Degree-Second Reading)

MSC (Schlueter/Cortes) to approve as amended the SECOND READING of the Business Administration AS-T Degree.

Amendment:

1. Correct formatting in Section 2 of the Narrative.

10. English 109 (Non Substantial Change B-Second Reading)

MSC (Rooney/Dionisio) to approve as amended the TITLE CHANGE for ENGL 109.

- Out of class assignment change
- Methods of instruction change
- Methods of evaluation change
- Catalog statement change
- Course content change
- Learning outcomes change

Amendments:

1. Reduce extra spaces between sections V. & VI. on the course outline.
2. Insert a period at the end of the Skills Level Ranges.
3. Change to lower case the letter "C" in word control in the Course Entry Expectations section, item 6.

4. Update textbooks section to align with MLA format.

11. English 110 **(**Non Substantial Change B-Second Reading)
MSC (Rooney/Lee) to approve as amended the TITLE CHANGE for ENGL 110.
- Out of class assignment change
- Methods of instruction change
- Methods of evaluation change
- Catalog statement change
- Course content change
- Learning outcomes change

Amendments:
1. Correction on Revision Form, bottom of page indicates this is ENGL 109, change to ENGL 110
2. Insert a period at the end of the Skills Level Ranges.
3. Change to lower case the letter "C" in word “control” in the Course Entry Expectations section, item 6.
4. Update textbooks section to align with MLA format.

12. English 122 (Substantial Change-Second Reading)
MSC (Rooney/Kesian) to approve as amended the change in PREREQUISITE for ENGL 122 as: "Prerequisite: Eligibility for English 101."
- Textbook change
- Out of class assignment change
- Methods of instruction change
- Methods of evaluation change
- Catalog statement change
- Entry/exit expectation change

Amendments:
1. Insert a period at the end of the Skills Level Ranges.
2. Change to lower case the letter "C" in word control in the Course Entry Expectations section, item 6.
3. Update textbooks section to align with MLA format.

13. English 123 (Substantial Change-Second Reading)
MSC (Rooney/Hoehn) to approve as amended the change in PREREQUISITE for ENGL 123 as: "Prerequisite: Eligibility for English 101."
- Textbook change
- Out of class assignment change
- Methods of instruction change
- Methods of evaluation change
- Catalog statement change
- Entry/exit expectation change

Amendments:
1. Change the Catalog Statement "To" section to reflect the new Catalog Statement for English 123. The original form was submitted with the catalog statement for English 122.
2. Include first initial of Author in the Textbooks section.
3. Align contact hours in the Course Content section, in particular section B. and C.
4. Update textbooks section to align with MLA format.

14. English AA-T Degree (New Degree-Second Reading)
MSC (Rooney/Cortes) to approve as amended the SECOND READING of the English AA-T Degree.

Amendments:
1. Change description for SPAN 124 to: "English Translations of Masterpieces of Hispanic Literature."

15. English 101, English 101H (Substantial Change-Second Reading)
MSC (Rooney/Kretzmann) to approve as amended the change in PREREQUISITE for ENGL 101 and ENGL 101H as: "Prerequisite: Placement is based on a composite of test scores and academic background or satisfactory completion of English 120, English 199, ESL 151 or equivalent."

- Textbook change
- Out of class assignment change
- Methods of instruction change
- Methods of evaluation change

Amendments:
1. Correct punctuation in the Methods of Instruction section. Content Review Form/Prerequisite form.
3. Include target course on the Prerequisite Matrix in the Target Course Entry Expectations.
2. Update textbooks section to align with MLA format.

1. Cardio Fitness Families (Non-Substantial Change B-Second Reading)
MSC (Hoehn/Erfurt) to approve as amended the SECOND READING of the Cardio Fitness Families.

Amendments:
1. Correct the word "changed" to "changes in the second sentence of the description.

17. Cycling Families (Non-Substantial Change B-Second Reading)
MSC (Hoehn/Erfurt) to approve the SECOND READING of the Cycling Families.

18. Badminton Families (Non-Substantial Change B-Second Reading)
MSC (Hoehn/Erfurt) to approve the SECOND READING of the Badminton Families.

19. Basketball Families (Non-Substantial Change B-Second Reading)
MSC (Hoehn/Erfurt) to approve the SECOND READING of the Basketball Families.

20. Motor Performance Fitness Families **(**Non-Substantial Change B-Second Reading)
MSC (Hoehn/Erfurt) to approve the SECOND READING of the Motor Performance Families.

21. Golf Department Families **(**Non-Substantial Change B-Second Reading)
MSC (Hoehn/Erfurt) to approve the SECOND READING of the Golf Department Families.

22. Martial Arts Department Families (Non-Substantial Change B-Second Reading)
MSC (Hoehn/Erfurt) to approve the SECOND READING of the Martial Arts Department Families.

23. Soccer/Football Department Families (Non-Substantial Change B-Second Reading)
MSC (Hoehn/Erfurt) to approve the SECOND READING of the Soccer/Football Department Families.

24. Tennis Department Families (Non-Substantial Change B-Second Reading)
MSC (Hoehn/Erfurt) to approve the SECOND READING of the Tennis Department Families.

25. Volleyball Department Families (Non-Substantial Change B-Second Reading)
MSC (Hoehn/Erfurt) to approve the SECOND READING of the Volleyball Department Families.

26. Nursing Science 232, Nursing Science 233, and Nursing Science 260 (Non Substantial Change B-Second Reading)
MSC (Kesian/Schlueter) to REMOVE repeatability from NS 232, NS 233, and NS 260 as amended.

Amendment:

1. Update textbooks section to align with MLA format.

27**.** Specialist in Alcohol and Drug Studies (Certificate Revision-Second Reading)
MSC (Kesian/Jazan) to DELETE AD ST 150 and 151 from the Specialist in Alcohol and Drug Studies certificate.

28. Student Development 129, Student Development 141, Student Development 143, Student Development 146 (Non Substantial Change B-Second Reading**)**
MSC (Hoehn/Cortes) to REMOVE repeatability from People Soft form for ST DV 129, ST DV 141, ST DV 143, ST DV 146, as amended.

Amendments:

1. Change "Total Faculty Hours" to "Total Faculty <u>Contact</u> Hours" for all courses.

2. Complete the Student Learning Outcomes statement to read "Upon successful completion of the required course work, the student will be able to:" for all courses.
3. Make correction to the note on the revision form and correct formatting for the note on the course outline for ST DV 141.
4. Update textbooks section to align with MLA format.

29. Student Development 100 (Non Substantial-**Change B**-Second Reading)
MSC (Hoehn/Cortes) to REMOVE repeatability from ST DV 100 as amended.
Amendment:
1. Change last sentence in the Catalog Statement to read: "At the conclusion of the course, the student prepares a Student Educational Plan.
2. "Change "Total Faculty Hours" to "Total Faculty Contact Hours."
3. Complete the Student Learning Outcomes statement to read "Upon successful completion of the required course work, the student will be able to:"
4. Update textbooks section to align with MLA format.
5. Correct indentation for number formatting in sections VI. and VII.

30. Architecture 106 (Non Substantial Change B-Second Reading)
MSC (Rubke/Schlueter) to approve as amended the SECOND READING of the revision for ARCH 106.
- Add CSU transferability
- Update catalog statement

Amendments:
1. Update textbooks section to align with MLA format.
2. Complete the Student Learning Outcomes statement to read "Upon successful completion of the required course work, the student will be able to:"

31. Architecture 108 (Non Substantial Change B-Second Reading**)**
MSC (Rubke/Schlueter) to approve as amended SECOND READING of the revision for ARCH 108.
- Add CSU transferability

Amendments:
1. Update textbooks section to align with MLA format.
2. Complete the Student Learning Outcomes statement to read "Upon successful completion of the required course work, the student will be able to:"

32. Electronics & Computer Technology160 (Non Substantial Change B-**Second Reading**)
MSC (Rubke/Schlueter) to approve as amended SECOND READING of the revision for ECT 160.
- Add CSU transferability

Amendments:
1. Update textbooks section to align with MLA format.
2. Complete the Student Learning Outcomes statement to read "Upon successful completion of the required course work, the student will be able to:"

33. Administration of Justice AS-T Degree (New Degree-Second Reading)
MSC (Rubke/Schlueter) to approve the SECOND READING of the Administration of Justice AS-T Degree.

34. Theatre Arts 109 (Substantial Change - Second Reading)
MSC (Yamamoto/Hoehn) to REMOVE repeatability from T ART 109 as amended.
- Change from 1 unit to 2 units
- Update Catalog Statement
- Update Methods of Instruction
- Update Out of Class Assignments
- Update Course Content
- Add Textbook
- Update Student Learning Outcomes

  Amendments:
  1. Align textbook section with correct indentation.
  2. Remove words "in Makeup 1" from the opening statement of the Student Learning Outcome section.
  3. Remove lines from the Course Exit Standards section.
  4. Remove periods from the Course Content section.

35. Theatre Arts 110 (Substantial Change-Second Reading)
MSC (Yamamoto/Hoehn) to REMOVE repeatability from T ART 110 as amended.
- Update Catalog Statement
- Update Course Entry Expectations
- Update Course Exit Standards
- Update Assignments and Methods of Evaluation
- Addition of option in Textbooks
- Update Course Content
- Update Student Learning Outcomes

  Amendments:
  1. Remove periods from the Course Content section.
  2. Align textbook section with correct indentations.
  3. Remove words "in Makeup 1" from the Prerequisite and opening statement of the Student Learning Outcome sections.

36. AA Theatre Arts-Option: 1 General **(**Degree Revision-Second Reading)
MSC (Yamamoto/Schlueter) to withdraw this item from the agenda.

37. Dance 100 (Substantial Change-Second Reading)
MSC (Yamamoto/Schlueter) to approve as amended the SECOND READING of the revision for DANCE 100.
- Remove variable units
- Add Total Faculty Contact Hours in the Course Content section
- Update Methods of Presentation and Methods of Instruction

- Separate Assignments and Methods of Evaluation
- Add Student Learning Outcomes

Amendments:

1. Align textbook section with correct indentations.
2. Format Course Content Section to align with C&I Template.
3. Update textbooks section to align with MLA format.

38. Dance 135 (Substantial Change- Second Reading)

MSC (Yamamoto/Schlueter) to approve as amended the SECOND READING of the revision for DANCE 135.

- Remove variable units
- Add Total Faculty Contact Hours in the Course Content section
- Update Methods of Presentation and Methods of Instruction
- Separate Assignments and Methods of Evaluation
- Add Student Learning Outcomes

Amendments:

1. Remove periods from the Course Content section.
2. Align textbook section with correct indentations.
3. Add spaces in between main sections in the Course Content section.
4. Update textbooks section to align with MLA format.
5. Change "Total Faculty contact Hours: 120 hours" to "Total Faculty Contact Hours = 120" and remove underline.

39. Dance 136 (Substantial Change-Second Reading***)***

MSC (Yamamoto/Schlueter) to approve as amended the SECOND READING of the revision for DANCE 136.

- Remove unit variability
- Add Total Faculty Contact Hours in the Course Content section
- Update Methods of Presentation and Methods of Instruction
- Separate Assignments and Methods of Evaluation
- Add Student Learning Outcomes

Amendments:

1. Enter space before and after words the “and" and "or" in the Course Entry Expectations.
2. Change "Total Faculty contact Hours: 120 hours" to "Total Faculty Contact Hours = 120" and remove underline.
3. Align textbook section with correct indentations.
4. Update textbooks section to align with MLA format.

40. Dance 150 (Substantial Change-Second Reading)

MSC (Yamamoto/Schlueter) to approve as amended the SECOND READING of the revision for DANCE 150.

- Remove variable units
- Add Total Faculty Contact Hours in the Course Content section
- Update Methods of Presentation and Methods of Instruction

- Separate Assignments and Methods of Evaluation
- Add Student Learning Outcomes

Amendments:

1. Enter space before and after words the “and" and "or" in the Course Entry Expectations.
2. Change "Total Faculty contact Hours: 40 hours" to "Total Faculty Contact Hours = 40" and remove underline.
3. Align textbook section with correct indentations.
4. Update textbooks section to align with MLA format.

41. Dance 190 (Substantial Change-Second Reading)
MSC (Yamamoto/Schlueter) to approve as amended the SECOND READING of the revision for DANCE 190.

- Remove variable units and repeatability
- Update Total Faculty Contact Hours in the Course Content section
- Update Methods of Presentation and Methods of Instruction
- Separate Assignments and Methods of Evaluation
- Add Student Learning Outcomes

Amendment:

1. Change "Total Faculty contact Hours: 40 hours" to "Total Faculty Contact Hours = 40" and remove underline.

42. Dance 110, Dance 111, Dance 114, Dance 115, Dance 116, Dance 117, Dance 120, Dance 121, Dance 137 (Substantial Change-Second Reading)
MSC (Yamamoto/Hoehn) to REMOVE repeatability for DANCE 190. DANCE 110, DANCE 111, DANCE 114, DANCE 115, DANCE 116, DANCE 117, DANCE 120, DANCE 121, DANCE 137.

- Remove variable units and repeatability
- Update Total Faculty Contact Hours in the Course Content section
- Update Methods of Presentation and Methods of Instruction
- Separate Assignments and Methods of Evaluation
- Add Student Learning Outcomes

Amendment:

1. Change "Total Faculty contact Hours: (insert hours of specific COR) hours" to "Total Faculty Contact Hours = 64" and remove underline.
2. Update textbooks section to align with MLA format.
3. Minor formatting corrections on all the outlines.

43. Dance 101, Dance 122, Dance 124, Dance 125, Dance 126, Dance 127, Dance 128, Dance 129, Dance 130, Dance 131, Dance 133, Dance 145, Dance 194 (Substantial Change-Second Reading)
MSC (Yamamoto/Hoehn) to remove variable units for DANCE 101, DANCE 122, DANCE 124, DANCE 125, DANCE 126, DANCE 127, DANCE 128, DANCE 129, DANCE 130, DANCE 131, DANCE 133, DANCE 145, DANCE 194 as amended.

Amendment:

1. Change the Catalog Statement for Dance 129 to read: "Dance 129 provides further opportunities to extend the student's knowledge of popular dance culture and to acquire Hip-Hop techniques to meet the demands in the commercial industry."
2. Change "Total Faculty contact Hours: (insert hours of specific COR) hours" to "Total Faculty Contact Hours = 40" and remove underline.
3. Update textbooks section to align with MLA format.
4. Minor formatting corrections on all the outlines.

44. Visual and Performing Arts Courses (see list) (Non Substantial B-Second Reading)
MSC (Yamamoto/Rooney) to REMOVE repeatability from ART 130, ART 133, ART 139, ART 142, ART 150, ART 151, ART 158, ART 159, ART 165, ART 166, ART 170, ART 171, ART 174, ART 175, ART 179, ART 180, ART 181, ART 189, ART 191, ART 193, ART 201, ART 205, ART 209, ART 210, ART 220, ART 221, ART 235, ART 239, ART 246, ART 250, ART 251, ART 255, ART 257, ART 280, ART 282, ART 283, ART 284, ART 285, ART 286, ART 287, ART 288, MEDIA 50, MEDIA 104, MEDIA 207, MUSIC 50, MUSIC, 129, MUSIC 135, MUSIC 136, MUSIC 137, MUSIC 153, MUSIC 154, MUSIC 155, MUSIC 156, MUSIC, 157, MUSIC 158, MUSIC 160, MUSIC 161, MUSIC 162, MUSIC 163, MUSIC 177, PHOTO 101, PHOTO 103, PHOTO 105, PHOTO 106, PHOTO 107, PHOTO 112, PHOTO 118, PHOTO 121, PHOTO 122, PHOTO 130, PHOTO 140, PHOTO 142, PHOTO 250, PHOTO 255, PHOTO 257, T ART 103, T ART 104, T ART 106, T ART 123, T ART 129, T ART 130, T ART 131, T ART 140, T ART 155, T ART 160, DANCE 50, DANCE 101, DANCE 110, DANCE 111, DANCE 114, DANCE 115, DANCE 116, DANCE 117, DANCE 120, DANCE 121, DANCE 122, DANCE 124, DANCE 125, DANCE 126, DANCE 127, DANCE 128, DANCE 129, DANCE 130, DANCE 131, DANCE 133, DANCE 135, DANCE 136, DANCE 137, DANCE 140, DANCE 141, DANCE 145, DANCE 150, DANCE 164, DANCE 190, DANCE 194. Updated course outlines will be provided to C & I in September 2013.

Aye: 14; Nay: 0; Abstention: 1.
Motion Carried

45. Art 166 (Substantial Change-Second Reading**)**
MSC (Yamamoto/Cortes) to REMOVE TBA hours for ART 166.

MSC (Kesian/Dionisio) to extend meeting by 15 minutes.

46. History 111, History 117, History 118 (Substantial Change-Second Reading**)**
MSC (Dionisio/Cortes) to approve the change in PREREQUISITE to: "Eligibility for ENGL 101" for HIST 111, HIST 117, HIST 118.

- Textbook change
- Out of class assignment changes
- Methods of instruction changes
- Methods of evaluation changes
- Catalog statement changes

- Note change (Note was deleted for HIST 118 since it referenced courses that are going to be deleted)
- Entry/Exit Expectation changes
- Learning outcomes changes

Amendments:

47. History 106 (Non Substantial Change B-Second Reading)
    - Textbook change
    - Out of class assignment changes
    - Methods of instruction changes
    - Methods of evaluation changes
    - Catalog statement changes
    - Entry/Exit Expectation changes
    - Learning outcomes changes

    Amendments:

    1. Update textbooks section to align with MLA format.
    2. Minor formatting correction on the course outline.

48. Physics AS-T Degree (New Degree-Second Reading)

    MSC (Afshar/Dionisio) to approve as amended the SECOND READING of the new Physics AS-T Degree.

    Amendments:

    1. Remove CSU GE breadth as an option from the degree template and narrative.

The meeting was adjourned at 3:53 p.m.