

**Glendale Community College  
Curriculum & Instruction Committee  
Minutes  
Announcements Meeting  
Wednesday, September 11, 2013**

**Co-chairs** Kathy Bakhit, Stacy Jazan & Peggy Renner called the meeting to order at 1:40 p.m.

**Voting Members Present:** Marcus Afshar, Maria Kretzmann, Richard Cortes, Maria Czech, Daphne Dionisio, Susan Hoehn, Kohar Kesian, Elis Lee, Alice Mecom (proxy for Megan Ernst), Bryan Ramos, Piper Rooney, Scott Rubke, Liz Russell, Rory Schlueter, David Yamamoto

**Resources Present:** Edward Karpp, Jenny McMahon, Terrence Yu

**Guests:** Angineh Baghoomian, Emelyn Judge, Jill Lewis, Frankie Strong

**I. Approval of Minutes**

**MSC (Dionisio/Czech)** to approve as amended the minutes of the June 12, 2013 meeting.  
Aye: 17; Nay: 0; Abstentions: 1.

**Amendment:**

1. Change Item 15 from “MSC Rooney/Kretzmann” to “MSC Rooney/Hoehn.”

**II. Announcements**

**MSC (Cortes/Hoehn)** to add the following item to the agenda: Remove USC articulation notation from the GCC catalog.

**MSC (Cortes/Kretzmann)** to approve the agenda as amended.

New co-chairs for fall 2013 are Stacy Jazan and Peggy Renner. Governance office informed C&I that a student representative will participate in C&I meetings this year. The student was informed of the meeting time and place.

**III. New Business**

**1. C & I priorities for 2013/2014 school year:**

In an effort to meet state compliance requirements, C&I will focus its efforts on the following items:

Transfer degrees

Currently there are 6 transfer degrees completed. Three degrees are pending approval by the chancellor’s office and cannot be included in the total. Social Sciences and VPA divisions are preparing to bring forward their transfer degrees. Several additional transfer degrees are in the development stages in the Social Sciences for Psychology, History,

Anthropology and Child Development.

#### Repeatability

The committee, faculty members and division chairs have done an outstanding job removing repeatability from courses. There are some courses in PeopleSoft currently designated as repeatable. Kathy Bakhit will be working with the division chairs to bring forward to C&I the remaining courses that need repeatability removed based on current CCCCCO guidelines.

#### Inventory Project

This project is an effort to compile the most current electronic copies of course outlines. The C&I team has compiled lists of course outline by divisions indicating the most current COR on file in the curriculum office. These lists have been forwarded to their respective divisions. We are requesting copies of more current course outlines to the C&I office along with dates as to when they came to C&I. These course outlines will also be used to create a new "Course Outline" webpage. The goal is to create a repository in the C&I office which is consistent with the GCC Catalog. In addition, this process will allow divisions to determine which CORs are in need of updating. A copy of the email will be forwarded to the C&I reps.

### **2. Tech review committee, process, ideas, and feedback:**

Maria Czech, Maria Kretzmann, Susan Hoehn, and Elis Lee will help co-chairs, Stacy Jazan and Peggy Renner on technical review of curricular items. Kathy Bakhit will be working with the office of Staff Development to provide flex hours for participants who commit to learning the skills needed for conducting the tech review. Flex credits can range from 2-10 hours. The proposal is in the development stages.

Proposals to improve the tech review process were made as follows:

- a. Items with more than 3 errors will be returned for corrections to the faculty and division proposing the curricular item.

It was recommended by representatives to develop a simple check list and provide it to the divisions as a quick reference guide.

**MSC (Hoehn/Dionisio)** to approve the recommendation to modify the responsibility of the C&I representative as follows. He/she will be responsible for reviewing the **course outline** between the first and second readings to insure that all recommended changes were implemented and should forward the documents to the curriculum chair and co-chairs.

This information will be added to the C&I Handbook.

### **3. Effective Dating:**

Adherence to the timeline for submitting curricular items to C&I was stressed. The timeline is available at <http://glendale.edu/index.aspx?page=5215>. Effective dating of the proposals is significant since it impacts course offerings in the schedule and changes to the catalog. As of Fall 2013, effective dating for curriculum proposals will be as follows:

- a. Technical/Substantial A&B changes will be effective the following semester.
- b. Substantial changes and New Courses will be effective the following year.

#### **4. C&I Handbook:**

The C&I handbook has been completed and is ready for review. The handbook is available on the C&I website at the following link:

<http://glendale.edu/index.aspx?page=5217&parent=12032>. Please share recommendations for changes or additions to the handbook with the C&I co-chairs.

#### **5. Changes to Administrative Regulations 4000 and 6200 as approved by IPCC are underlined text as follows:**

##### **Admin. Reg. 4000**

Courses, including prerequisites, are proposed by divisions:

New courses may only be proposed by divisions for which 100% of courses and programs are on a regular learning outcomes assessment cycle, and for which completed program review documents were submitted during the most recent program review cycle.

Educational program development:

New programs may only be proposed by divisions for which 100% of courses and programs are on a regular learning outcomes assessment cycle, and for which completed program review documents were submitted during the most recent program review cycle

##### **Admin. Reg. 6200**

d) Additional funds for new courses/programs shall be recommended for approval by the Budget Committee. This requirement also applies to grant-funded projects that may depend on General Funds after the completion of the grant.

e) Funding approval for any budget request is contingent upon 100% compliance with SLO and PLO assessments and program review completion.

**MSF (Schlueter/Hoehn)** to recommend that the Senate approve the recommended changes to the Admin Reg. 4000 & 6200.

Aye: 0; Nay: 7; Abstentions: 8.

Members expressed concerns over the impact of the policy on departments that are up to speed with their SLO assessments, the impact on approving transfer degrees, and the mechanism for enforcing the new regulations.

#### **6. USC articulation in the GCC catalog:**

The articulation officer suggested that the USC articulation language be removed from all courses in the GCC catalog. The rationale for removal was that USC has in the past pulled articulation of GCC courses without notice. This could be a potential problem when students take a course with the assumption that the course articulates with USC and

then it is pulled. Members expressed concern about approving this item due to the wide spread implications. It was suggested that the item be taken to division meetings or further discussion.

**MST (Cortes/Hoehn)** to table this item.

**IV. Information and Other Items**

History 111, 117, 118 reading level have been updated.

Chancellor's office mandatory stand alone training was conducted and concluded at 4:30 p.m.

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

The next meeting will be on September 25, 2013.