

**Glendale Community College  
Curriculum & Instruction Committee  
Minutes  
Wednesday, March 12, 2014  
1:40p.m., AD 217**

**Co-chairs:** Sarah McLemore called the meeting to order at 1:42 pm.

**Voting Members Present:** Susie Chin, Maria Czech, Daphne Dionisio, Alice Mecom (proxy for Megan Ernst), Susan Hoehn, Stacy Jazan, Kohar Kesian, Maria Kretzmann, Elis Lee, Gabrielle Mitchell Marell, Bryan Ramos, Liz Russell, Andrew Feldman (proxy for Scott Rubke), Christine Kloezeman (proxy for 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

**Announcements/Discussion Items:**

Volunteers needed to review athletics courses outlines

- Bryan Ramos, Susie Chin, Stacy Jazan, and Susan Hoehn volunteered to help do a preliminary review of athletics course outlines.

February 26, 2014 Curriculum & Instruction Committee minutes

- Due to a lack of administrative support, the minutes were not completed in time for inclusion in the agenda packet. Please review the minutes for discussion at the March 26, 2014 C & I meeting.

**Approval of Minutes**

November 13, 2013 Curriculum & Instruction Committee  
**MSC (Kretzman, Chin)**

**I. Old Business—Curricular Action Items (Second Reading)**

1. Accounting (Degree/Certificate Revision-Second Reading) **Schlueter MSC (Kloezeman/Lee)**
  - Agenda items 1-16 taken together
2. Bookkeeping (Degree/Certificate Revision-Second Reading) **Schlueter**
  - Agenda items 1-16 taken together
3. Marketing (Degree/Certificate Revision-Second Reading) **Schlueter**
  - Agenda items 1-16 taken together
4. Insurance Professional (Certificate Revision-Second Reading) **Schlueter**
  - Agenda items 1-16 taken together

5. General Business (Degree/Certificate Revision-Second Reading) **Schlueter**
  - Agenda items 1-16 taken together
6. Financial Planning and Investment (Degree/Certificate Revision-Second Reading) **Schlueter**
  - Agenda items 1-16 taken together
7. International Business (Degree/Certificate Revision-Second Reading) **Schlueter**
  - Agenda items 1-16 taken together
8. Entrepreneurship/Small Business (Degree/Certificate Revision-Second Reading) **Schlueter**
  - Agenda items 1-16 taken together
9. Management (Degree/Certificate Revision-Second Reading) **Schlueter**
  - Agenda items 1-16 taken together
10. Administrative Assistant (Degree/Certificate Revision-Second Reading) **Schlueter**
  - Agenda items 1-16 taken together
11. Real Estate Appraisal (Degree/Certificate Revision-Second Reading) **Schlueter**
  - Agenda items 1-16 taken together
12. Real Estate Broker (Degree/Certificate Revision-Second Reading) **Schlueter**
  - Agenda items 1-16 taken together
13. Dental Front Office/Billing and Coding (Certificate Revision- Second Reading) **Schlueter**
  - Agenda items 1-16 taken together
14. Medical Office Administration: Medical Front Office (Degree/Certificate Revision-Second Reading) **Schlueter**
  - Agenda items 1-16 taken together
15. Office Technologies: Legal Secretary (Degree/Certificate Revision- Second Reading) **Schlueter**
  - Agenda items 1-16 taken together
16. Computer Support Technician (Certificate Revision-Second Reading) **Schlueter**
  - Agenda items 1-16 taken together

*[The Computer Software Technician AS Degree/Certificate] was also revised to reflect the deletion of CS/IS 203 in the Major/Certificate Revision form.]*

17. Engineering 140 (New Course-Second Reading) **Rubke**  
**MSC (Feldman/Kretzman)**
  - Minor changes in verb tense in catalog statement to be completed before inclusion in Academic Affairs Committee Agenda
  - The title and course number were changed between the first and second reading to reflect the C-ID descriptor. Please refer to “Engineering 146” in the February 26<sup>th</sup> agenda for the first reading of this item
  
18. Engineering 140 (Prerequisite-Second Reading) **Rubke**  
**MSC (Feldman/Kesian)**
  - The title and course number were changed between the first and second reading to reflect the C-ID descriptor. Please refer to “Engineering 146” in the February 26<sup>th</sup> agenda for the first reading of this item
  
19. Child Development 150 (Non-Substantial Change B-Second Reading)  
**Dulay**  
**MST (Bakhit/McLemore)**
  - In the November 28, 2013 C & I agenda this course was agendized requiring one reading. However, because of the title change to align with the C-ID descriptor it was moved to the March 12, 2014 C & I agenda for a second reading
  - In the future, title changes/amendments to align with C-ID titles will not require a second reading or be counted as a substantial change
  
20. Child Development 156 (Non-Substantial Change B-Second Reading)  
**Dulay**  
**MSC (Dionisio/Czech)**
  - As this item was tabled at its first reading on November 28, 2013 it is being brought back to C & I as a first reading (its listing as a ‘second reading’ in the March 12, 2014 C & I agenda was a typographical error—it should have been listed as a first reading)
  - Confusion regarding laboratory hours will be discussed between division representative, course author, and C&I co-chairs
  - Course exit standards were discussed. The course author will review the specific requirements of CAP for Early Childhood Education and adjust exit standards as much as she is able to do so
  - ‘laboratory experience’ will be moved to Out of Class Assignments and revised to focus on the observational component of this activity
  
21. Associate in Science in Early Childhood Education for Transfer Degree (New Degree—Second Reading) **Dulay**  
**MSC Dionisio/ Kloezeman**

## II. Old Business—Other

Prerequisite policy **McLemore**

**MSC (Hoehn/ Yamamoto)** to approve the first reading of the prerequisite policy

revisions

- A clean copy of the policy, plus a summary of the changes and the exact language from Title 5 clarifying options for imposing prerequisites for courses outside disciplines without statistical evaluation will be sent to all C & I members via email. Please share the policy with your division at your April 2, 2014 division meeting for feedback. It will be brought back to C & I at the April 9, 2014 meeting for a second reading.
- A question was brought up regarding the accreditation status of the four year institution that can be used to validate course eligibility as a prerequisite/corequisite. Sarah McLemore will follow up via email with the language from Title 5.

### **III. New Business**

1. Curriculum change form (from/to form)
  - Please refer to changes made based on committee comments. These are highlighted in the updated version in your March 26, 2014 C & I agenda packet
2. Course outline samples
3. Major/certificate revision form
  - Please refer to changes made based on committee comments. These are highlighted in the updated version in your March 26, 2014 C & I agenda packet
4. New course approval form
5. Curriculum change chart

### **IV. Information**

#### **Final versions of approved TMC degrees**

Associate in Science in Administration of Justice for Transfer Degree

Associate in Science in Business Administration for Transfer Degree

Associate in Arts in Communication Studies for Transfer Degree

Associate in Arts in English for Transfer Degree

Associate in Arts in Geography for Transfer Degree

Associate in Arts in History for Transfer Degree

Associate in Arts in Kinesiology for Transfer Degree

Associate in Science in Mathematics for Transfer Degree

Associate in Arts in Political Science for Transfer Degree

Associate in Science in Physics for Transfer Degree

Associate in Arts in Psychology for Transfer Degree

Associate in Arts in Sociology for Transfer Degree

Associate in Arts in Spanish for Transfer Degree