

**GLENDALE COMMUNITY COLLEGE
CURRICULUM AND INSTRUCTION COMMITTEE
Minutes
Wednesday, April 25, 2012
3:25 p.m., (CS 266)**

Sarah McLemore and Kathy Bakhit, co chairs, called the meeting to order at 3:25 p.m.

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

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

Resources Present: Terrence Yu, Edward Karpp, Jenny McMahon
Resources Absent: Kristin Bruno, Pat Hurley, Alfred Ramirez, Ricardo Perez, Hasmik Sarkissian, Michael Scott, Tina Andersen-Wahlberg

Guests: Daphne Dionisio, Peter Green, Susan Hoehn, Eric Johnston, Emelyn Judge, Dana Nartea, Benjamin Salazar, Frankie Strong

I. New Business

1. Health 111, Health 116, Health 118 (Delete from Catalog) **Gold**
MST Stirdivant/Abram to table the approval of Deletion from Catalog of HLTH 111, HLTH 116, HLTH 118
 - Jeanette Stirdivant reminded committee being sure to address the effect of course deletion from catalog on Degrees and Certificate Programs.
 - The C & I co-chairs noted that the change to the catalogue/curriculum deletion form to require that a course deletion be made in tandem with the appropriate degree/certificate revision should address this issue.
2. Physical Education 125, Physical Education 127, Physical Education 133 (Delete from Catalog) **Gold**
MST Stirdivant/Abram to table the approval for Deletion from Catalog of PE 125, PE 127, PE 133
3. Physical Education 105, Physical Education 106, Physical Education 107 (Delete from Catalog) **Gold**
MST Stirdivant/Abram to table the approval for Deletion from Catalog of PE 104, PE 106 PE 107

4. Physical Education 120 (Name Change) **Gold**
MST Stirdivant/Abram to table the approval for Name Change for PE 120
5. Physical Education 119, Physical Education 166, Physical Education 167,
Physical Education 168, Physical Education 169 (Name Change) **Gold**
MST Stirdivant/Abram to table the approval of Name Change for PE 119, PE
166, PE 167, PE 168, PE 169
6. Physical Education 200 (Minor Change) **Gold**
MST Stirdivant/Abram to table the approval for Minor Change to PE 200
 - Discussion ensued regarding committees ability to identify minor changes being proposed to course outlines.
 - Going forward, strike-thru will be used for items being deleted and highlight items being added or changed on course outlines.
7. Alcohol and Drug Studies 154 (New Course-First Reading) **Judge**
MSF Kesian/Czech to approval First Reading of AD ST 154
 - Discussion ensued by the committee and some members expressed concern regarding validity of combining AD ST 150 & AD ST 151 to create a new course AD ST 154. Division indicated that the reason for the combination was student need.
 - In addition discussion took place regarding whether AD ST 150 & AD ST 151 would be deleted from the catalog
 - It was recommended that the following changes to the ADST 154 course outline be addressed:
 - Address typo in lecture hours
 - Revise language in course exit standard 3
 - Revise minor formatting errors in entry expectations and assignments and methods of evaluation
 - Consider updating the textbook edition for *Twelve Steps and Twelve Traditions*
 - The C & I co-chairs will contact the division chair and course author to discuss the changes.
 - It was recommended by the C & I committee that the course be resubmitted for a second reading at the next C & I meeting with the changes above having been considered by the proposing faculty member.

8. Art 179 (Change in Hours-First Reading) **Green**
MSC Abram/Stirdivant to approve the first reading of ART 179
 - It was recommended that the following changes to ART 179 course outline be addressed:
 - Revise the way that the faculty contact hours are expressed to accord with the formatting required by C & I
 - Revise the assignments and methods of evaluation to accord with the requirements of C & I to include examples of written assignments
 - Consider updating the textbooks for the course

9. Art 280 (Change in Hours-First Reading) **Green**
MSC Abram/Kretzman to approve the first reading of ART 280
 - It was recommended that the following changes to ART 280 course outline be addressed:
 - Revise the way that the faculty contact hours are expressed to accord with the formatting required by C & I
 - Revise the assignments and methods of evaluation to accord with the requirements of C & I to include examples of written assignments
 - Consider updating the textbooks for the course

10. Social Sciences 200 (New Course-First Reading) **Dulay**
MSF Dionisio/Kretzman to approve the first reading of SOC S 200
0 Ayes, 11 Nays - Motion was not carried
 - It was recommended that the following changes to the SOC S 200 course outline be addressed:
 - Address typo in laboratory hours
 - Consider adding the appropriate Mathematics prerequisite or recommended preparation and, accordingly, adjust SOC S 200's entry expectations
 - Consider updating the textbooks editions for the course
 - Revise the running header to read "Social Science 200"
 - The C & I co-chairs will contact the division chair and course author to discuss the changes.
 - It was recommended by the C & I committee that the course be resubmitted for a second reading at the next C & I meeting with the changes above having been considered by the proposing faculty member.

MSC Kretzman/Schlueter to reintroduce SOC S 200 at the next C&I Committee meeting with modifications

11. C & I Handbook **McLemore and Bakhit**
 - Committee was asked to review the C & I Handbook for discussion at the next meeting.
 12. Associate in Arts and Associate in Science Degrees for Transfers Status Update and Application Procedures **McLemore and Bakhit**
 - This item will be discussed at the next meeting.
 13. Minimum Units for Glendale Community College Associate in Science Degrees **McLemore and Bakhit**
 - This item will be discussed at the next meeting.
- II.** Meeting was adjourned at 5:00p.m.