GLENDALE COMMUNITY COLLEGE
CURRICULUM AND INSTRUCTION COMMITTEE
MINUTES
Wednesday, September 12, 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: Marcus Afshar, Shelley Aronoff, Richard Cortes, Maria Czech, Daphne Dionisio, Megan Ernst, Peter Green, Susan Hoehn, Kathy Holmes, Stacy Jazan, Kohar Kesian, Maria Kretzmann, Elis Lee, Scott Rubke, Rory Schlueter, Piper Rooney

Resources Present: Edward Karpp, Jenny McMahon, Michael Ritterbrown, Fabiola Torres, Yvette Ybarra, Terrence Yu

Guests Present: Monette Tiernan

I. Approval of Minutes

MSC (Schlueter/Kretzmann) to approve the minutes of the May 23, 2012 C & I Committee meeting

II. New Business - Curricular Actions

(S) Accounting 155 (Substantive Revision-Second Read)
MSC (Schlueter/Rubke) to approve change from currently Prerequisite: None to Prerequisite: 150 or equivalent and increase lecture units from 3 UNITS to 6 UNITS.

III. New Business - Other Items

1. Committee Roster and Meeting Dates were introduced to members. Revised roster will be emailed to committee members.

2. **C-ID Descriptor:** (Course Identification Designation number) is replacing CAN (California Articulation Number) and is a common numbering system shared by UCs, Cal States and many community colleges and private institutions. Some GCC course outlines have already been submitted and approved while others need changes such as textbook updates, etc. Full implementation of the C-ID system will be beneficial to students transferring to other colleges. Counselors, faculty and students will be able to use this system to determine IGETC and CSU transferability.

   The following members volunteered to form the CID Subcommittee:
   - Shelley Aronoff
   - Piper Rooney

3. **ASSIST Update**

http//:info.assist.org
Username: GLENDALEFAC
Password: SHAMROCK
Online orientation available at http://info.assist.org/orientation/introduction.html.
One of ASSIST's uses is to assist faculty in the development of new course outlines by reviewing other college course outlines. Workshops are currently being conducted for faculty and staff.

4. **C & I Priorities for Fall**

- One of the major priorities this fall will be the implementation of new Title 5 regulations for course repeatability.
- The need to develop additional AA/AS Transfer degrees was stressed. Currently GCC has developed 4 degrees. We are expected to have a number of degrees equal to 80% of the ones approved by the Chancellor's Office. Currently there are 20 degrees approved. The AA-T and AS-T degrees will reduce the number of units students are taking unnecessarily. They provide students clearer plans as to what classes they need to take in order to complete a degree and also provides priority enrollment at CSU campuses.

5. **Prerequisite Policy Taskforce**

The Task Force for Prerequisite Policy Review met during the summer and reviewed policies and forms. Going forward the prerequisite matrix must be prepared and signed-off on before the course is agendized. The Taskforce will bring additional changes to prerequisite policy to the committee as they are completed.

6. **Changes to Title 5-Course Repeatability**

Changes in course repeatability must be in the online GCC catalog by Fall 2013. Copies of the handout provided at the meeting are available in the C&I office. Courses being affected are intercollegiate academic or vocational competition course, intercollegiate athletics and courses that are part of a sequence of transfer courses required by CSU or UC for completing the lower division major requirements for a bachelor's degree. This change will primarily impact Visual and Performing Arts and Physical Education courses. Current repeatable courses will need to be grouped into **"Families"** designated by the college and cannot be designated as "**repeatable**."

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

MSC (Kretzmann/Hoehn) to approve the course outline with minor changes.
The Justification for Need section has been removed from the People Soft form and added to the Course Outline of Record. Going forward this section will have to be added to any existing course outline being updated. The finalized version will be presented to members.

8. **Changes to PeopleSoft Dictionary Form and MIS Codes**
The People Soft Dictionary Form has been modified to meet submission requirements to the Chancellor's office Curriculum inventory automated website.

9. **Curriculum Handbook Review of Section II** --continued
Time did not allow for discussion of this item. Review of the handbook was postponed until the next C & I meeting.

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