GLENDALE COMMUNITY COLLEGE
CURRICULUM AND INSTRUCTION COMMITTEE
MINUTES
Wednesday, September 26, 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: Shelley Aranoff, Richard Cortes, Maria Czech, Daphne Dionisio, Barb Erfurt, Megan Ernst, Peter Green, Susan Hoehn, Kathy Holmes, Stacy Jazan, Kohar Kesian, Maria Kretzmann, Elis Lee, Scott Rubke, Rory Schlueter

Resources Present: Edward Karpp, Jenny McMahon, Michael Ritterbrown, Fabiola Torres

Guests Present: Dana Nartea, Sonali Perera

I. Approval of Minutes

MSC (Schlueter/Green) to approve the minutes of the September 12, 2012 C & I Committee meeting.

II. New Business - Curricular Actions

(S) Visual Arts Associate in Arts Degree Option 2: Two Dimensional (Degree Revision-First Reading)
MSC (Green/Schlueter) to DELETE from the Visual Arts Associate in Arts Degree Option 2 ART 179, ART 166 and ART 280 from the of list of REQUIRED COURSES and to add ART 179, ART 166 and ART 280 to the list of ELECTIVE COURSES.

(S) Visual Arts Associate in Arts Degree Option 3: Three Dimensional (Degree Revision-First Reading)
MSC (Green/Schlueter) to DELETE from the Visual Arts Associate in Arts Degree Option 4, ART 179 and ART 280 from the of list of REQUIRED COURSES and to add ART 179 and ART 280 to the list of ELECTIVE COURSES.

III. New Business - Other Items

1. **Committee Roster and Meeting Dates -** Updated Version
An electronic copy of the roster will be sent to committee members and posted on the C & I webpage.

2. **Changes to Course Outline of Record Template and Supporting Materials**
MSC (Jazan/Lee) to table Changes to Course Outline of Record Template and Supporting Materials pending additional information and clarification.

3. **Changes to PeopleSoft Dictionary Form and MIS Code**
MSC (Jazan/Lee) to table Changes to PeopleSoft Dictionary Form and MIS Code pending additional information and clarification.

4. **Repeatability-Response from C & I Committee**

- Members were encouraged to attend the Repeatability Statewide Senate Meeting on Saturday, September 29th, at 9:00am to 3:00pm. Link with additional information about the meeting will be forwarded to members.
- Any courses affected by changes in repeatability compliance must go through a minimum First Reading at the division by the end of this semester. Deadlines are as follows:
    - Statewide Compliance - Fall 2013
    - GCC Internal - June 2013
    - Division First Reading December 2013
    - C & I Second Reading - April 10, 2013 or May 8, 2013
    - Academic Senate - June 5, 2013
- Informational draft proposal for an Administrative Regulation regarding repeatability and families will be included in the October 23 C&I meeting for further discussion and adoption by the committee.

5. **Curriculum Handbook Review of Section II**--continued

Proposed changes by section:

Articulation Coordinator

- Verify validity and correct as needed, "Articulation Coordinator serves as the primary resource within the division."

Curriculum Committee Members

- Include note to clarify to committee what a yes vote means at the first reading and what committee member's responsibilities are between readings.

The Board of Trustees

- Revise language in the following statement, "Community Services curriculum need not be referred to the state level."

The Divisions

- Define the curriculum process clearly in a section in the handbook.
  Rory Schlueter requested a system by which the loop be closed by possibly documenting the process as an idea.
  Kathy Bakhit created a Curriculum Changes spreadsheet. It includes a documentation of status of course and program proposals and dates of actions at different stages of development. This can be posted on the C&I website in the future as part of the record to close the loop of communication as to the status of courses and programs.
- Include a supplement to the Catalog that clearly lists changes in Curriculum and post on C&I webpage.

Responsibilities of Division Chairs

- To insure compliance with Title 5 (include specific section) facilitate regular cycle of curriculum review for your division.

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