

**GLENDALE COMMUNITY COLLEGE
CURRICULUM AND INSTRUCTION COMMITTEE**

Minutes

Wednesday, March 13, 2013

1:40 p.m., (LB 220)

Co-chairs Kathy Bakhit and Sarah McLemore called the meeting to order at 1:40p.m.

Voting Members Present: Maria Czech, Daphne Dionisio, Barb Erfurt, Megan Ernst, Susan Hoehn, Kathy Holmes, Stacy Jazan, Kohar Kesian, Maria Kretzmann, Elis Lee, Piper Rooney, Scott Rubke, David Yamamoto

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

Guests Present: Dana Nartea, Monette Tiernan

I. Approval of Minutes

MSC (Holmes/Kretzmann) to approve the minutes of the February 27, 2012 C & I Meeting.

II. New Business—Curricular Action Items

1. Classical Animation Certificate (Non Substantial Change-Second Reading)
MSC (Yamamoto/Hoehn) to approve the second reading of the TITLE CHANGE from Classical Animation Certificate to Animation Certificate.
2. Animation Certificate (Certificate Revision-Second Reading)
MSC (Yamamoto/Hoehn) to approve the second reading of the REVISION of the Animation Certificate.
3. Psychology 131 (Substantial Change-Second Reading)
MSC (Dionisio/Czech) to approve the second reading of the revision of PSYCH 131.
4. Psychology 101 (Substantial Change-Second Reading) **Dulay**
MSC (Dionisio/Kretzmann) to approve the second reading of the revision of PSYCH 101.
5. Physical Education 101, Physical Education 102, Physical Education 110, Physical Education 121, Physical Education 140, Physical Education 141, Physical Education 150, Physical Education 154, Physical Education 164, Physical Education 166, Physical Education 167, Physical Education 168, Physical Education 169, Physical Education 170, Physical Education 194, Physical Education 200, Physical Education 202, Physical Education 203, Physical Education 217, Physical Education 226, Physical

Education 227, Physical Education 229, Physical Education 231, Physical Education 241, Physical Education 247, Physical Education 261, Physical Education 262, Physical Education 274, Physical Education 275, Physical Education 295 (Substantial Change-Second Reading)

MSC (Jazan/Jazan/Rooney) to approve the SECOND READING to REMOVE repeatability from the catalog and PeopleSoft form PE 101, PE 102, PE 110, PE 121, PE 140, PE 141, PE 150, PE 154, PE 164, PE 166, PE 167, PE 168, PE 169 PE 170, PE 194, PE 200, PE 202, PE 203, PE 217, PE 226, PE 227, PE 229, PE 231, PE 241, PE 247, PE 261, PE 262, PE 274, PE 275, PE 295.

- Physical Education Dept. needs to come forward with the list of families for the courses.

6. Kinesiology 166 (Physical Education 166) (Substantial Change-Second Reading)
MSC (Rubke/Kesian) to approve the second reading of the revision of KIN 166.
7. Kinesiology 167 (Physical Education 167) Substantial Change-Second Reading)
MSC (Rubke/Kesian) to approve the second reading of the revision of KIN 167.
8. Kinesiology 168 (Physical Education 168) Substantial Change-Second Reading)
MSC (Rubke/Kesian) to approve the second reading of the revision of KIN 168.
9. Kinesiology 169 (Physical Education 169) Substantial Change-Second Reading)
MSC (Rubke/Kesian) to approve the second reading of the revision of KIN 169.
10. English 112 (Substantial Change-Second Reading)
MSC (Rooney/Jazan) to approve the second reading of the addition of the PREREQUISITE of ENGL 112 as "Prerequisite: Eligibility for English 101".
11. English 112 (Substantial Change-Second Reading)
MSC (Rooney/Kretzmann) to approve the second reading to REMOVE repeatability from People Soft for ENGL 112.
12. English 222 (New Course-Second Reading)
MSC (Rooney/Lee) to approve as amended the second reading of the new course ENGL 222.
13. English 222 (Prerequisite-Second Reading)
MSC (Rooney/Czech) to approve the second reading of the prerequisite for ENGL 222 as "Prerequisite: Eligibility of ENGL 101. Recommended preparation: ENGL 112 or equivalent".
14. English 193 (New Course-Second Reading)
MSC (Rooney/Erfurt) to approve the second reading of the new course ENGL 193.

15. English 193 (Prerequisite-Second Reading)
MSC (Rooney/Erfurt) to approve the second reading of the prerequisite of ENGL 193 "Prerequisite: ENGL 190 (English 190 may be taken concurrently). Corequisite: English 199".
16. English 199 (New Course-Second Reading)
MSC (Rooney/Erfurt) to approve the second reading of the new course ENGL 199.
17. English 199 (Prerequisite-Second Reading)
MSC (Rooney/Czech) to approve the second reading of the prerequisite of ENGL 199 "Prerequisite: Placement is based on a composite of test scores and academic background or satisfactory completion ENGL 189. Concurrent enrollment in or completion of ENGL 190 is required".
18. Mathematics 111 (Non Substantial Change-Second Reading)
MSC (Holmes/Kretzmann) to approve the second reading of the COURSE NUMBER change from MATH 111 to MATH 133.
19. Mathematics 133 (Substantial Change-Second Reading)
MSC (Holmes/Hoehn) to approve the second reading of the prerequisite of MATH 133 as "Prerequisite: Placement is based on a composite of test scores and academic background or satisfactory completion of Mathematics 101, 120, 131, or 2 units of Math 220".
20. Mathematics 135 (Substantial Change-Second Reading)
MSC (Holmes/Hoehn) to approve the second reading of the prerequisite of MATH 135 as "Prerequisite: Placement is based on a composite of test scores and academic background or satisfactory completion of Mathematics 101, 120, 131, or 2 units of Math 220".
21. Mathematics 136 (Substantial Change-Second Reading)
MSC (Holmes/Hoehn) to approve the second reading of the prerequisite of MATH 136 as "Prerequisite: Placement is based on a composite of test scores and academic background or satisfactory completion of Mathematics 101, 120, 131, or 2 units of Math 220".
22. Mathematics 138 (Substantial Change-Second Reading)
MSC (Holmes/Hoehn) to approve the second reading of the prerequisite of MATH 138 as "Prerequisite: Placement is based on a composite of test scores and academic background or satisfactory completion of Mathematics 101, 120, 131, or 2 units of Math 220".
23. Speech 191, Speech 192, Speech 193 (Substantial Change-Second Reading)
MSC (Jazan/Hoehn) to REMOVE repeatability from SPCH 191, SPCH 192, SPCH 193.

24. Spanish 105 (Substantial Change-Second Reading)
MSC (Jazan/Yamamoto) to REMOVE repeatability from SPAN 105.
25. Spanish 106 (Substantial Change-Second Reading)
MSC (Jazan/Yamamoto) to REMOVE repeatability from SPAN 106.
26. Journalism 104 (Substantial Change-Second Reading)
MSC (Jazan/Yamamoto) to REMOVE repeatability from JOURN 104.
27. Journalism 107 (Substantial Change-Second Reading)
MSC (Jazan/Yamamoto) to REMOVE repeatability from JOURN 107.
28. Administration of Justice 203 (New Course-Second Reading)
MSC (Rubke/Hoehn) to approve the SECOND reading of ADMJ 203.
29. Administration of Justice 203 (Recommended Preparation-Second Reading)
MSC (Rubke/Hoehn) to approve the second reading of the PREREQUISITE for ADMJ 203 as : "Recommended Preparation: Eligibility for English 120 or ESL 151".
30. Homeland Security Skill Award (New Skill Award-Second Reading)
MSC (Rubke/Kesian) to approve the second reading of the Homeland Security Skill Award.

III. New Business—Other Items

31. Process for Changing PeopleSoft Catalog Input Fields (Informational Item)
This form will be included in the C&I handbook which will be forward within the next month. A draft chart which guides members in the completing the PeopleSoft Catalog form will be forwarded to members.
32. Credit by Exam & Reviewing Curriculum for Potential Course Deletions and Other Changes
Kathy Bakhit discussed the issue of deleting courses from the catalog which have not been offered in some time and for which no plan exists to offer these courses in the near future. Divisions have been contacted and some have responded indicating that they do have courses that can be deleted. As a result, master lists have been created for each division which includes all courses which are currently in the catalog and also in the CCCCOS database. The lists include the last semester the courses were offered to assist in the decision process. The plan is to forward this list to the corresponding divisions for use in the course deletion decision making process. Prior to the deleting any course it's critical to verify if the course is included on any degree or certificate. It was requested that an email be forwarded to C&I committee members which highlights the process of updating the GCC catalog as it relates to courses and degrees/certificates.

33. Repeatability—Repeatable Courses which are not in Visual and Performing Arts or Physical Education (Informational Item)
An email was sent to all divisions outlining courses for which repeatability needs to be removed. Please contact the C&I co-chairs for assistance or with questions.
34. CLEP (Informational Item) **Cortes**
This item will be discussed at the next meeting.
35. C-ID numbers in PeopleSoft/GCC Catalog (Informational Item) **Cortes**
This item will be discussed at the next meeting.

Meeting was adjourned at 3:45 p.m.