Glendale Community College
Curriculum & Instruction Committee
Minutes
First Reading
Wednesday, October 23, 2013
1:40p.m., AD 217

Co-chairs Kathy Bakhit, Peggy Renner, and Stacy Jazan called the meeting to order at 1:40 p.m.

Voting Members Present: Shelley Aronoff, Yvette Azarian, Richard Cortes, Maria Czech, Daphne Dionisio, Maria Kretzmann, Alice Mecom, Susan Hoehn, Kohar Kesian, Kathy Flynn (proxy for Elis Lee), Bryan Ramos, Liz Russell, Linda Serra (proxy for Rory Schlueter)

Resources Present: Edward Karpp, Jenny McMahon, Yvette Ybarra

Absent: Marcus Afshar, Tina Andersen- Wahlberg, Piper Rooney, Michael Ritterbrown, Scott Rubke, Fabiola Torres, Terrence Yu

Guests: Dana Nartea, Jeanette Farr-Hawkins, Jon Gold, Liz Mizuno

Approval of Minutes

October 9, 2013 Curriculum & Instruction Committee Meeting
MSC (Cortes/Kretzmann) to approve the minutes of the October 9, 2013 meeting.

New Business—Curricular Action Items

1. Biology 112 (Non Substantial Change-A One Reading)
   MSC (Kretzmann/Russell) to approve as amended the MINOR REVISIONS to BIOL 112.
   - Catalog Statement
   - Methods of Instruction
   - Out of Class Assignments
   - Methods of Evaluation
   - Textbook
   - Course Entry Expectations
   - Course Exit Standards
   - Course Content-Including Catalog Statement
   - Student Learning Outcomes

   Amendments:
   1. Correct **"Total Course Units to 48.o"** and **"Total Faculty Contact Hours to 96.0"** on the course outline.

2. Biology 115 (Non Substantial Change-A One Reading)
MSC (Kretzmann/Russell) to approve as amended the MINOR REVISIONS to BIOL 115.
- Catalog Statement
- Methods of Instruction
- Out of Class Assignments
- Methods of Evaluation
- Textbook
- Course Content-Including Catalog Statement
- Student Learning Outcomes

Amendments:
1. Correct **"Total Course Units to 48.o"** and **"Total Faculty Contact Hours to 96.0"** on the course outline.
2. Add back the recommended preparation section as follows: "Recommended preparation: High school biology."

3. Spanish 124 (Non Substantial Change-A One Reading)
MSC (Jazan/Kesian) to DELETE from the catalog SPAN 124.

4. Ethnic Studies 122 (Substantial Change-First Reading)
MSC (Dionisio/Cortes) to DELETE from the catalog and curriculum ETH S 122.

5. CS/IS 210 (Non Substantial Change-A One Reading)
MSC (Serra/Yamamoto) to DELETE from the catalog CSIS 210.

6. CS/IS 185 (Non Substantial Change-A One Reading)
MSC (Serra/Yamamoto) to DELETE from the catalog CSIS 185.

7. Business Administration 138 (Non Substantial Change-A One Reading)
MSC (Serra/Yamamoto) to DELETE from the catalog BUSAD 138.

8. Accounting 250 (New Course – First Reading)
MSC (Serra/Cortes) to approve as amended the FIRST reading of ACCTG 250.

Amendments:
1. New Course Cover form to remove word "not" from the CSU transferability comments section and check the appropriate box.
2. Add to the Course Content section E 2 "2 hours".
3. Change the hour breakdown to subtotals in the major content area A, B, C, etc.

9. Accounting 250 (Prerequisite – First Reading)
MSC (Serra/Flynn) to approve the first reading of the PREREQUISITE as: "Prerequisite: Accounting 101."

10. Theatre Arts 101 (Non Substantial Change A – One Reading)
MSC (Yamamoto/Kretzmann) to approve as amended the MINOR REVISION to T ART 101.
- Catalog Statement
- Out of Class Assignments
- Methods of Evaluation
- Textbook
- Other: ADDING C-ID # & C-ID Title for TMC & AA-T Degree
  Amendments:
  1. Section VII. Methods of Evaluation change item 5 to "instructor evaluation of group presentations."

11. Theatre Arts 104 (Substantial Change – First Reading)
MSC (Yamamoto/Kretzmann) to approve the FIRST READING of the revision to T ART 104.
- Catalog Statement
- Methods of Instruction
- Out of Class Assignments
- Methods of Evaluation
- Textbook:
- Other: format changes in prep. for TMC AA-T Degree
- Lecture/Lab Component Breakdown
- Course Prerequisite, Co-Requisite, or Recommended Preparation: Remove Speech 105 & Dance 141 from the Prerequisite.

12. Theatre Arts 107 (Non Substantial Change B – First Reading)
MSC (Yamamoto/Flynn) to approve as amended the FIRST READING of the revision to T ART 107.
- Course Note
- Catalog Statement
- Methods of Instruction
- Out of Class Assignments
- Methods of Evaluation
- Textbook
- Other: Format change in preparation for AA-T Theatre Arts Degree
- Course Entry Expectations
- Course Exit Standards
- Course Content-Including Catalog Statement
- Student Learning Outcomes
- Title: from "Drama Heritage" to "Drama Heritage: Play Structure, Forms, and Analysis"

Amendments:

1. Catalog statement last sentence, remove word "between" and replace with "as."

13. Theatre Arts 110 (Non Substantial Change A – One Reading)
MSC (Yamamoto/Cortes) to approve the REVISION to T ART 110.
    - Other: Added Lab designation (added the word "lab") in front of hours contained in course content section per new format.
    - Course Entry Expectations

14. Theatre Arts 160 (Substantial Change – First Reading)
MSC (Yamamoto/Flynn) to approve the FIRST READING of the REVISIONS to T ART 160.
    - Other: Correction of hours and units in preparation for the TMC AA-T Degree; Removal of "justification for need" and reformatting.
    - Other: Correction of hours and units in preparation for the TMC AA-T Degree.
    - Maximum Unit
    - Minimum Unit

15. Theatre Arts 161 (Substantial Change – First Reading)
MSC (Hoehn/Yamamoto) to approve the REVISION to T ART 161.

16. Theatre Arts 162 (Substantial Change – First Reading)
MSC (Hoehn/Yamamoto) to approve the REVISION to T ART 162.

17. Theatre Arts 163 (Substantial Change – First Reading)
MSC (Hoehn/Yamamoto) to approve the REVISION to T ART 163.

18. Theatre Arts 164 (Substantial Change – First Reading)
MSC (Hoehn/Yamamoto) to approve the REVISION to T ART 164.

19. Theatre Arts 131 (Substantial Change – First Reading)
MSC (Yamamoto/Czech) to approve the FIRST READING of the revision to T ART 131**.**
    - Course Note
    - Catalog Statement
    - Methods of Instruction
    - Out of Class Assignments
    - Methods of Evaluation
    - Textbook
    - Course Entry Expectations
    - Course Exit Standards
    - Course Content-Including Catalog Statement
    - Student Learning Outcomes

- Course Title: from “Technical Stage” to “Stagecraft”
- Course Number: from “T ART 131” to “T ART 171”
- Maximum Unit
- Minimum Unit
- Change in Total Course Hours
- Lecture/Lab Component Breakdown
- Other: Unit Total

20. Theatre Arts 133 (Substantial Change – First Reading)
MSC (Yamamoto/Czech) to approve as amended the FIRST READING of the revision to T ART 133**.**
    - Course Note
    - Catalog Statement
    - Methods of Instruction
    - Out of Class Assignments
    - Methods of Evaluation
    - Textbook
    - Course Entry Expectations
    - Course Exit Standards
    - Course Content-Including Catalog Statement
    - Student Learning Outcomes
    - Course Title: from “Technical Stage” to “Stagecraft”
    - Course Number: from “T ART 133” to “T ART 173”
    - Maximum Unit
    - Minimum Unit
    - Change in Total Course Hours
    - Lecture/Lab Component Breakdown
    - Other: Unit Total
    - Course Prerequisite, Co-Requisite, or Recommended Preparation: Remove Recommended Preparation CI/IS 206 or equivalent.
      Amendments:
      1. Division will revisit the issue of removing the recommended prep.

21. Art 132 (Substantial Change – First Reading)
MSC (Yamamoto/Flynn) to approve as amended the FIRST READING of ART 132.
    - Catalog Statement
    - Methods of Instruction
    - Out of Class Assignments
    - Methods of Evaluation
    - Course Content-Including Catalog Statement
    - Student Learning Outcomes
    - Maximum Unit
    - Minimum Unit

- Change in Total Course Hours
- Lecture/Lab Component Breakdown
- Course Prerequisite, Co-Requisite, or Recommended Preparation): from "Prerequisite: ART 130 or equivalent" to "Recommended Preparation: ART 133."

  Amendments:

  1. Prerequisite change was not included on the change form and was added at the meeting. The Matrix will be brought to the second reading meeting.

22. Art 134 (Substantial Change – First Reading)
MSC (Yamamoto/Flynn) to approve FIRST READING of ART 134.
- Methods of Instruction
- Out of Class Assignments
- Methods of Evaluation
- Maximum Unit
- Minimum Unit
- Change in Total Course Hours
- Lecture/Lab Component Breakdown

23. Art 135 (Substantial Change – First Reading)
MSC (Yamamoto/Flynn) to approve the FIRST READING of ART 135.
- Methods of Instruction
- Out of Class Assignments
- Methods of Evaluation
- Course Content-Including Catalog Statement
- Maximum Unit
- Minimum Unit
- Change in Total Course Hours
- Lecture/Lab Component Breakdown

24. Art 136 (Substantial Change – First Reading)
MSC (Yamamoto/Flynn) to approve as amended the FIRST READING of ART 136.
- Methods of Instruction
- Out of Class Assignments
- Methods of Evaluation
- Maximum Unit
- Minimum Unit
- Change in Total Course Hours
- Lecture/Lab Component Breakdown

  Amendments:

  1. Catalog Statement – remove the following words in first sentence, "is a course that."

2. Methods of Evaluation section, include the word "final" in item #2. Example: Critiques of a capstone/final project.

25. Art 137 (Substantial Change – First Reading)
MSC (Yamamoto/Cortes) to approve the FIRST READING of ART 137.
- Methods of Instruction
- Out of Class Assignments
- Methods of Evaluation
- Course Prerequisite, Co-Requisite, or Recommended Preparation): Add ART 136 to the current prerequisite as follows: "Prerequisite: Art 135, Art 136, or equivalent."

Amendments:
1. Select Catalog Statement – remove the following words in first sentence, "is a course that."
2. Change the Revision Form to select "Prerequisite" and provide matrix for the second reading.

26. Physical Education 103 (New Course – First Reading)
MSC (Ramos/Cortes) to approve as amended the FIRST READING of PE 103.
Amendments:
1. Course Entry Expectation section, this section is incorrect. New COR will be submitted to C&I prior to the Second Reading with the correct information.
2. Course Content section, move item "B 2 Classroom procedures" to A 1.
3. SLO section, change item to word "understand" to "explain".

27. Physical Education 104 (New Course – First Reading)
MSC (Ramos/Czech) to approve as amended the FIRST READING of PE 104.
Amendments:
1. Course Entry Expectation section, this section is incorrect. New COR will be submitted to C&I prior to the Second Reading with the correct information.
2. Course Content section, move item "B 2 Classroom procedures" to A 1.

28. Physical Education 146 (Substantial Change – First Reading)
MSC (Dionisio/Ramos) to approve the FIRST READING of PE 146.
- Course Note
- Methods of Instruction
- Out of Class Assignments
- Course Entry Expectations
- Course Exit Standards
- Course Content-Including Catalog Statement
- Student Learning Outcomes
- Textbook
- Subject Prefix (Discipline): from PE to KIN

- TOP Code
- Change in Total Course Hours
- Lecture/Lab Component Breakdown
- Course Prerequisite, Co-Requisite, or Recommended Preparation: as "Prerequisite: Kinesiology 144."

  Amendment:

  1. Vote on prerequisite for this course.

MSC (Kretzmann/Czech) to approve the addition of the PREREQUISITE to Kin 146 as: "Prerequisite: Kinesiology 144."

29. Physical Education 149 (Substantial Change –First Reading)
MSC (Dionisio/Ramos) to approve the FIRST READING of PE 149.
    - Course Note
    - Methods of Instruction
    - Out of Class Assignments
    - Textbook
    - Course Entry Expectations
    - Course Exit Standards
    - Course Content-Including Catalog Statement
    - Subject Prefix (Discipline)
    - Course Number: From PE 149 to KIN 144
    - Top Code
    - Change in Total Course Hours
    - Lecture/Lab Component Breakdown
    - Course Prerequisite, Co-Requisite, or Recommended Preparation)

30. Physical Education 195 (Substantial Change – First Reading)
MSC (Dionisio/Ramos) to approve the FIRST READING of PE 195.
    - Course Note
    - Methods of Instruction
    - Out of Class Assignments
    - Textbook
    - Course Entry Expectations
    - Course Exit Standards
    - Course Content-Including Catalog Statement
    - Subject Prefix (Discipline): from PE 195 to KIN 195
    - Student Learning Outcomes
    - Top Code
    - Change in Total Course Hours
    - Lecture/Lab Component Breakdown

31. Physical Education 196 (Substantial Change – First Reading)
MSC (Dionisio/Ramos) to approve as amended the FIRST READING of PE 196.
    - Course Note
    - Methods of Instruction
    - Out of Class Assignments
    - Textbook
    - Course Entry Expectations
    - Course Exit Standards
    - Course Content-Including Catalog Statement
    - Student Learning Outcomes
    - Subject Prefix (Discipline): from PE 196 to KIN 196
    - Top Code
    - Change in Total Course Hours
    - Lecture/Lab Component Breakdown
    - Course Prerequisite, Co-Requisite, or Recommended Preparation)
      Amendment:
      1. Vote on prerequisite for this course.

MSC (Russell/Czech) to approve the addition of the PREREQUISITE to KIN 196 as: "Prerequisite: Kinesiology 195."

32. Physical Education 228 (Substantial Change–First Reading)
MSC (Dionisio/Ramos) to approve the FIRST READING of PE 228.
    - Course Note
    - Catalog Statement
    - Methods of Instruction
    - Out of Class Assignments
    - Methods of Evaluation
    - Textbook
    - Course Entry Expectations
    - Course Content-Including Catalog Statement
    - Student Learning Outcome
    - Subject Prefix: from PE 228 to KIN 228
    - TOP Code
    - Change in Total Course Hours
    - Lecture/Lab Component Breakdown

33. Physical Education 236 (Substantial Change–First Reading)
MSC (Dionisio/Ramos) to approve the FIRST READING of PE 236.
    - Course Note
    - Methods of Instruction
    - Out of Class Assignments
    - Textbook

- Course Entry Expectations
- Course Exit Standards
- Course Content-Including Catalog Statement
- Student Learning Outcome
- Subject Prefix: from PE 236 to KIN 236
- TOP Code
- Change in Total Course Hours
- Lecture/Lab Component Breakdown

34. Psychology 103 (Non Substantial Change A–One Reading)
MSC (Dionisio/Kesian) to approve the REVISION to PSYCH 103.
    - Course Note
    - Catalog Statement
    - Methods of Instruction
    - Out of Class Assignments
    - Methods of Evaluation
    - Course Entry Expectations
    - Course Exit Standards
    - Course Content-Including Catalog Statement
    - Student Learning Outcomes

35. Psychology 104 (Non Substantial Change A–One Reading)
MSC (Dionisio/Kesian) to approve the REVISION to PSYCH 104.
    - Course Note
    - Catalog Statement
    - Methods of Instruction
    - Out of Class Assignments
    - Methods of Evaluation
    - Course Entry Expectations
    - Course Exit Standards
    - Course Content-Including Catalog Statement
    - Student Learning Outcomes

36. Psychology 105 (Non Substantial Change A–One Reading)
MSC (Dionisio/Kesian) to approve the REVISION to PSYCH 105.
    - Course Note
    - Catalog Statement
    - Methods of Instruction
    - Out of Class Assignments
    - Methods of Evaluation
    - Course Entry Expectations
    - Course Exit Standards
    - Course Content-Including Catalog Statement
    - Student Learning Outcomes

- Other: Catalog needs to be corrected for Recommended Preparation

37. Psychology 106 (Non Substantial Change A–One Reading)
MSC (Dionisio/Kesian) to approve the REVISION to PSYCH 106.
    - Course Note
    - Catalog Statement
    - Methods of Instruction
    - Out of Class Assignments
    - Methods of Evaluation
    - Course Entry Expectations
    - Course Exit Standards
    - Course Content-Including Catalog Statement
    - Student Learning Outcomes

38. Psychology 110 (Non Substantial Change A–One Reading)
MSC (Dionisio/Kesian) to approve the REVISION to PSYCH 110.
    - Course Note
    - Catalog Statement
    - Methods of Instruction
    - Out of Class Assignments
    - Methods of Evaluation
    - Course Entry Expectations
    - Course Exit Standards
    - Course Content-Including Catalog Statement
    - Student Learning Outcomes

39. Psychology 111 (Non Substantial Change A-One Reading)
MSC (Dionisio/Kesian) to approve the REVISION to PSYCH 111.
    - Methods of Instruction
    - Out of Class Assignments
    - Methods of Evaluation
    - Textbook
    - Course Entry Expectations
    - Student Learning Outcomes

      Amendments:

      1. Remove item "1." from Section VI. "Out of Class Assignments."

40. Psychology 113 (Non Substantial Change A–One Reading)
MSC (Dionisio/Kesian) to approve the REVISION to PSYCH 113.
    - Methods of Instruction
    - Out of Class Assignments
    - Methods of Evaluation
    - Textbook
    - Course Entry Expectations

- Student Learning Outcomes

41. Psychology 115 (Non Substantial A – One Reading)
MSC (Dionisio/Kesian) to approve the REVISION to PSYCH 115.
    - Catalog Statement
    - Methods of Instruction
    - Out of Class Assignments
    - Methods of Evaluation
    - Course Entry Expectations
    - Course Exit Standards
    - Course Content-Including Catalog Statement
    - Student Learning Outcomes

42. Psychology 150 (Non Substantial Change A – One Reading)
MSC (Dionisio/Kesian) to approve the REVISION to PSYCH 150.
    - Methods of Instruction
    - Out of Class Assignments
    - Methods of Evaluation
    - Course Entry Expectations
    - Student Learning Outcomes

43. Psychology 203 (Non Substantial Change A–One Reading)
MSC (Dionisio/Kesian) to approve the REVISION to PSYCH 203.
    - Other: The catalog needs to be corrected to reflect the prerequisite.
    - Course Entry Expectations
    - Course Content-Including Catalog Statement

44. Sociology 102 (Non Substantial Change A – One Reading)
MSC (Dionisio/Cortes) to approve the REVISION to SOC 102.
    - Catalog Statement
    - Methods of Instruction
    - Out of Class Assignments
    - Methods of Evaluation
    - Textbook
    - Course Entry Expectations
    - Course Exit Standards
    - Course Content-Including Catalog Statement

45. Sociology 103 (Non Substantial Change A – One Reading)
MSC (Dionisio/Cortes) to approve the REVISION to SOC 103.
    - Catalog Statement
    - Out of Class Assignments
    - Methods of Evaluation
    - Textbook

- Course Entry Expectations
- Course Exit Standards
- Course Content-Including Catalog Statement

46. Sociology 104 (Non Substantial Change A – One Reading)
MSC (Dionisio/Cortes) to approve the REVISION to SOC 104.
- Catalog Statement
- Methods of Instruction
- Out of Class Assignments
- Methods of Evaluation
- Textbook
- Catalog Statement
- Methods of Instruction
- Out of Class Assignments
- Methods of Evaluation
- Textbook

47. Sociology 140 (Non Substantial Change A – One Reading)
MSC (Dionisio/Cortes) to approve the REVISION to SOC 140.
- Out of Class Assignments
- Methods of Evaluation
- Course Entry Expectations

MSC (Dionisio/Cortes) to extend the meeting by 20 minutes.

48. Political Science 101 (Non Substantial Change A–One Reading)
MSC (Dionisio/Kesian) to approve as amended the REVISION to POL S 101.
- Catalog Statement
- Methods of Instruction
- Out of Class Assignments
- Course Entry Expectations
- Course Content

  Amendments:

  1. Correct the Course Entry Expectations section.

49. Political Science 103 (Non Substantial Change A–One Reading)
MSC (Dionisio/Kesian) to approve as amended the REVISION to POL S 103.
- Methods of Instruction
- Out of Class Assignments
- Methods of Evaluation
- Course Content

  Amendments:

  1. Correct the Course Entry Expectations section.

50. Political Science 110 (Non Substantial Change B – First Reading)
MSC (Dionisio/Cortes) to approve as amended the REVISION to POL S 110.
- Methods of Instruction
- Out of Class Assignments
- Methods of Evaluation
- Course Content-Including Catalog Statement
- Repeatability

Amendments:
1. Correct the Course Entry Expectations section.

51. Political Science 111 (Non Substantial Change A – One Reading)
MSC (Dionisio/Kesian) to approve as amended the REVISION to POL S 111.
Amendments:
1. Correct the Course Entry Expectations section.

52. Political Science 112 (Non Substantial Change B – First Reading)
MSC (Dionisio/Cortes) to approve as amended the REVISION to POL S 112.
- Methods of Instruction
- Out of Class Assignments
- Methods of Evaluation
- Student Learning Outcomes

53. Ethnic Studies 111 (Non Substantial Change A – One Reading)
MSC (Dionisio/Czech) to approve as amended the REVISION to ETH S 111.
- Textbook
- Course Content-Including Catalog Statement

Amendments:
1. Correct the Course Entry Expectations section.

54. Ethnic Studies 120 (Non Substantial Change A – One Reading)
MSC (Dionisio/Czech) to approve as amended the REVISION to ETH S 120
- Textbook
- Course Content-Including Catalog Statement

Amendments:
1. Correct the Course Entry Expectations section.

55. Ethnic Studies 123 (Non Substantial Change A–One Reading)
MSC (Dionisio/Czech) to approve as amended the REVISION to ETH S 123.
- Textbook
- Student Learning Outcomes

Amendments:
1. Correct the Course Entry Expectations section.

56. Ethnic Studies 124 (Non Substantial Change A–One Reading)
MSC (Dionisio/Czech) to approve as amended the REVISION to ETH S 124.

- Textbook
- Course Content-Including Catalog Statement
- Student Learning Outcomes

Amendments:

1. Correct the Course Entry Expectations section.

57. Ethnic Studies 125 (Non Substantial Change A–One Reading)
MSC (Dionisio/Czech) to approve as amended the REVISION to ETH S 125.
    - Textbook
    - Student Learning Outcomes

    Amendments:

    1. Correct the Course Entry Expectations section

58. History AA-T Degree (New Degree – First Reading)
MSC (Dionisio/Cortes) to approve as amended the FIRST READING of the History AA-T Degree.

    Amendments:

    1. Delete Eth S 122 from the template, this course was deleted.
    2. Make corrections to the Template to align course ID numbers with course titles.

Information Items

59. Theatre Arts 100 (Technical Revision to Course Outline)
Update Lecture/Lab hours to align with CCCCO requirements.

60. Theatre Arts 103 (Technical Revision to Course Outline)
Update Out of Class Assignments to align with CCCCO requirements.

61. Theatre Arts 109 (Technical Revision to Course Outline)
Addition of Lab Hours to align with CCCCO requirements.

62. Theatre Arts 123 (Technical Revision to Course Outline)
Addition of Lab Hours to align with CCCCO requirements.

63. Theatre Arts 155 (Technical Revision to Course Outline)
Update Course Outline to align with CCCCO requirements.

64. Ethnic Studies 101 (Technical Revision to Course Outline)
Update Out of Class Assignments and Textbooks.

65. Ethnic Studies 102 (Technical Revision to Course Outline)
Update Out of Class Assignments and Textbooks.

66. Ethnic Studies 110 (Technical Revision to Course Outline)
Update Catalog Statement and Textbooks.

67. Ethnic Studies 121 (Technical Revision to Course Outline)
Update Out of Class Assignments and Textbooks.

68. Ethnic Studies 132 (Technical Revision to Course Outline)
Update Catalog Statement and Textbooks.

69. Ethnic Studies 164 (Technical Revision to Course Outline)
Update Out of Class Assignments and Textbooks.

70. Political Science 102 (Technical Revision to Course Outline)
Update Methods of Instructions, Out of Class Assignments, and Methods of Evaluation.

71. Political Science 108 (Technical Revision to Course Outline)
Update Methods of Instructions, Out of Class Assignments, and Methods of Evaluation.

The meeting was adjourned at 4:00 p.m.

The next meeting will be on Wednesday, November 13, 2013.