

**Glendale Community College**  
**Curriculum & Instruction Committee Minutes**  
**Wednesday, September 25, 2024, 2:00-4:00PM**  
**SG 137**

Present (Voting Members): Paul Vera (Co-Chair), Michael Ritterbrown (Co-Chair), Paolo Banaag, Bridget Bershada, Erin Calderone, Aisha Conner-Gaten, Catherine Dudley, Samantha Garagliano, Chris Herwerth, Corey Jamieson, Kohar Kesian, Elis Lee, Paul Mayer, Suzanne Palermo, Vladimir Paransky, Joanna Parypinski, Kim Perner, Sophia Possidon, Tobin Sparfeld, Michelle Stonis

Present (Resource, Non-Voting): Meg Chil-Gevorkyan, Alexandra Evans, Ed Karpp, Jolie Morris, Freddy Saucedo, Nancy Traynor, Piper Rooney, David Yamamoto, Terrence Yu

Absent (Voting Members): Karoline Rostamiani

Guests: Maria Kretzmann (Proxy for Karoline Rostamiani), Mandy Nezami, Maria Czech, Jeremy Talaoc, Ashot Djrbashian, Paul Brazeau, Tamar Chavdrian (ASGCC), Claris Baghosian (ASGCC)

**Call to Order**

C&I Committee Co-Chair Paul Vera called the meeting to order at 2:03 p.m.

**Approval of Minutes**

MSC (Stonis/Dudley) to approve the minutes from the September 11, 2024 Curriculum & Instruction Committee.

**Announcements**

We're moving to Board Docs in October!

Approved DE Addenda (None)

**Ongoing Business**

Prelim Review Deadlines for Fall 2024 (new and cyclical CORs and programs)

- Friday, October 4 (final deadline for fall semester)

Prelim Review Deadlines for Spring 2025 (new and cyclical CORs and programs)

- Friday January 10
- Wednesday, February 12
- Thursday, March 6
- Wednesday, April 3 (final deadline for spring semester)

The role of C&I in promoting DEIA at GCC (**Evans, Ritterbrown, Vera, C&I Committee**)

- Student-Friendly Language Workshop (October)
- C&I Rep Training (November)

eLumen Updates (**Vera, Traynor**)

New process will skip the reviews by the C&I Chair so that items can move between stages more quickly.

Articulation update (**Bershad**) (none)

Title 5 Task Force (**Vera**)

They have narrowed it down to 6 options (info on separate document shown during the meeting)

They will meet again on 9/27 to vote on which option to recommend.

Common Course Numbering (**Vera, Bershad, Traynor**)

The affected divisions have been contacted. Paul will also present at the next faculty meeting.

Approval of 3 New Rules (**Vera**)

MSC (Dudley/Parypinski) to amend from 3 to 2 rules.

- 1. A department that has not updated their program(s) may not submit a new course or program outline.**
- 2. Courses and programs are allowed one revision per academic year.**

MSC (Parypinski/ Calderone) to make 3<sup>rd</sup> rule a committee goal instead.

**Any program listed in Fall 2023 as needing an update needs at least to be in Create stage by the last meeting in Fall 2025. If not, this program will be sent to Academic Senate to begin archiving.**

3<sup>rd</sup> rule/committee goal is a short-term (FY 24-25) fix to the backlog issue. There was discussion about whether pushing people to start putting a lot of courses/programs into Create stage and having them just sit there. Per Nancy, she and Paul V. will be reviewing them and emailing the reps when they see things sitting for too long. Chris H. questioned whether this is necessary and makes any difference. Nancy reinforced the issue that many out-of-date courses and programs impact students. Michael R. confirmed that these rules are necessary and will be enforced.

ASGCC Vote (**Vera**)

MSC (Mayer/Dudley) to give two ASGCC reps one vote each.

“Overdue” Lists (**Vera**)

Paul and Nancy explained best practices for keeping up with due dates.

Rule of thumb: For CTE courses, start a cyclical review when you see “200” or fewer days in the “Due in” column. For all other course outlines, start a cyclical review workflow when you see “500” or fewer days in the “Due in” column.

**Programs (Vera)**

*(List of programs that need updating are at the end of this agenda.*

Paul explained how each list has its own workflow. Reiterated the need to make sure that courses listed in programs are actually being offered.

**Tamar (ASGCC representative)** mentioned that an area in MyGCC is now showing course availability inaccurately. Nancy will look into it.

Paul also reminded C&I reps to do the following when they review programs:

- Remove inactive courses
- Remove courses no longer offered and courses offered but were cancelled.
- Bring certificates and AA/AS degrees together

**Curriculum Action Items** (New ACCJC Standards 2.1, 2.2, 2.9)

Items with (*) need to be reviewed. Items with (%) have new or revised advisories.	Proposal Name	Type	Action	Stage	Division	Department	Level Change	Motion	First/Second
	<b>2<sup>nd</sup> Reads</b>								
1	DANCE 158	COURSE	Revise	2 <sup>nd</sup> Read	VISUAL/PERFORMING ARTS	DANCE	Cyclical	Carried	Sparfeld/Kesian
2	HRM 115	COURSE	Revise	2 <sup>nd</sup> Read	TECH/AVAIATION	HOTEL & RESTAURANT MANAGEMENT	Cyclical	Carried	Herwerth/Mayer
3	HRM 117	COURSE	Revise	2 <sup>nd</sup> Read	TECH & AVIATION	HOTEL & RESTAURANT MANAGEMENT	Cyclical		
4	HRM 201	COURSE	Revise	2 <sup>nd</sup> Read	TECH & AVIATION	HOTEL & RESTAURANT MANAGEMENT	Cyclical		
5	HRM 203	COURSE	Revise	2 <sup>nd</sup> Read	TECH & AVIATION	HOTEL & RESTAURANT MANAGEMENT	Cyclical		

6	HRM 214	COURSE	Revise	2 <sup>nd</sup> Read	TECH & AVIATION	HOTEL & RESTAURANT MANAGEMENT	Cyclical		
7	HRM 216	COURSE	Revise	2 <sup>nd</sup> Read	TECH & AVIATION	HOTEL & RESTAURANT MANAGEMENT	Cyclical		
8	HRM 222	COURSE	Revise	2 <sup>nd</sup> Read	TECH & AVIATION	HOTEL & RESTAURANT MANAGEMENT	Cyclical		
9	HRM 256	COURSE	Revise	2 <sup>nd</sup> Read	TECH & AVIATION	HOTEL & RESTAURANT MANAGEMENT	Cyclical		
10	HRM 50	COURSE	Revise	2 <sup>nd</sup> Read	TECH & AVIATION	HOTEL & RESTAURANT MANAGEMENT	Cyclical		
Items 2-10 taken together.									
<b>1<sup>st</sup> Reads</b>									
11	OCEAN115	COURSE	Revise	1 <sup>st</sup> Read	PHYSICAL SCIENCES	OCEANOGRAPHY	Cyclical	Carried	Mayer/Sparfeld
Amended from a 2 <sup>nd</sup> to a 1 <sup>st</sup> read. MSC to approve for a 2 <sup>nd</sup> read.								Carried	Mayer/Sparfeld
12	CHLDV158	COURSE	Revise	1 <sup>st</sup> Read	SOCIAL SCIENCES	CHILD DEVELOPMENT	Cyclical	Carried	Sparfeld/Dudley
MSC to approve for a 2 <sup>nd</sup> read									
13	MATH109	COURSE	Substantial	1 <sup>st</sup> Read	MATH	MATH	Substantial	Carried	Palermo/Kretzmann
Updated the description and title, but not the content. MSC to approve for a 2 <sup>nd</sup> read								Carried	Palermo/Conner-Gaten
14	NS 208	COURSE	Revise	1 <sup>st</sup> Read	HEALTH SCIENCES	NURSING	Cyclical	Carried	Dudley/Kretzmann
MSC to approve for a 2 <sup>nd</sup> read.								Carried	Dudley/Kretzmann
15	PARED 10	COURSE	Revise	1 <sup>st</sup> Read	NONCREDIT BUSINESS/LIFE SKILLS	PARENT EDUCATION	Cyclical	Carried	Perner/Dudley
16	PARED 11	COURSE	Revise	1 <sup>st</sup> Read	NONCREDIT BUSINESS/LIFE SKILLS	PARENT EDUCATION	Cyclical		
17	PARED 20	COURSE	Revise	1 <sup>st</sup> Read	NONCREDIT BUSINESS/LIFE SKILLS	PARENT EDUCATION	Cyclical		
18	PARED 21	COURSE	Revise	1 <sup>st</sup> Read	NONCREDIT BUSINESS/LIFE SKILLS	PARENT EDUCATION	Cyclical		

19	PARED 22	COURSE	Revise	1 <sup>st</sup> Read	NONCREDIT BUSINESS/LIFE SKILLS	PARENT EDUCATION	Cyclical		
20	PARED 30	COURSE	Revise	1 <sup>st</sup> Read	NONCREDIT BUSINESS/LIFE SKILLS	PARENT EDUCATION	Cyclical		
21	PARED 31	COURSE	Revise	1 <sup>st</sup> Read	NONCREDIT BUSINESS/LIFE SKILLS	PARENT EDUCATION	Cyclical		
22	PARED 41	COURSE	Revise	1 <sup>st</sup> Read	NONCREDIT BUSINESS/LIFE SKILLS	PARENT EDUCATION	Cyclical		
23	PARED 50	COURSE	Revise	1 <sup>st</sup> Read	NONCREDIT BUSINESS/LIFE SKILLS	PARENT EDUCATION	Cyclical		
24	PARED 51	COURSE	Revise	1 <sup>st</sup> Read	NONCREDIT BUSINESS/LIFE SKILLS	PARENT EDUCATION	Cyclical		
25	PARED 54	COURSE	Revise	1 <sup>st</sup> Read	NONCREDIT BUSINESS/LIFE SKILLS	PARENT EDUCATION	Cyclical		
26	PARED 60	COURSE	Revise	1 <sup>st</sup> Read	NONCREDIT BUSINESS/LIFE SKILLS	PARENT EDUCATION	Cyclical		
27	PARED 70	COURSE	Revise	1 <sup>st</sup> Read	NONCREDIT BUSINESS/LIFE SKILLS	PARENT EDUCATION	Cyclical		
Items 15-27 taken together. Jolie suggested removing unnecessary wording from the course description. Nancy feels there should be separate courses for different purposes (parent education and childcare career path).									
28	OCEAN 116	COURSE	Revise	1 <sup>st</sup> Read	PHYSICAL SCIENCES	OCEANOGRAPHY	Cyclical	Carried	Possidon/Kretzmann
MSC to approve for a 2 <sup>nd</sup> read.								Carried	Possidon/Kretzmann
29	SOC141B	COURSE	Substantial	1 <sup>st</sup> Read	SOCIAL SCIENCES	SOCIOLOGY	Substantial	Carried	Conner- Gaten/Banaag
MSC to approve for a 2 <sup>nd</sup> read.								Carried	Mayer/Calderone
	<b>Only Reads (Nonsubstantial)</b>								
	None								
	<b>Tech/Info Items</b>								
	None								
	<b>Archive</b>								
	None								
	<b>Programs</b>								
	<b>2<sup>nd</sup> Reads</b>								

30	Nutrition and Dietetics AST Degree	PROGRAM	Create	2 <sup>nd</sup> Read	TECH & AVIATION	NUTRITION	New	Carried	Herwerth/Calderone
	<b>1<sup>st</sup> Reads</b>								
31	Data Science (SA)	PROGRAM	Create	1 <sup>st</sup> Read	BUSINESS	COMPUTER SCIENCE & INFORMATION SYSTEMS	New	Carried	Mayer/Paransky
	Missing the recommended sequence of courses.								
32	Entrepreneurship/Small Business (AS)	PROGRAM	Revision	1 <sup>st</sup> Read	BUSINESS	BUSINESS ADMINISTRATION	Cyclical		Dudley/Stonis
33	Entrepreneurship/Small Business (Cert)	PROGRAM	Revision	1 <sup>st</sup> Read	BUSINESS	BUSINESS ADMINISTRATION	Cyclical		
	Items 32 & 33 taken together. Courses in these programs are not being offered and need to be removed or replaced with others. Chris Herwerth opposed.							Tabled	Kretzmann/Palermo
34	Financial Planning & Investment (AS)	PROGRAM	Revision	1 <sup>st</sup> Read	BUSINESS	BUSINESS ADMINISTRATION	Cyclical		Mayer/Dudley
35	Financial Planning & Investment (Cert)	PROGRAM	Revision	1 <sup>st</sup> Read	BUSINESS	BUSINESS ADMINISTRATION	Cyclical		
	Items 34 & 35 taken together. Same note as in items 32 & 33 above. Chris Herwerth opposed.							Tabled	Mayer/Garagliano
36	General Business (AS)	PROGRAM	Revision	1 <sup>st</sup> Read	BUSINESS	BUSINESS ADMINISTRATION	Cyclical		Conner-Gaten/Mayer
37	General Business (Cert)	PROGRAM	Revision	1 <sup>st</sup> Read	BUSINESS	BUSINESS ADMINISTRATION	Cyclical		
	Items 36 & 37 taken together. Same note as in items 32 & 33 above.							Tabled	Garagliano/Calderone
38	Human Resources Assistant (Cert)	PROGRAM	Revision	1 <sup>st</sup> Read	BUSINESS	BUSINESS ADMINISTRATION	Cyclical	Carried	Possidon/Garagliano
	MSC to approve for a 2 <sup>nd</sup> read.							Carried	Mayer/Kretzmann
39	Insurance Professional (Cert)	PROGRAM	Revision	1 <sup>st</sup> Read	BUSINESS	BUSINESS ADMINISTRATION	Cyclical		Calderone/Garagliano
	Same note as in items 32 & 33 above.							Tabled	Banaag/Mayer
40	Insurance Specialist: Property and Casualty (AS)	PROGRAM	Revision	1 <sup>st</sup> Read	BUSINESS	BUSINESS ADMINISTRATION	Cyclical	Carried	Mayer/Dudley

41	Insurance Specialist: Property and Casualty (Cert)	PROGRAM	Revision	1 <sup>st</sup> Read	BUSINESS	BUSINESS ADMINISTRATION	Cyclical		
Items 40 & 41 taken together. MSC to approve for a 2 <sup>nd</sup> read.								Carried	Garagliano/Mayer
Nancy called for a motion to extend the meeting by 5 minutes.								Carried	Mayer/Garagliano
42	International Business (AS)	PROGRAM	Revision	1 <sup>st</sup> Read	BUSINESS	BUSINESS ADMINISTRATION	Cyclical		Garagliano/Calderone
43	International Business (Cert)	PROGRAM	Revision	1 <sup>st</sup> Read	BUSINESS	BUSINESS ADMINISTRATION	Cyclical		
Items 42 & 43 taken together. Same note as in items 32 & 33 above.								Tabled	Mayer/Banaag
44	Management (AS)	PROGRAM	Revision	1 <sup>st</sup> Read	BUSINESS	BUSINESS ADMINISTRATION	Cyclical		Garagliano/Calderone
45	Management (Cert)	PROGRAM	Revision	1 <sup>st</sup> Read	BUSINESS	BUSINESS ADMINISTRATION	Cyclical		
Items 44 & 45 taken together. Same note as in items 32 & 33 above.								Tabled	Banaag/Calderone
46	Marketing (AS)	PROGRAM	Revision	1 <sup>st</sup> Read	BUSINESS	BUSINESS ADMINISTRATION	Cyclical		Dudley/Calderone
47	Marketing (Cert)	PROGRAM	Revision	1 <sup>st</sup> Read	BUSINESS	BUSINESS ADMINISTRATION	Cyclical		
Items 46 & 47 taken together. Same note as in items 32 & 33 above.								Tabled	Banaag/Calderone
	<b>Only Reads (Nonsubstantial)</b>								
	None								
	<b>Tech/Info Items</b>								
	None								
	<b>Archive</b>								
	None								

Please note the list of CORs and programs needing updates in 2024-2025, which was included in the agenda.

**Adjournment**

The meeting was adjourned at 4:02pm.

**Next C&I Committee Meeting: October 9, 2-4pm, SG137**

**Minutes recorded and transcribed by Sarah White**