

**Glendale Community College
Curriculum & Instruction Committee Agenda
Wednesday, September 10, 2025 2:00-4:00PM
SG 138**

A. Approval of Minutes

- a. June 11, 2025 Curriculum & Instruction Committee

B. Announcements

- a. Last Prelim Review Deadline is Friday, October 3
- b. [Programs](#) Needing to be in Prelim Review by October 3
 - i. **31 programs:** Studies Counseling AS & Cert, 10 Child Development Programs, Electronics Technology Tech AS & Cert, Flight Attendant Cert, Aviation Administration AS & Cert, Medical Front Office AS & Cert, Drafting/Basic Design (Noncredit) Cert, Drafting/Basic Interior Design (Noncredit) Cert, HSE Preparation (Noncredit) Cert, Pilot Training AS & Cert, Real Estate Appraisal AS & Cert, Real Estate Broker AS & Cert, Restaurant Management AS & Cert, and Technical Theatre Cert
 - ii. Programs not updated will be sent to the Academic Senate.
 - iii. Departments with programs not updated cannot introduce new courses or programs.

C. Ongoing Business

- a. None

D. Training

- a. C&I Mission Statement
- b. Duties of C&I Representatives
 - i. C&I Representative Duties
 - ii. C&I Create Stage Checklist
 - iii. PCAH Criteria
 - iv. Working with Your Division Faculty
 - v. Eyes on Other Division Items
- c. C&I Workflows
 - i. Cyclical
 - ii. Substantial vs. Non Substantial
 - iii. Info/Tech
 - iv. Deactivate
 - v. New
- d. C&I Meeting Procedures/Language
 - i. Reading the Agenda
 - ii. Simplified Robert's Rules
- e. Articulation