

**Glendale Community College
Curriculum & Instruction Committee Minutes
Wednesday, September 10, 2025
SG 138**

Present (Voting Members): Michael Ritterbrown (Co-chair), Paul Vera (Co-Chair), Vlad Paransky (BUSD), Sophia Possidon (BUSD), Michelle Stonis (SSD), Tobin Sparfeld (VPAD), Paolo Banaag (STDV), Aisha Conner-Gaten (Library), Elis Lee (CESL), Catherine Dudley (HSD), Bridget Bershad (Articulation), Mandy Nezami (TAD), Karoline Rostamiani (BIOD), Armen Kvranyan (PSD), Suzanne Palermo (SSD), Heather Ramos (ENGD), Samantha Garagliano (LAD), Paul Brazeau (NCESL), Erin Calderone (KIND), Kim Perner (NCBSD)

Present (Resource, Non-Voting): Federico Saucedo (Dean), Meg Chil-Gevorkyan (Associate Dean), Melissa Malandrakis (Guided Pathways), Nancy Traynor (Curriculum), Piper Rooney (Distance Education), Alexandra Evans (Resource), David Yamamoto (Learning Outcomes), Terrence Yu (Research and Planning), Agnes Eguaras (Dean), Jeremy Talaoc (Dean)

Absent (Voting Members): Mandy Nezami (TAD), Abraham Baca (HSD), Brittany Hampton (SSD), Chris Herwerth (TAD)

Absent (Resource, Non-Voting): Katie Datko (Dean), Arda Najarian (Financial Aid), Michelle-Ann Ramirez (Associate Dean), Piper Rooney (Distance Education), Thatcher Weldon (Dean), Gisele Gamino (Financial Aid)

Called to Order: 2:05pm

A. Approval of Minutes

- a. June 11, 2025 Curriculum & Instruction Committee **MSC (Banaag/Conner-Gaten)**

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:** Addiction 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

Minutes
Curriculum and
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- i. C&I Representative Duties
 - ii. C&I Create Stage Checklist
 - iii. PCAH Criteria
 - iv. Working with Your Division Faculty
 1. *Send Faculty to Paul for assistance if necessary*
 2. *Refuse to send an incomplete item to Preliminary Review*
 - 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
- i. *Keep in mind that technical courses are typically not approved*
 - ii. *There is a separate timeline for UC/CSU Transferability and Cal-GETC*
 - iii. *Cal-GETC has replaced IGETC and CSU Breadth*
 - iv. *At the discretion of the Division to offer a course without waiting for articulation*
 - v. *Transferability is dependent on the information reviewed from the COR*
 1. *Be specific on objectives, content, methods*
 2. *Honors and non-honors courses should not be identical*
 3. *Lecture and Lab courses should not be identical*

E. Motion to extend by 5 minutes MSC (Stonis/Lee)

F. Meeting adjourned 4:08pm