# Curriculum Committee Minutes

**Via Zoom**
**Tuesday, August 17, 2021 at 3:30pm**

*ALL COURSES/PROGRAMS IDENTIFIED IN THE ATTACHMENTS WILL BECOME EFFECTIVE FALL 2022 UNLESS OTHERWISE NOTED.*

**Called to order: 3:35 p.m.**

## I. ROLL CALL (Quorum is 8 out of 15 voting members)

| VOTING MEMBERS | | |
|---|---|---|
| Interim Articulation Officer | ☒Michael Bowen (MB) | |
| Technical Review Chair | ☒Michael Callahan (MC) | |
| Academic Senate President | ☒Dan Clark (DC) | |
| AFT Rep. | Vacant | |
| Career Education I Division | ☐ (Vacant) | ☒Nicole Falco (NF) |
| Career Education II Division | ☒Dorothy Farias (DF) | ☒John Clark (JC) |
| College Outcome Group Representative | ☐Asher Sund / Aurora Meadows | |
| English & Math Division | ☒Peter Yi (PY) | ☒Amanda Martin (AM) |
| Health, KIN, ICA, Performing & Visual Arts Division | ☐Jeff Fischer (JF) | ☐Krenly Guzman Gonzalez (KGG) |
| Library, Languages, Behavioral & Social Sciences Division, | ☒Rubisela Gamboa (RG) | Maline Werness-Rude (co-chair/non-voting) |
| Librarian | Peter Sezzi (co-chair/non-voting) | |
| Sciences Division | ☒Gabi Wood (GW) | (Vacant) |
| Student Services Division | ☒Maria Reyes-Sanchez (MRS) | ☒Gema Espinoza Sanchez (GES) |
| NON-VOTING MEMBERS | | |
| Faculty co-chair /ART Dept Representative | ☒Maline Werness-Rude (MWR) | |
| Faculty co-chair/Librarian | ☒Peter Sezzi (PS) | |
| CIO co-chair | ☒Jennifer Kalfsbeek-Goetz | |
| ASVC Rep. (ASVC Director of Equity and Inclusion) | ☐ Lisa Marie Ruiz | |
| Dean | ☒Bernard Gibson | ☐Dan Kumpf |
| Dean | ☐Lisa Putnam | ☐Felicia Dueñas |
| Dean | ☒Boglarka Kiss | ☐Phil Briggs |
| Dean | ☐Debbie Newcomb | ☐Leticia Canales |
| Dean | ☐Jesus Vega | |
| Academic Data Specialist | ☐Olivia Long | |
| Academic Data Specialist | ☐Kelly Denton | |
| Recorder/Curriculum Technician | ☒Sarah Ayala | |
| Distance Education Liaison | ☒Sharon Oxford | |
| Registrar | ☐Gaby Asamsama-Acuña | |

Guests: *None*

## II.    ADOPTION OF THE PROPOSED AGENDA (Discussion/Action)

*P. Sezzi called for a motion to approve the agenda*

| | |
|---|---|
| Motion by: | M. Bowen |
| Seconded by: | D. Clark |
| Discussion: | None |
| Final resolution: | Agenda adopted |
| Yes: | M. Bowen, M. Callahan, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, R. Gamboa, A. Martin, M. Reyes-Sanchez G. Wood, P. Yi |
| | |
| No: | None |

*Voting Tally:*

| AS/AM | AM | DC | DF | GES | GW | JC | JF | KGG | MB | MC | MRS | NF | PY | RG |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | yes | yes | yes | yes | yes | yes | | | yes | yes | yes | yes | yes | yes |

## III.    INTRODUCTIONS, AND PUBLIC COMMENTS (Information)[1]

### A.  Reminder that updating a course in any way in CIM erases approval dates and the start term – S. Ayala

*This mostly pertains to users with Admin rights, but it is important for all to know.  Any edit to the course erases approval dates.  Please be aware to not lose them from the record!*

### B.  Other Announcements

*M. Bowen will be continuing in the fall as interim Articulation Officer, and can help with transfer information as needed.  Also, M. Callahan has reviewed all of the backlogged programs, so we are in great shape.*

*G. Wood may be contacting those on the committee as she works through getting Curriculum information into Canvas for streamlining and transparency.*

*Group introductions followed comments.*

### C.  Public Comments

*none*

## IV.    APPROVAL OF MINUTES: (Discussion/Action)

*P. Sezzi called for a motion to approve the minutes from the May 4, 2021 Curriculum Committee meeting*

| | |
|---|---|
| Motion by: | N. Falco |
| Seconded by: | M. Bowen |
| Discussion: | None |
| Final resolution: | Minutes approved as presented |
| Yes: | M. Bowen, M. Callahan, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, R. Gamboa, A. Martin, M. Reyes-Sanchez G. Wood, P. Yi |
| | |
| No: | None |

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[1] Five minutes is allotted to any member of the public who wishes to address the curriculum committee, with a maximum of twenty minutes per topic aggregated for all speakers, unless extended by vote of the committee. At the request of any speaker proposing to address a specific agenda item, the committee may also vote to permit that speaker's comments to be deferred until the meeting progresses to that topic.

*Voting Tally:*

| AS/AM | AM | DC | DF | GES | GW | JC | JF | KGG | MB | MC | MRS | NF | PY | RG |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
|  | yes | yes | yes | yes | yes | yes |  |  | yes | yes | yes | yes | yes | yes |

## V.  OLD BUSINESS (Discussion/Action)

### A.  Continue discussion of removing old courses that we started in item XIV.A of the May agenda, or wait until CAT implementation? (Discussion/Action; see attachment) – M. Callahan, J. Kalfsbeek-Goetz, P. Sezzi, M. Werness-Rude

*This discussion was started in the last academic year.  Would like to decide a plan of action moving forward.*

*D. Clark – Instead of revisiting this question regarding the courses presented on the list, would it be better for this committee to set a practice and adopt as to not run into this problem repeatedly?*

*Explanation and discussion ensued of negative impact, accreditation, classified, and catalog impact of keeping these courses, how they can be reactivated, etc.*

*As long as we have the process for reactivation by having a practice through Curriculum and a timeline for inactivation, it would better serve our students and be better for accreditation*

*After motion was made and further discussion, new members expressed a desire to table this and come back next meeting to vote. Not to hold up the process but to be transparent with their departments.*

*It was decided to present a written proposal at the next Tech Review meeting and then at a subsequent Curriculum Committee meeting for a vote.  After this decision, Dan withdrew his second on the motion in order to give people time to consult with their departments.*

*No vote was taken at this meeting.  Item postponed until next Curriculum Committee Meeting.*

*Michael revised motion to postpone this until next meeting.  D. Farias seconded.  ALL voted affirmative.*

*Maline called for a motion*

| | |
|---|---|
| *Motion by:* | *M. Bowen proposed a motion that if a course is 7years old, the inactivation process is started at Tech Review. The department with the outdated course is emailed and asked what they want to do. They'll have two options – 1 choose to inactivate or 2 – choose to revise/update the course* |
| *Seconded by:* | *D. Clark* |
| *Discussion:* | *G. Wood – Can we add a deadline or some other accountability factor if the email isn't answered?* |
| | *As an example: "If we don't receive a response and see the course enter into workflow by (insert date) this course will continue in the inactivation process"* |
| | *These messages would be sent to the appropriate faculty member only when they are on contract.* |
| *Amended Motion by:* | *M. Bowen revised his original motion to postpone this discussion until the next Curriculum Committee meeting.* |
| *Seconded by:* | *D. Farias* |
| *Final resolution:* | *Discussion postponed until the next Curriculum Committee meeting.  No vote was taken.* |

**VI. REQUISITES: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)**
      **A. None**


**VII. DISTANCE EDUCATION: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)**

      **A. Review: SPAN V01**

*P. Sezzi called for a motion to approve the Distance Education proposals*

| | |
|---|---|
| *Motion by:* | *M. Bowen* |
| *Seconded by:* | *R. Gamboa* |
| *Discussion:* | *D. Clark – This course lists 100% online "temporary approval". Is this for emergencies only?* |
| | *M. Bowen – This selection was used for temporary 100% – only for the duration of the pandemic or subsequent unforeseen emergency.* |

*As a note - in CIM, there is a selection box for emergency 100% DE and there is a box selection for "regular" 100% DE. If both boxes are checked it indicates that 100% DE should be considered temporary for use during Covid or any other unforeseen emergency. If only one DE 100% box is checked (not including the emergency box), it indicates that 100% DE a permanent part of the course.*

*Request was made to have the designation of temporary or permanent DE listed on the course spreadsheet presented at CC.*

| | |
|---|---|
| *Final resolution:* | *Distance Education proposal approved* |
| *Yes:* | *M. Bowen, M. Callahan, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, R. Gamboa, M. Reyes-Sanchez G. Wood, P. Yi* |
| *No:* | *None* |

*Voting Tally:*

| AS/AM | AM | DC | DF | GES | GW | JC | JF | KGG | MB | MC | MRS | NF | PY | RG |
|-------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| | abst | yes | yes | yes | yes | yes | | | yes | yes | yes | yes | yes | yes |

**VIII. MINIMUM QUALIFICATIONS**
      **A. None**

**IX. CONSENT AGENDA: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)**
      **A. None**

**X. SECOND READING COURSES: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)**
      **A. None**

**XI. SECOND READING PROGRAMS: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)**
      **A. None**

**XII. FIRST READING PROPOSALS:**

    **A. COURSE PROPOSALS REQUIRING SECOND READING (Discussion/Action; see attachment)**
        1. None

    **B. COURSE PROPOSALS NOT REQUIRING SECOND READING (Discussion/Action; see attachment)**
        1. Revision: SPAN V01

    **C. PROGRAMS (Discussion/Action; see attachment)**
        1. None

*M. Werness-Rude called for a motion to approve the First Reading proposals*

| | |
|---|---|
| *Motion by:* | R. Gamboa |
| *Seconded by:* | N. Falco |
| *Discussion:* | None |
| *Final resolution:* | First Reading proposal approved |
| *Yes:* | M. Bowen, M. Callahan, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, R. Gamboa, M. Reyes-Sanchez G. Wood, P. Yi |
| *No:* | None |

*Voting Tally:*

| AS/AM | AM | DC | DF | GES | GW | JC | JF | KGG | MB | MC | MRS | NF | PY | RG |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | abst | yes | yes | yes | yes | yes | | | yes | yes | yes | yes | yes | yes |

*Recorder's Note: J. Clark left the meeting after the First Reading vote.*

**XIII. ADMINISTRATIVE CHANGES (Discussion/Action)**

    **A. C-ID Approvals: AG V04, AG V30, AG V42, AG V43, ART V09A, CS V19**

*Over the summer C-ID approvals were received for the courses listed above, and they will be updated in next year's catalog.*

*At a subsequent Curriculum Committee meeting, we should discuss whether C-ID approvals should be be presented to the committee for a vote at all rather than just an informational item. Proposal to be written up for the next Curriculum Committee meeting.*

*M. Bowen called for a motion to approve the Administrative Change proposals*

| | |
|---|---|
| *Motion by:* | M. Bowen |
| *Seconded by:* | D. Clark |
| *Discussion:* | Clarification requested on ART V09A – Did this course already have a C-ID? No, this one did not. |
| *Final resolution:* | Administrative Changes proposals approved |
| *Yes:* | M. Bowen, M. Callahan, D. Clark, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, R. Gamboa, A. Martin, M. Reyes-Sanchez G. Wood, P. Yi |
| *No:* | None |

*Voting Tally:*

| AS/AM | AM | DC | DF | GES | GW | JC | JF | KGG | MB | MC | MRS | NF | PY | RG |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | yes | yes | yes | yes | yes | | | | yes | yes | yes | yes | yes | yes |

*Recorder's Note: G. Espinoza-Sanchez left the meeting after the Administrative Changes vote*

**XIV. POLICY AND PROCESS (Information or Discussion/Action)**

    **A. Curriculum Committee Membership and Vote Count (Discussion/Action) – P. Sezzi, M. Werness-Rude**

*It was the intention of P. Sezzi and M. Werness-Rude to abstain from voting but each will count for quorum.*
*M. Werness-Rude will be the Curriculum Committee representative for the Academic Senate meetings. will go to senate*

*Recorder's Note: P. Yi left the meeting during the discussion*

    **B. Resolution: Requirement for Faculty (or Dean as the alternate) to attend the Technical Review Meeting (via zoom) if presenting a new or revised course or program. Exceptions would be Administrative Corrections (Discussion/Action) – P. Sezzi, M. Werness-Rude**

*This resolution is being presented to avoid unnecessary delay in course and program approval and to answer any questions the technical review workgroup has before the course goes to Curriculum Committee.*

*Course will get sent back to author if revision is needed.*

*Should there be a discussion before Tech Review with author and tech review member to cut down on courses getting sent back?*

*Recorder's Note: M. Reyes-Sanchez left the meeting during the discussion/5:00pm*

*This topic was postponed. Item will be brought back for discussion at the next meeting. No vote taken.*

    **C. Resolution: All courses and programs shall have simultaneous first and second reading unless further discussion is requested by a Curriculum Committee Member (Discussion/Action) – P. Sezzi, M. Werness-Rude**

*Item was postponed due to time*

    **D. Student Representative on Curriculum Committee – change to a voting member (Discussion) – P. Sezzi, M. Werness-Rude**

*Item was postponed due to time*

    **E. Annual Curriculum Committee Training (Discussion) – P. Sezzi, M. Werness-Rude**

*Item was postponed due to time*

F.  **Curriculum Committee Goals for 2021-2022 (Discussion/Action; see attachment) – P. Sezzi, M. Werness-Rude**

*Item was postponed due to time*

G.  **Curriculum Committee Meeting Dates for AY 2021-2022 (Discussion/Action; see attachment) – P. Sezzi, M. Werness Rude**

*Item was postponed due to time*

H.  **Review of Curriculum process: CCT Task Force Updates (Standing Item; Discussion) - G. Wood, D. Farias**

*Item was postponed due to time*

I.  **Credit for Prior Learning**
    1.  **AP 4235 (Discussion) –J. Kalfsbeek-Goetz**
    2.  **Proposal Review from Districtwide Credit for Prior Learning Committee (Discussion; see updated separate attachment) – M. Bowen**

*Item was postponed due to time*

J.  **American Ethnic Studies Workgroup (Discussion/Action) – P. Sezzi, M. Werness-Rude, R. Gamboa**

*Item was postponed due to time*

K.  **Continuing Discussion/Process and Procedures (Standing Item; Discussion/Action) – D. Farias**
    1.  **Backlog of Programs (see attachment)**
    2.  **Second Readings**
    3.  **Streamline Agenda Items (Reports)**

*Item was postponed due to time*

L.  **Standing Item: Anti-racism in curriculum (Discussion) – J. Kalfsbeek-Goetz** **https://www.glendale.edu/about-gcc/faculty-and-staff/c-i-curriculum-and-instruction/creating-equitable-curriculum-guide**

*Item was postponed due to time*

**XV.**   **PHILOSOPHY AND GENERAL EDUCATION CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action)**
   **A.  None**

**XVI.**   **REPORTS (Information)**

   **A.  Reports from Curriculum Institute – various attendees**
   *Item was postponed due to time*

   **B.  Co-Chairs**

   **C.  Technical Review Chair**

      **1.  Program Status Spreadsheet (see attachment)**
   *Item was postponed due to time*

   **D.  Articulation**

   **E.  Board of Trustees/ DTRW-I (DCCI)**

   **F.  Subcommittees/Workgroups**

   **G.  New Curriculum Approvals at the State (CCCCO) – S. Ayala**

**XVII.**   **DISCUSSION/INFORMATION (Information or Discussion/Action)**
   **A.  None**

**XVIII.**   **GENERAL ANNOUNCEMENTS AND REQUESTS FOR FUTURE AGENDA ITEMS**

   *None*

**Meeting adjourned: 5:04 p.m.**

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**NEXT MEETING**

September 7, 2021 - 3:30 PM

Location: TBD

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