

**College Instruction Committee Agenda *DRAFT***  
**Contra Costa College**  
**2600 Mission Bell Drive, San Pablo, California 94806**

<b>Monday, August 24, 2015</b>	<b>2:15 pm - 4:00 pm</b>	<b>Location: AA216</b>
<b><i>THE COMMUNITY IS WELCOME AND ENCOURAGED TO ATTEND</i></b>		

<b>2:15-2:20</b>	<b>A.</b>	<b>Call To Order with Introduction of Guests</b>
<p><b>CIC Chair:</b> Gabriela Segade  <b>SS Division Reps:</b> Robert Webster, Norma Valdez-Jimenez      <b>NSAS Division Reps:</b> Katie Krolikowski  <b>LA Division Reps:</b> Paul DeBolt, Irena Stefanova              <b>LAVA Division Reps:</b> Andrew Kuo, Rudy Zeller</p>		

<b>2:20-2:25</b>	<b>B.</b>	<b>CONSENT AGENDA ACTION ITEMS</b>
	<b>1</b>	<b>August 24 Agenda</b>
	<b>2</b>	<b>May 18 Minutes</b>
<b>2:25-3:35</b>	<b>C.</b>	<b>NON-CONSENT AGENDA ACTION ITEMS</b>
<b>2:25-2:30</b>	<b>1</b>	<b>RE 160 Real Estate Principles: Content Review w/non-substantial change</b>
<b>2:30-2:45</b>	<b>2</b>	<b>Review of CurricUNET workflow</b>
<b>2:45-3:00</b>	<b>3</b>	<b>Review of attachments to CurricUNET proposals</b>
<b>3:00-3:15</b>	<b>4</b>	<b>CurricUNET trainings - update</b>
<b>3:15-4:00</b>	<b>F.</b>	<b>OPEN DISCUSSION</b>
<b>4:00</b>	<b>G.</b>	<b>Adjournment</b>

**AGENDA ITEMS MUST HAVE REPRESENTATION OR NO ACTION WILL BE TAKEN**

## CIC Schedule - 2015-2016 academic year

**Want to offer a new course or program in Fall 2016? → Submit materials to CIC no later than September 14, 2015<sup>1</sup>**

**Want to offer a new course or program in Spring 2017? → Submit materials to CIC no later than February 8, 2016<sup>2</sup>**

Proposals due to CIC <sup>3</sup>	CIC agenda posted	CIC MEETING	Materials due to Instruction Office	Governing Board Meeting
August 10	August 20	August 24	September 8	October 7
August 31	September 10	September 14	October 13	November 11
September 14	September 24	September 28		
September 28	October 8	October 12	November 6	December 9
October 12	October 22	October 26		
November 9	November 19	November 23	December 10	January 27
January 11	January 21	January 25	February 23	March 23
January 25	February 4	February 8		
February 8	February 18	February 22	March 29	April 27
February 29	March 10	March 14		
March 7	March 24	March 28	April 26	May 25
March 28	April 7	April 11		
April 11	April 21	April 25	May 24	June 22
April 25	May 5	May 9		

<sup>1</sup> While we do our best to move proposals through the Committee quickly, we cannot guarantee that we will have a proposal approved by a certain date. The Committee's workload varies, and the number of proposals received sometimes is larger than what can be accomplished in a meeting.

<sup>2</sup> See footnote 1.

<sup>3</sup> **Proposals are received by CIC when they have been signed off by department representatives and DIC reviewers, and they have been revised by the faculty originator as appropriate. It is highly recommended that faculty originators monitor the progress of their proposals on CurricUNET and send reminders to reviewers as necessary to ensure that the files are moved up to the CIC level in a timely manner**