

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

**Monday, September 14, 2015**

**Location: AA216**

**Call To Order with Introduction of Guests**

The meeting was called to order at 2:15.

**Members in attendance were:** Gabriela Segade, Andrew Kuo, Norma Valdez-Jimenez, Robert Webster, Paul DeBolt, Irena Stefanova, and Katie Krolikowski.

**Members absent:** Rudy Zeller

**Guests in attendance were:** Joe DeTorres, Stephanie Austin, and Rick Ramos.

**CONSENT AGENDA ACTION ITEMS**

**September 14 Agenda**

**August 24 Minutes**

**ACTION** Andrew motioned to approve with the addition of BUS 294 that was left off the agenda in error and the removal of EMED 109, ART 190 and ART 191; Irena seconded; Andrew, Norma, Paul, and Irena were all in favor; no abstentions. Robert and Katie arrived after this motion was approved.

**NON-CONSENT AGENDA ACTION ITEMS**

**ADJUS 121 Concepts of Criminal Law**

**Course to Discipline Change:** Remove the discipline of JRNAL that was mistakenly entered in CurricUNET and include the discipline of Law. The disciplines attached to this course are ADJUS and Law.

**ACTION:** Norma motioned to approve; Andrew seconded; Andrew, Norma, Robert, Paul, and Irena were all in favor; no abstentions. Katie arrived after this motion was approved.

**ADJUS 122 Criminal Procedures**

**Course to Discipline Change:** Remove the discipline of JRNAL that was mistakenly entered in CurricUNET and include the discipline of Law. The disciplines attached to this course are ADJUS and Law.

**ACTION:** Norma motioned to approve; Irena seconded; Andrew, Norma, Robert, Paul, and Irena were all in favor; no abstentions. Katie arrived after this motion was approved.

**ADJUS 221 Legal Aspects of Evidence**

**Non-substantial Change:** Remove pre-requisite of ADJUS 121

**ACTION:** Norma motioned to approve; Paul seconded; Andrew, Norma, Robert, Paul, and Irena were all in favor; no abstentions. Katie arrived after this motion was approved.

**ADJUS 222 Basic Investigations**

**Non-substantial Change:** Remove pre-requisite of ADJUS 121

**ACTION:** Robert motioned to approve; Andrew seconded; Andrew, Norma, Robert, Paul, and Irena were all in favor; no abstentions. Katie arrived after this motion was approved.

**MUSIC 163 Beginning Choir**

**Substantial Change:** Units increased to 1-5. HBA Lecture hours changed to 18-54. HBA lab hours stayed the same (0-108).

**ACTION:** Paul motioned to bundle; Andrew seconded; Andrew, Norma, Robert, Katie, Paul, and Irena were all in favor; no abstentions. Paul motioned to approve; Katie seconded; Andrew, Norma, Robert, Katie, Paul, and Irena were all in favor; no abstentions.

**MUSIC 167 Vocal chamber Music: CC Singers**

**Substantial Change:** Units increased to 1-5. HBA Lecture hours changed to 18-54. HBA lab hours stayed the same (0-108). Description changed to clarify the unit registration needed for the AA-T.

**ACTION:** Norma motioned to approve; Paul seconded; Andrew, Norma, Robert, Katie, Paul, and Irena were all in favor; no abstentions.

**MUSIC 176 Vocal Jazz Music: Jazz Singers/JazzNova**

**Substantial Change:** Units increased to 1-5. HBA Lecture hours changed to 18-54. HBA lab hours stayed the same (0-108).

**ACTION:** Norma motioned to approve; Paul seconded; Andrew, Norma, Robert, Katie, Paul, and Irena were all in favor; no abstentions.

**MUSIC 177 Commercial ensemble: Jazz-ology**

**Substantial Change:** Units increased to 1-5. HBA Lecture hours changed to 18-54. HBA lab hours stayed the same (0-108).

**ACTION:** Norma motioned to approve; Paul seconded; Andrew, Norma, Robert, Katie, Paul, and Irena were all in favor; no abstentions.

**BUS 294 Business Law**

**Content Review w/non-substantial change:** course description, grading policy, objectives, and content to align with C-ID.

**ACTION:** Norma motioned to approve; Paul seconded; Andrew, Norma, Robert, Katie, Paul, and Irena were all in favor; no

abstentions.

## DISCUSSION ITEMS

### Curriculum Process

- **Attachments to CurricUNET** should include:
  - Old outline until the outlines are populated in CurricUNET
  - Pre/co-requisite validation form
  - Narrative for program
  - BACCCT form (CTE)
  - TMC template
  - Credit by Exam statement/exam
    - How do courses get on the list?
    - How should the list of courses be displayed in the catalog?
    - Should a request to be on the list be done as a course revision since CIC is required to approve the exam?
- **Revised Proposal Creation/Review Checklist** Gabriela is still working to add the hyperlinks to the document.
- **Revision of Content Review form** Gabriela submitted a revised version of the Content Review signature page that will include a revised matrix that shows the relationship between pre-co-requisites and the course under review. It was suggested that a box be included on the form to indicate that the department has reviewed the outline and found it satisfactory.

**Presentations from the Public/CIC Announcements** There were no presentations from the public or CIC announcements.

### Adjournment

**ACTION:** Paul motioned to adjourn at 4:00 p.m.; Katie seconded; Andrew, Norma, Robert, Paul, Irena, and Katie were all in favor; no abstentions. The next meeting will be September 28, 2015 in AA 216.

Respectfully submitted by,  
Lynette Kral  
Academic Senate Office