

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

**NOTE CHANGE OF LOCATION  
Library Conference Room 2<sup>nd</sup> Floor**

<b>Monday, February 8, 2016</b>	<b>2:15 pm - 4:00 pm</b>	<b>Location: Library Conference Room 2<sup>nd</sup> Floor</b>
<i>THE COMMUNITY IS WELCOME AND ENCOURAGED TO ATTEND</i>		

<b>2:15-2:20</b>	<b>A.</b>	<b>Call To Order with Introduction of Guests</b>
<b>CIC Chair:</b> Rick Ramos <b>SS Division Reps:</b> Robert Webster, Norma Valdez-Jimenez <b>LA Division Reps:</b> Paul DeBolt, Irena Stefanova <b>LAVA Division Reps:</b> Andrew Kuo/Peter Lock, Rudy Zeller		<b>NSAS Division Reps:</b> Mark Wong <b>Curriculum Specialist:</b> Karen Ruskowski <b>Senior Dean of Instruction (Ex-officio):</b> Donna Floyd
<b>2:20-2:30</b>	<b>B.</b>	<b>CONSENT AGENDA ACTION ITEMS</b>
	<b>1</b>	<b>February 8 Agenda</b>
	<b>2</b>	<b>November 23 Minutes</b>
	<b>3</b>	<b>ADJUS 163A Security Guard Certification-Powers of Arrest Content Review Non-substantial Change:</b> Update textbook, course description, objectives, and content.
	<b>4</b>	<b>BOT 095A-D Course Deletions</b>
	<b>5</b>	<b>BOT 118 Basic Communication Skills for Business Content Review Non-substantial Change:</b> Change to content; SLO section completed; text updated.
	<b>6</b>	<b>BOT 210A Keyboard Skills Through Word Processing Content Review Non-substantial Change:</b> Change to description, objectives, content, Methods of Evaluation (The statement that this course fulfills the computer literacy requirement is no longer relevant since there is no computer literacy requirement for graduation.)
<b>2:30-3:55</b>	<b>C.</b>	<b>NON-CONSENT AGENDA ACTION/DISCUSSION ITEMS</b>
	<b>1</b>	<b>Change to CurricUNET Workflow</b>
	<b>2</b>	<b>Reviewing Proposals on CurricUNET by CIC members</b>
	<b>3</b>	<b>Removal of Second Approval of Distance Ed Form</b>
	<b>4</b>	<b>Entering Distance Ed Information on CurricUNET</b>
<b>3:55-4:00</b>	<b>D.</b>	<b>Presentations from the public</b>
<b>4:00</b>	<b>E.</b>	<b>Adjournment – Next meeting will be February 22 in AA226.</b>

<b>AGENDA ITEMS MUST HAVE REPRESENTATION OR NO ACTION WILL BE TAKEN</b>
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