

# College Instruction Committee Agenda

## Contra Costa College

2600 Mission Bell Drive, San Pablo, California 94806

**Monday, January 28, 2019**

**2:15 pm – 4:00 pm**

**Location: CTC-131**

*THE COMMUNITY IS WELCOME AND ENCOURAGED TO ATTEND*

Time	Item #	Description
2:15-2:20	A	CALL TO ORDER with Introduction of Guests
	1	CIC Chair: Mark Wong Division Rep SES: Robert Webster Division Rep LA: Irena Stefanova Division Rep LAVA: Laura Salas Division Reps NSAS: Jennifer Ounjian SLO Coordinator: Brandy Gibson, Rachel Dwiggin-Beeler Senior Dean of Instruction (Ex-officio): Tish Young Curriculum Specialist: Karen Ruskowski
2:20-2:30	B	CONSENT AGENDA ACTION ITEMS
	1	Agenda: January 28, 2019
	2	Minutes: December 10, 2018
	3	<b>BOT-118 Basic Communication Skills for Business</b> Distance Education Supplement
	4	<b>BOT-222 Microsoft Word for Business</b> Distance Education Supplement
	5	<b>BOT-226 Microsoft Access for Business</b> Distance Education Supplement
	6	<b>BOT-243 General Office Procedures</b> Distance Education Supplement
	7	<b>BOT-248 General Office Procedures</b> Distance Education Supplement
2:30-3:50	C	NON-CONSENT AGENDA ACTION ITEMS
Kilivris	1	<b>PHILO-200 Environmental Ethics</b> <b>New Course:</b> 3 units, 54 hours lecture. Discipline: Philosophy. Request CSU, UC, IGETC, CCC GE Area C. <i>(This course was tabled from the 12/10/18 agenda for minor edits.)</i>
Kilivris	2	<b>PHILO-101 Introduction to Philosophy</b> <b>Non-Substantial:</b> Slight revisions to course description, objectives, outcomes, lecture content, methods of evaluation, and learning resources to better reflect content and instruction of course.
Kilivris	3	<b>PHILO-120 Introduction to Ethics</b> <b>Non-Substantial:</b> Slight revisions to course description, objectives, outcomes, lecture content, methods of evaluation, and learning resources to better reflect content and instruction of course. Update DE supplement to new form.

Time	Item #	Description
J. Le	4	<b>Medical Assisting and Office Technician – A.S. Degree</b> <b>Non-Substantial:</b> Revisions to align with the CAAHEP accreditation standards. Courses removed: MEDIC 151, 218, 219, 221, 222, 223, 224, 225, BOT-200 Courses added: MEDIC 205, 206, 208, 209, 235, 236, 237, 238, EMED-109 Courses revised: MEDIC 150, 226, 227 & HHS 114 is being revised to MEDIC 114. Overall major units changed from 34 to 50.7 units
J. Le	5	<b>MEDIC-114 Introduction to Health Professions</b> <b>Non-Substantial:</b> Content review. Change course to MEDIC-114 (from HHS-114). Update the word “Intro” in title to “Introduction”. Update textbook.
J. Le	6	<b>MEDIC-150 Medical Terminology</b> <b>Non-Substantial:</b> Update title ( <i>delete roman numeral “I”</i> ) and course description. Add Advisory ENGL-001A. Update objectives, outcomes, methods of evaluation, methods of instruction, lecture content, out of class assignments, and textbook. Update to new DE supplement form.
Mead	7	<b>MATH-118 Elementary Algebra</b> <b>Non-Substantial:</b> Content review. Update course description, out of class assignments, methods of instruction and evaluation, and learning resources. Update DE supplement to new form.
Jahn	8	<b>ENGL-001A Composition and Reading</b> <b>Non-Substantial:</b> Content review. Update description, objectives, outcomes, methods of evaluation, out of class assignments, lecture content, and textbooks.
Mickles	9	<b>HHS-121 Spirit I-Intensive Rehabilitation and Recovery Training for Mental Health Providers</b> <b>Substantial:</b> Content review. Change TOP code ( <i>from 120100, to 210400 Human Services</i> ). Update SLOs, methods of instruction, out of class assignments, and learning resources.
Mickles	10	<b>HHS-122 Spirit II-Intensive Rehabilitation and Recovery Training for Mental Health Providers</b> <b>Substantial:</b> Content review. Change TOP code ( <i>from 120100, to 210400 Human Services</i> ). Update SLOs, methods of instruction, out of class assignments, lecture content, and learning resources.
Mickles	11	<b>HHS-123 SPIRIT III-Field Work in Rehabilitation and Recovery</b> <b>Substantial:</b> Content review. Change TOP code ( <i>from 120100, to 210400 Human Services</i> ). Update out of class assignments.
3:50-3:55	D	DISCUSSION ITEMS
	1	Course Families Repeatability
2:55-4:00	E	PRESENTATIONS FROM THE PUBLIC
4:00	F	ADJOURNMENT – next meeting will be Feb. 11 in TBD

NON-CONSENT AGENDA ITEMS MUST HAVE REPRESENTATION OR NO ACTION WILL BE TAKEN