

# Curriculum Instruction Committee Agenda

## Contra Costa College

2600 Mission Bell Drive, San Pablo, California 94806

**Monday, February 13, 2023**

**2:15 pm – 4:00 pm**

Location:

<https://zoom.us/j/2781331615>

Meeting ID: 278-133-1615

Dial by your location

+1 669 900 6833 US (San Jose)

Find your local number: <https://4cd.zoom.us/j/abPqSbjJLS>

*THE COMMUNITY IS WELCOME AND ENCOURAGED TO ATTEND*

Time	Item #	Description
2:15-2:20	A	CALL TO ORDER with Introduction of Guests
	1	<b>CIC Chair:</b> Anthony Gordon <b>Division Representatives</b> <ul style="list-style-type: none"><li>• <b>SES:</b> Najia Azizi (Articulation Officer)</li><li>• <b>LA:</b> Jennifer Griest</li><li>• <b>AACE:</b> Brianne Ayala, Jack Wheeler</li><li>• <b>NSAS:</b> Jennifer Ounjian, Leslie Alexander</li></ul> <b>Non-Voting Members</b> <ul style="list-style-type: none"><li>• <b>SLO Coordinator:</b> TBD</li><li>• <b>Director of Admissions and Records:</b> Cole Moyer</li><li>• <b>Dean of Enrollment Services:</b> Rodolfo Santos</li><li>• <b>Sr. Dean of Instruction:</b> Jason Berner (acting)</li><li>• <b>Curriculum Specialist:</b> Karen Ruskowski</li><li>• <b>Meeting Minutes:</b> Lynette Kral</li></ul>
2:20-2:30	B	CONSENT AGENDA ACTION ITEMS
	1	Agenda: February 13, 2023
	2	Minutes: January 23, 2023
2:30-3:50	C	NON-CONSENT AGENDA ACTION ITEMS
Shah	1	<b>BUS-102 Business Mathematics</b> <b>Non-Substantial:</b> Content review. Update MOIs and textbooks.
Shah	2	<b>BUS-109 Introduction to Business</b> <b>Non-Substantial:</b> Content review. Update MOIs and textbooks.
Shah	3	<b>BUS-120 Introduction to Management</b> <b>Non-Substantial:</b> Content review. Update MOIs and textbooks.
Shah	4	<b>BUS-125 Report Writing</b> <b>Non-Substantial:</b> Content review. Update MOIs, textbooks, and out of class assignment hours and examples. Change grading option to Student Choice (from LTR).

Time	Item #	Description
Shah	5	<b>BUS-181 Applied Accounting I</b> <b>Non-Substantial:</b> Content review. Update MOIs and textbooks.
Shah	6	<b>BUS-188 Accounting With QuickBooks</b> <b>Non-Substantial:</b> Content review. Update MOIs and textbooks.
Shah	7	<b>RE-160 Real Estate Principles</b> <b>Non-Substantial:</b> Content review. Update textbooks.
Shah	8	<b>RE-161 Legal Aspects of Real Estate</b> <b>Non-Substantial:</b> Content review. Update textbooks.
Rudy/Shah	9	<b>BOT-222 Microsoft Word for Business</b> <b>Non-Substantial:</b> Content review. Update MOIs.
Rudy/Shah	10	<b>BOT-224 Microsoft Excel for Business</b> <b>Non-Substantial:</b> Content review. Update MOIs.
Rudy/Shah	11	<b>BOT-226 Microsoft Access for Business</b> <b>Non-Substantial:</b> Content review. Update MOIs.
Rudy/Shah	12	<b>BOT-243 General Office Procedures</b> <b>Non-Substantial:</b> Content review. No changes.
Rudy/Shah	13	<b>BOT-248 Business Correspondence</b> <b>Non-Substantial:</b> Content review. Update MOIs.
3:50-3:55	D	DISCUSSION ITEMS
		Brown Act update. Return to in-person meetings.
3:55-4:00	E	PRESENTATIONS FROM THE PUBLIC
4:00	F	ADJOURNMENT – next meeting will be February 27, 2023

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