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

Monday, March 13, 2023
2:15 pm – 4:00 pm

Location: GE-305
or
https://zoom.us/j/2781331615
Meeting ID: 278-133-1615

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**: Anthony Gordon **Division Representatives** • **SES:** Najia Azizi (Articulation Officer) • **LA:** Jennifer Griest • **AACE:** Brianne Ayala, Jack Wheeler • **NSAS:** Jennifer Ounjian, Leslie Alexander **Non-Voting Members** • **SLO Coordinator:** TBD • **Director of Admissions and Records:** Cole Moyer • **Dean of Enrollment Services:** Rodolfo Santos • **Sr. Dean of Instruction:** Jason Berner (acting) • **Curriculum Specialist:** Karen Ruskowski • **Meeting Minutes:** Lynette Kral
2:20-2:30	B	CONSENT AGENDA ACTION ITEMS
	1	Agenda: March 13, 2023
	2	Minutes: February 27, 2023
	3	**MUSIC-158A Beginning Guitar: Fundamentals** **Distance Education:** New request. Both fully and partially online.
	4	**MUSIC-158B Beginning Guitar: Technique** **Distance Education:** New request. Both fully and partially online.
2:30-3:50	C	NON-CONSENT AGENDA ACTION ITEMS
Sharufa/ Nguyen	1	**MATH-191 Analytic Geometry and Calculus II** **Non-Substantial:** Content review. Add 18 lab hours per term. No change to units. Update MOIs, MOEs, Assignment examples, lab content, and textbooks. *(This proposal was tabled on 2/27/23 due to lack of time.)*
Sharufa/ Nguyen	2	**MATH-171 Precalculus** **Non-Substantial:** Content review. Add 18 lab hours per term. No change to units. Delete prerequisites MATH-120/MATH-122. Add prerequisite MATH-121. Add prerequisite: "or placement by multiple measures". Update MOIs and objectives. Add lab content. *(This proposal was tabled on 2/27/23 due to lack of time.)*

Time	Item #	Description
Shah	3	**RE-160 Real Estate Principles** **Non-Substantial:** Content review. Update MOIs, MOEs, textbooks, and SLOs. *(This proposal was tabled on 2/23/23 for edits.)*
Shah	4	**RE-161 Legal Aspects of Real Estate** **Non-Substantial:** Content review. Update MOIs, MOEs, textbooks, and SLOs. *(This proposal was tabled on 2/23/23 for edits.)*
Shah	5	**BUS-125 Report Writing** **Non-Substantial:** Content review. Update course description, MOIs, textbooks, lecture content, and out of class assignment hours/examples. Change grading option to Student Choice (from LTR). *(This proposal was tabled on 2/23/23 for edits.)*
Shah	6	**RE-164 Real Estate Finance** **Non-Substantial:** Content review. Update MOIs, textbooks, and SLOs.
Shah	7	**RE-168 Property Management** **Non-Substantial:** Content review. Update MOIs, textbooks, and SLOs.
Beatty	8	**AUSER-101 Automotive Fundamentals** **Substantial:** Content review. Add 54 laboratory hours per term. Increase units to 5 units. Update assignment examples, MOEs, textbooks, objectives, and lecture/lab content.
Beatty	9	**AUSER-103 Automotive Electrical/Electronic Systems** **Non-Substantial:** Content review. Remove option "may take concurrently" from prerequisite AUSER-101. Update course description, assignment examples, MOEs, textbooks, objectives, and lecture/lab content.
Beatty	10	**AUSER-111 Automotive Brakes** **Non-Substantial:** Content review. Update assignment examples, MOEs, and textbooks.
Beatty	11	**AUSER-113 Automotive Suspension and Steering** **Non-Substantial:** Content review. Update assignment examples, MOEs, textbooks, and lecture/lab content.
Beatty	12	**AUSER-115 Engine Service and Repair** **Non-Substantial:** Content review. Update assignment examples, MOEs, and textbooks.
Beatty	13	**AUSER-117 Automotive Drive Trains** **Substantial:** Content review. Add 54 laboratory hours per term. Increase units to 5 units. Update assignment examples, and textbooks.
Rudy/Shah	Pending re-submission	**BOT-248 Business Correspondence** **Non-Substantial:** Content review. Update MOIs. *(This proposal was tabled on 2/27/23 for further edits by the department.)*
3:50-3:55	D	DISCUSSION ITEMS
		Discussion and Vote: Expedite BIOSC-145 and BIOSC-147 to next CIC agenda (4/10/23). Emergency reason: Articulation, student transfer.
3:55-4:00	E	PRESENTATIONS FROM THE PUBLIC
4:00	F	ADJOURNMENT – next meeting will be April 10, 2023

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