

**COLLEGE INSTRUCTION COMMITTEE
MINUTES OF FEBRUARY 26, 2001**

MEETING CALLED TO ORDER: The meeting was called to order at 2:15 p.m.

CHAIR: Beth Goehring

MEMBERS PRESENT: Ed Greene (PE), Victor Zarate (Natural Sci.), Yvonne Brisard (CAH), Rick Ramos (BSSAT), Richard Stollings (Classified Senate)

RESOURCE TEAM: McKinley Williams (College Dean)

GUESTS: John Diestler

ABSENT: Donna Floyd (Instr.Services, Articulation Officer), James Duvall (Natural Sci.), Gayle Rodriguez (Scheduling Specialist)

APPROVAL OF AGENDA: The agenda was approved.

APPROVAL OF MINUTES: The minutes were approved.

ANNOUNCEMENTS: EIS 121 - Conversation and Grammar II was approved at the February 12 CIC meeting with a number already used. It has been changed to EIS 220.

ACTION ITEMS:

VARIABLE TOPICS COURSES

CUL 100 - Lake Elementary Introductory Cooking and Baking

ACTION: Conditionally Approved

CONDITIONS: Change title to "Introduction to Cooking and Baking"

Course Content (20% Final Product) needs to be redefined as "Meal Presentation"

Remove "middle school" from description

Change units to .33

CONDITIONALLY APPROVED ITEMS THAT HAVE MET CONDITIONS

NEW COURSE/COURSE REVISION

ENGL 1B - Adv. Comp., Lit., and Critical Thinking

DISTANCE EDUCATION

ENGL 1B - Adv. Comp., Lit., and Critical Thinking

CONDITIONALLY APPROVED ITEMS THAT HAVE NOT MET CONDITIONS

NEW COURSE/COURSE REVISIONS

ECHD 154 - Signing Exact English II

LIBST 875N - Computer - Assisted Library Skills Lab

COURSE/CATALOG CHANGES

NURS 205 - Drug Dosage Calculations for Nursing Students

NURS 210 - Fundamentals of Nursing

DISCUSSION ITEMS

Content Review Update Courses that need Content Review:

ART 247 - McKinley said that this course is in the process of being deleted.

ART 248 - McKinley said that this course is in the process of being deleted.

AUSER 268 - McKinley will send a memo to Peter Lock.

ENGIN 140 - This will be on the next agenda.

ENGIN 231 - This is a work in progress.

ENGIN 232 - This is a work in progress.

ENGIN 240 - This went through Content Review and was approved 4/10/00.

HIST 155 - McKinley will send a memo to the history department chairperson.

CIC Manual Review The committee discussed changes that need to be made to the Scope and Responsibilities (pages 3-4). The members will be emailed the Course/Catalog Change form and the Distance Educational Supplementary forms to review for the next meeting. Please bring suggestions for improvements to next meeting.

Page 34 of the Curriculum Standards Handbook states under 4.8.2 Repeatable Courses "A given student may take the repeatable course for credit, and for state apportionment, for up to the number of times the college has specified, but for no more than a total of four times altogether." The college "cannot designate a series of course of increasingly advanced work in the same subject area, and then permit repeated enrollment at each of those levels." McKinley Williams will contact the Scheduling Specialist, Gayle Rodrigues, in regards to changing the number of times a course can be repeated. Exemptions to this would be state-certificated courses, and Basic Skills courses. Yvonne Brisard stated that

the Academic Skills Program shouldn't be included under this exemption. Beth Goehring will review the section of Title V that deals with course repeatability for developmental education.

CIC requested approval from the Academic Senate Council to send a faculty survey out to all faculty for response to the change in the Computer Literacy Requirements. It will be discussed at the next ASC meeting, March 5.

Scope and Responsibilities of the CIC were discussed. It was agreed that our committee is satisfactory at the "Good Practice" Level, needing some improvement at the "Exemplary Practice" level. #3 Assess scheduling impact needs some work. All courses needed to fulfill a certificate must be taught within two years. If not, the course will be waived for the requirement. McKinley Williams will send a memo to the department chairs to remind them of this. #4 Enrollment management needs work. The question of whether a course actually fulfills the AA Degree Requirement when the new course is proposed is an issue. Does CIC question it?

ADJOURNMENT The meeting was adjourned at 4 p.m.