

**COLLEGE INSTRUCTION COMMITTEE
MINUTES OF OCTOBER 9, 2000**

MEETING CALLED TO ORDER: The meeting was called to order at 2:15 p.m. in AA142.

CHAIR: Beth Goehring

MEMBERS PRESENT: Donna Floyd (Instr.Services, Articulation Officer), James Duvall (Natural Sci.), John Diestler (CAH), Terence Elliott (BSSAT), Shirley Edmonds (Classified Senate)

RESOURCE TEAM: McKinley Williams (College Dean)

GUESTS: M. Frith, M. Henry, E. Smith, E. Xiezopolski, J. Lynch, S. Schaefer, R. Figuera, L. Brelie, S. Austin, R. Ramos, M. Fernandes, S. Cohen, J. Flum, L. Schweid, L. Snow

ABSENT: Ed Greene (PE), Gayle Rodriquez (Scheduling Specialist)

APPROVAL OF AGENDA: The agenda was approved.

APPROVAL OF MINUTES: The minutes were approved.

ANNOUNCEMENTS: There were no announcements.

ACTION ITEMS:

COURSE/CATALOG CHANGES

AUSER 154 - Automatic Transmissions

CHANGE: Deleted from Catalog

ACTION: Approved

AUSER 155 - Automatic Transmissions

CHANGE: Deleted from Catalog

ACTION: Approved

MUSIC 170 - Beginning Group Voice

CHANGE: Units to 1 - 2, Grade Option to LG, Hours to 1 lec/1-4 lab, Description

ACTION: Conditionally Approved

CONDITIONS: Remove SC from Outline, leave as LG

MUSIC 171 - Continuing Group Voice

CHANGE: Units to 1 - 2, Grade Option to LG, Hours to 1 lec/1-4 lab, Description

ACTION: Conditionally Approved

CONDITIONS: Remove SC from Outline, leave as LG, needs proof of advisory, or remove advisory

MUSIC 270 - Advanced Group Voice

CHANGE: Units to 1 - 2, Grade Option to LG, Hours to 1 lec/1-4 lab, Description

ACTION: Conditionally Approved

CONDITIONS: Remove SC from Outline, leave as LG, needs proof of advisory, or remove advisory

EIS 175 - Editing and Grammar for Writers

CHANGE: Course Units to 2-3

ACTION: Conditionally Approved

CONDITIONS: Course hours must line up with units, hours on Outline must match Catalog Change, Course Expectations on Outline must match course proposal with hours assigned, needs grading policy on Outline.

EIS 120 - Conversation and Grammar

CHANGE: Course Units to 2-3

ACTION: Conditionally Approved

CONDITIONS: Course hours must line up with units, hours on Outline must match Catalog Change, Course Expectations on Outline must match course proposal with hours assigned, needs grading policy on Outline

CCT 272 - Fiber Optic/Copper Data Transmission

CHANGE: Course Title to FIBER OPTIC/COPPER NETWORK STRUCTURE

ACTION: Approved

ART 152 - Sculpture Through Welding

CHANGE: Units to 3, Hours to 2 lec/4 lab, description

ACTION: Conditionally Approved

CONDITIONS: Provide Carnegie Guideline Statement, needs New Course Proposal

ENGL 1B - Composition and Reading: Literature

CHANGE: Title Change to COMPOSITION, LITERATURE, AND CRITICAL THINKING, description

ACTION: Not Approved

CONDITIONS: Needs New Course Proposal, Title must be consistent with old title,

NOTE: Will be put in catalog without IGETC, and Critical Thinking requirement

BUS 186 - Principles of Accounting

CHANGE: Course hours from 4 to 5

ACTION: Conditionally Approved

CONDITIONS: Needs Carnegie Guidelines Statement

BUS 187 - Principles of Accounting

CHANGE: Course hours from 4 to 5

ACTION: Conditionally Approved

CONDITIONS: Needs Carnegie Guidelines Statement

LIBST 111 - Introduction to Internet Resources

CHANGE: Course title to FINDING INTERNET RESOURCES: THE BASICS, Course Units to 1, Course Hours to .8 lec/.6 lab, description

ACTION: Approved

AUSER 254 - Automatic Transmissions

CHANGE: Catalog description

ACTION: Approved

VARIABLE TOPICS COURSES

NURS 100 - Body Mechanics

ACTION: Conditionally Approved

CONDITIONS: Number (9) in description must be spelled out.

VARIABLE TOPICES COURSES (Con't)

NURS 100 - Acute Care Upgrade For The CNA

ACTION: Conditionally Approved

CONDITIONS: Number (48) in description must be spelled out and change wording in second line to read "acute care setting", Hrs per week have been changed to 3 lec/10.5 lab, Total Units have been changed to 6.5

ADJUS 100 - Post 11550 Drug Influence Identification Course

ACTION: Conditionally Approved

CONDITIONS: Title needs to be shortened, Prerequisite was removed, form needs to be completed with information from Outline

BIOSC 100 - Experimental Analysis In Biology

ACTION: Conditionally Approved

CONDITIONS: Change hours from fractions to decimals, changed description to read (which is a preparation to Biosc 118,...), when this course becomes a prerequisite, it must need a New Course Proposal

MEDCOM 100 - Desktop Video

ACTION: Conditionally Approved

CONDITIONS: Description needs to be changed to read "This course is an introduction to..." and needs a publishing date.

ART 100 - World Views in the Visual Arts

ACTION: Approved

ENGL 100 - Women in Literature

ACTION: Approved

CULIN 100 - Serv Safe Food Sanitation

ACTION: Conditionally Approved

CONDITIONS: Title changed to Serv Safe: Food Sanitation, and a publishing date is needed for the text, the hours have been changed fro 3lect/4lab to 3 lec and the units have been changed from 4 to 3.

NEW COURSE/COURSE REVISION

LIBST 111 - Finding Internet Resources: The Basics

ACTION: Conditionally Approved

CONDITIONS: Syllabus Course Expectations must match Outline and Proposal

LIBST 110W - Finding Information Online & In Print

ACTION: Conditionally Approved

CONDITIONS: Needs new number without the "W" and new Course Outline

LIBST 800N - Jump-Start Your Online Research

ACTION: Approved

CCT 180 - A+ Certification Exam Preparation

ACTION: Approved

HSC 118 - Domestic Violence

ACTION: Not Approved

CORRECTIONS NEEDED: Needs Discipline assigned, Course description must match exactly on the Proposal, Outline, and Syllabus, Remove fulfillment of Health Ed AA Degree requirement, Hours should match Outline and Proposal, Department Goal Justification, Course Objective wording needs changing on 4,5,and 7.

EIS 200 - EIS For Early Childhood Education 220

ACTION: Approved

EMED 174 - Continuing Education for the FF/EMT

ACTION: Conditionally Approved

CONDITIONS: Course description on Proposal must match Outline, change hours and units from fractions to decimals, Course Expectations on Proposal must match Course Outline, use CR/NC on syllabus instead of Pass/Fail, needs Departmental Goal Justification (using College Goals)

REQUESTS FOR NEW CERTIFICATES OF COMPLETION

NURS - Acute Care Upgrade for the CAN

ACTION: Conditionally Approved

CONDITIONS: Units changed from 10 to 6.5

NURS - Body Mechanics

ACTION: Approved

EIS - Beginning Global English A

EIS - Beginning Global English B

EIS - Beginning Global English C

EIS - High Beginning Global English D

EIS - Intermed Global English E

EIS - High Intermed Global English F

EIS - Advanced Global English G

EIS - Intermed Global English Business H

EIS - Intermed Global English I

EIS - Intermed Global English J

EIS - High Intermed Global English K

EIS - High Intermed Global English L

EIS - Advanced Global English M

EIS - Advanced Global English N

ACTION: Approved to be bundled - Approved

DISTANCE EDUCATION

ENGL 1B - Composition, Literature, and Critical Thinking

ACTION: Conditionally Approved

CONDITIONS: Needs photocopy of catalog entry, old Outline, revised syllabus, new DE form with new title.

LIBST 110W - Finding Information Online & In Print

ACTION: Conditionally Approved

CONDITIONS: Needs new number and Outline.

**CONDITIONALLY APPROVED ITEMS THAT HAVE MET CONDITIONS
VARIABLE TOPICS COURSES**

BUS 100 - Special Accounting
EIS 100 - Beginning Global English A
EIS 100 - Beginning Global English B
EIS 100 - Beginning Global English C
EIS 100 - High Beginning Global English D
EIS 100 - Intermed Global English - General E
EIS 100 - High Intermed Global English - General F
EIS 100 - Advanced Global English - General G
EIS 100 - Intermed Global English - Business H
EIS 100 - Intermed Global English - Business I
EIS 100 - Intermed Global English - Business J
EIS 100 - High Intermed Global English - Business K
EIS 100 - High Intermed Global English - Business L
EIS 100 - Advanced Global English - Business M
EIS 100 - Advanced Global English - Business N
HS 100 - Substance Abuse Prevention
HS 100 - Substance Abuse Counseling
HS 100 - Introduction to Dual Diagnosis

NEW COURSE/COURSE REVISION

BUS 194H - Quickbooks Accounting Software

DISCUSSION ITEMS

Articulation Procedures (Donna Floyd) - Tabled

ADJOURNMENT The meeting was adjourned at 5 p.m.

Respectfully submitted,
Lynette Kral