

**COLLEGE INSTRUCTION COMMITTEE  
MINUTES OF FEBRUARY 11, 2002**

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

**CHAIR:** Beth Goehring

**MEMBERS PRESENT:** Ed Greene (PE), Robert Webster (Resource in Support of Student Services James Duvall (Natural Sci.), Joy Lynch (CAH), Rick Ramos (BSSAT), Richard Stollings (Classified Senate)

**RESOURCE TEAM:** McKinley Williams, Gayle Rodriguez (Scheduling Specialist), Kenyetta Tribble (Interim Articulation Officer)

**GUESTS:** B. Santana, R. Figuera, M. Jackson, G. Gideon, E. Seidler, D. Houston, S. Greer, W. Organ, L. Xiezopolski, L. Statan, H. Kalkstein, D. Barnes, L. Brelie, D. Head, R. Weston, C. Anderson, L. Henderson

**ABSENT:** Linda Lawrence

**APPROVAL OF AGENDA:** The agenda was approved with the deletion of the Culinary courses.

**APPROVAL OF MINUTES:** The minutes were approved with corrections.

**ANNOUNCEMENTS:** There were no announcements.

**ACTION ITEMS:**

**COURSE/CATALOG CHANGES**

BIOSC 150 - General Botany

**CHANGE:** Deleted from catalog

**ACTION:** Approved

BIOSC 170 - General Zoology

**CHANGE:** Deleted from catalog

**ACTION:** Approved

BUS 186 - Principles of Accounting

**CHANGE:** Delete co-requisite, Course Description

**ACTION:** Conditionally Approved

**CONDITIONS:** Course content must match on outline and syllabus, old and new outlines must match, delete co-requisite wording on syllabus

BUS 187 - Principles of Accounting

**CHANGE:** Delete co-requisite

**ACTION:** Conditionally Approved

**CONDITIONS:** Course content must match on outline and syllabus, old and new outlines must match, delete co-requisite wording on syllabus

EDUC 101 - Introduction to Peer Tutoring

**CHANGE:** Deletion

**ACTION:** Approved

EIS 050, 100, 108A-E, 109, 120, 123, 126, 129, 132, 135, 14,0, 143, 146, 149, 152, 163, 166, 169, 172, 175, 183, 186, 189, 192, 195, 200, 201, 202, 220, 298, 810N, 820N, 875N

**CHANGE:** Department name from EIS to ESL

**ACTION:** Bundled and approved

OFFIS 95A, 95B, 95C, 95D, 99,100,118,120,122,140,209,210A, 221A, 223,243,248,298

**CHANGE:** Department name changed from OFFIS to BOT

**ACTION:** Bundled and approved

**VARIABLE TOPICS COURSES**

ACSKL 100 - Reading and Writing for Summer Bridge

**ACTION:** Approved

AUSER 100 - Automotive Brakes and Suspension Systems

**ACTION:** Approved

AUSER 100 - Advanced Collision Repair Lab

**ACTION:** Approved

CCT 100 - A+ Core Hardware Service Technician

**ACTION:** Conditionally Approved

**CONDITIONS:** Course description should follow protocol " This course is designed..." Grading Policy SC only

ESL 100 - ESL for Early Childhood Education 144

**ACTION:** Approved

ESL 100 - Conversation and Grammar Basic

**ACTION:** Conditionally Approved

**CONDITIONS:** Course Content %

ESL 100 - Technology for ESL Students

**ACTION:** Approved

OFFIS 100 - Advanced Topics in Word

**ACTION:** Conditionally Approved

**CONDITIONS:** Course Content #7 and 8 should be 15% each

OFFIS 100 - EBRIT Life Skills

**ACTION:** Conditionally Approved

**CONDITIONS:** Grading policy is SC, Course Content needs %

HUMAN 100 - Asian Culture and the Impact of Islam

**ACTION:** Approved

MUSIC 100 - College Gospel Chorus

**ACTION:** Conditionally Approved

**CONDITIONS:** Units changed to 1.5, SC, remove first sentence of description

## NEW COURSE

BIOSC 106 - Experimental Analysis in Biology

**ACTION:** Conditionally Approved

**CONDITIONS:** Course descriptions on outline and proposal don't match the syllabus, Degree Credit (Title V status), Elective Credit only, Course Expectations on Proposal textbook reading level 14.1, reading assignments from .16 to .5 hour, Course Expectations on Outline need correcting

BIOSC 104 - Studying the Biological Sciences

**ACTION:** Conditionally Approved

**CONDITIONS:** Elective Credit only, recommend transfer to CSU as an Elective Credit, textbook reading level 13.4, textbook information on Outline missing, descriptions on outline and proposal don't match syllabus

PSYCH 132 - Introduction to Abnormal Psychology

**ACTION:** Conditionally Approved

**CONDITIONS:** Course description third paragraph should read "The student will...", course expectations need six hours, course content equals 105% (change #5 to 5%), descriptions need to match, Student Evaluation needs to match on Outline and Syllabus.

SPAN 112 - Conversational Spanish III

**ACTION:** Conditionally Approved

**CONDITIONS:** No AA Degree, credit only, transfer to CSU for elective credit, course expectations need expanding, need Validation for Advisory - comparison of Course Content not Objectives, Grading Policy on syllabus needs to include CR/NC

SPAN 800N - Spanish for Fun

**ACTION:** Conditionally Approved

**CONDITIONS:** Repeatability times should be left blank, delete course expectations, course content #1 should be changed to "meal ordering", student evaluation should be 100%,

SPCH 142 - Performance of Literature

**ACTION:** Conditionally Approved

**CONDITIONS:** Units should be 1.5 - 4, course expectations 3-8 hours, readability 12.1, student evaluation, grading policy of SC on syllabus, remove L. AA Degree

NURS 209 - Advanced Placement Transition Course

**ACTION:** Conditionally Approved

**CONDITIONS:** Pre-requisite needs validation, needs sample test and assignment, needs readability analysis, Objective #5 needs rewording, grading policy on syllabus should be Cr/NC, Course Expectations on Outline need defining as to which assignments.

MEDCM 161 - Desktop Video

**ACTION:** Conditionally Approved

**CONDITIONS:** Description: "This course is...", Course to be offered Fall and Spring, remove Computer Literacy, remove AA Degree, recommend transfer to CSU, UC, no IGETC, need reading analysis, six hours of course expectations

## COURSE REVISION

GRAPH 110 - The Macintosh for Graphics Students

**ACTION:** Conditionally Approved

**REVISION:** Revised to include new Computer Literacy requirements

**CONDITIONS:** The title was going to be changed to Macintosh Basics, but the Department has decided against it.

OFFIS 210A - Keyboarding Skills Through Word Processing, no AA Degree

**ACTION:** Approved

**REVISION:** Revised to include new Computer Literacy requirements

OFFIS 221A - Word/Information Processing: Beginning Application (Word)

**ACTION:** Conditionally Approved

**REVISION:** Revised to include new Computer Literacy requirements

**CONDITIONS:** Fulfills General Education J. Computer Literacy

OFFIS 223 - Office Information Systems Word Processing Applications (Other Software)

**ACTION:** Approved

**REVISION:** Revised to include new Computer Literacy requirements

### **CHANGE TO MAJOR**

EIS (English for International Students) - ESL (English as a Second Language)

**ACTION:** Approved

**CONDITIONALLY APPROVED ITEMS THAT HAVE MET CONDITIONS** - All previous items have met conditions.

### **DISCUSSION ITEMS**

**Content Review** - Departments cannot meet deadlines for Content Review (for all courses prior to January 1999).

The new deadlines are:

April 16, 2002 - All course never having gone through Content Review

May 13, 2002 - Courses with pre/co-requisites/advisories

October 28 - Courses without pre/co-requisites/advisories

**District Model Policy Update** - Tabled

**CIC Manual Revision** - The discussion consisted of whether syllabi should or must include course description.

**ADJOURNMENT** The meeting was adjourned at 5:30 p.m.