

**COLLEGE INSTRUCTION COMMITTEE  
MINUTES OF February 25, 2002**

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

**CHAIR:** Beth Goehring

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

**RESOURCE TEAM:** Kenyetta Tribble (Interim Articulation Officer)

**GUESTS:** Terence Elliott

**ABSENT:** Ed Greene (PE), James Duvall, Lynda Lawrence (Assistant Dean of Instruction), Gayle Rodriquez (Scheduling Specialist),

**APPROVAL OF AGENDA:** The agenda was approved. The CIC agenda will be revised to move the announcements and approval of the minutes to follow the Action Items

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

**ANNOUNCEMENTS:** The hiring committees for the Dean positions and GE Task Force were announced. (NOTE: It was commented that faculty should receive flex time or compensation for participating on hiring committees.) Kenyetta Tribble will speak on the Articulation process at the next CIC meeting. Only 54% of CCC courses are transferable. The percentage should be closer to 75%.

**ACTION ITEMS:**

**VARIABLE TOPICS COURSES**

AFRAM 100 - Health Issues in the Black Community

**ACTION:** Approved

**NOTE:** Should be cross listed with Health

AFRAM 100 - The Culture of Hip Hop

**ACTION:** Approved

**NOTE:** Should be cross listed with Music

**CONDITIONALLY APPROVED ITEMS THAT HAVE MET CONDITIONS** - All course item have been approved except for PSYCH 132 and NURS 209.

**DISCUSSION ITEMS**

**Content Review** - Content Review was discussed. A Content Review sign-off sheet must be included in packet. Tests and exams must be updated.

**District Model Policy** - Tabled

**CIC Manual Review** - It was approved to change the wording of page 56 - How To Write a Course Syllabus - to what must be included instead of what should be included in a syllabus. Methods of Evaluation must be included. The statement "Faculty may reserve the right to alter syllabus" will be added to this section. A syllabus may also include (but is not a must) the faculty email address.

**ADJOURNMENT** The meeting was adjourned at 3:00 p.m.