

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

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

**CHAIR:** Beth Goehring

**MEMBERS PRESENT:** James Duvall (Natural Sci.), Joy Lynch (CAH), Rick Ramos (BSSAT), Richard Stollings (Classified Senate)

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

**GUESTS:** Chris White (Transfer Advisor), Lillian Henderson, Terence Elliott

**ABSENT:** Ed Greene (PE), Robert Webster (Resource in Support of Student Services), Lynda Lawrence (Assistant Dean of Instruction), Gayle Rodriguez (Scheduling Specialist),

**APPROVAL OF AGENDA:** The agenda was approved with the correction of the title of AFRAM 100 to African Language: Beginning Bambara.

**ACTION ITEMS:**

**COURSE/CATALOG CHANGES**

OFFIS 117 - Introduction to Office Careers

**CHANGE:** Deleted from catalog.

**ACTION:** Approved

OFFIS 119 - Word Information Processing Concepts

**CHANGE:** Deleted from catalog.

**ACTION:** Approved

**VARIABLE TOPICS COURSES**

AFRAM 100 - African Language: Beginning Bambara

**ACTION:** Conditionally Approved

**CONDITIONS:** 1-hour lecture/1 Unit Value, title correction

**COURSE REVISION**

PE 129 - Life Guard Training

**ACTION:** Conditionally Approved

**CONDITIONS:** Elective credit only, delete major for CSU, need Library and Dept. chair signatures

**CHANGE TO MAJOR**

BOT - Administrative Assistant

**CHANGE:** OFFIS 117, 119 removed from Major, New total units: 29

**ACTION:** Approved

BOT - General Office

**CHANGE:** OFFIS 117, 119 removed from Major, BOT 221A, 243 added, New total units: 18

**ACTION:** Approved

**CHANGE TO CERTIFICATE OF ACHIEVEMENT**

BOT - Administrative Assistant

**CHANGE:** OFFIS 117, 119 removed from Major, New total units: 29

**ACTION:** Approved

BOT - General Office

**CHANGE:** OFFIS 117, 119 removed from Major, BOT 221A, 243 added, New total units: 18

**ACTION:** Approved

**NOTE:** BioSc 101 has been changed to BioSc 106

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

**ANNOUNCEMENTS:** There were no announcements.

**CONDITIONALLY APPROVED ITEMS THAT HAVE NOT MET CONDITIONS** NURS 209 has not met conditions as of March 11, 2002.

**DISCUSSION ITEMS**

**Articulation Process** - Kenyetta Tribble gave a Power Point presentation on the Articulation process, which included hard copies of the presentation.

**Content Review** - Beth reported that the Department Chairs received letters from the Instructional Office of the deadline dates for Content Review. After discussion, it was motioned and approved by CIC to remove the Readability Analysis requirement from Content Review. Readability Analysis will only be required for new courses. A Content Review signature page and check-off list was reviewed by CIC. Suggestions were made, and the revision will be returned to next meeting for approval.

**District Model Policy** - Tabled.

**CIC Manual** - A packet of corrected pages were distributed to the members. Please replace the old pages with the new.

**ADJOURNMENT** The meeting was adjourned at 3:30 p.m.