

**COLLEGE INSTRUCTION COMMITTEE
MINUTES OF April 22, 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), James Duvall (Natural Sci.), Joy Lynch (CAH), Rick Ramos (BSSAT), Richard Stollings (Classified Senate)

RESOURCE TEAM: Lynda Lawrence (Assistant Dean of Instruction), Gayle Rodriguez (Scheduling Specialist), McKinley Williams (CCC Vice President)

GUESTS: Barbara Williams, Lillian Henderson, Tom Tresser, Saul Jones

ABSENT: Ed Greene (PE), Kenyetta Tribble (Interim Articulation Officer)

APPROVAL OF AGENDA: The agenda was approved with the addition of SPAN 100 - Spanish For Fun

ACTION ITEMS:

VARIABLE TOPICS COURSES

SPAN 100 - Spanish For Fun

ACTION: Approved

COURSE REVISIONS

ENGL 220A - American Literature

ACTION: Approved

ENGL 220B - American Literature

ACTION: Approved

ENGL 230A - World Literature to the Renaissance

ACTION: Approved

ENGL 230B - World Literature to the Present

ACTION: Approved

CONTENT REVIEW (Courses with pre/co-requisites)

BUS 187 - Principles of Accounting

ACTION: Approved

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

ACTION: Approved

BOT 223 - Word Processing Applications (Other Software)

ACTION: Approved

APPROVAL OF MINUTES: The minutes were approved.

ANNOUNCEMENTS: There were no announcements.

DISCUSSION ITEMS

Reviewing the Policy on Course Instruction - It was brought to the CIC's attention that there is a problem with single subject courses with multiple instructors, where instructors do not follow the outlines or syllabi on file. The question was why sample syllabi, outlines, reading analysis, and grading policies are required if instructors have academic freedom and do not need to follow the outlines. The concerned faculty also questioned why an instructor can order from the bookstore, and use, any text they feel appropriate for teaching the course without prior CIC/CCC/CCCCD approval. The CIC concludes that the outline is a contract with the state, universities, and the CCCC Governing Board. Academic freedom is how the material in a course is taught, not what material is taught. It was also brought to the CIC's attention that there is a question of what documentation is required of the faculty in determining student grades. It was questioned of whether all faculty keep accurate grading records to determine the fair grade actually earned by the student. CIC concluded that if the concerned faculty cannot get satisfaction from the Department Chair, or Division Chair, the next step would be to file a formal complaint with the Instruction Office.

Distance Education Consistency and Standards It was brought to the CIC's attention that there is a problem with distance educational courses being instructed, where instructors are not following the syllabus, therefore not making the content rigorous enough. CIC concluded that if the concerned faculty cannot get satisfaction from the Department Chair, or Division Chair, the next step would be to file a formal complaint with the Instruction Office. It was brought to the CIC's attention that in the past when a new faculty was hired, the faculty wasn't notified of what their assignment was until just about a week before the first day of instruction, and, that only occurred because they pushed the subject. It is recommended that the issue be taken to the

Council of Chairs, where department chair responsibilities need to be revisited as to hiring and orientating new faculty.

Identifying Outcomes on Course Outlines There will be no changes on the course outlines yet concerning general education outcomes by measuring student outcomes (objectives by pre-testing and exit testing) at the end of a course. Accreditation Standard Four clearly states that learning outcome must be measurable. Saul Jones announced that on All College Day there will be a presentation from Dr. Barbara Beno, executive director of the Accrediting Commission for Community and Junior Colleges (ACCJC) of the Western Association of Schools and Colleges (WASC) on the new accreditation standards and learning outcomes. Dr. Beno's presentation will be the start on our campus of a series of activities and workshops to help us prepare for our next accreditation visit which will involve using learning outcome measures. A bibliography for the General Education Task Force that will be helpful in getting a perspective on the topic of general education measurement has been made available. He said that it all comes back to accountability in the classroom. CIC can only deal with GE Outcomes by identifying outcomes on the course outlines. The question of how to measure outcomes exists - whether to go with national norms or develop our own through Tim Clow.

District Model Policy Review - Tabled

CIC Manual Review - CIC members need to bring, for review, the new handbook created by Barbara Ross for Accreditation to determine whether it should be accepted as the official CIC manual.

ADJOURNMENT The meeting was adjourned at 4 p.m.

CONTENT REVIEWS APPROVED (Courses without pre/co-requisites)

ASTRO 120

BUS 186

ENGL 163

ENGL 220A

ENGL 220B

ENGL 230A

ENGL 230B