

**COLLEGE INSTRUCTION COMMITTEE
MINUTES OF AUGUST 27, 2001**

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

CHAIR: Beth Goehring

MEMBERS PRESENT: Robert Webster (Learning Resources), James Duvall (Natural Sci.), Joy Lynch (CAH), Rick Ramos (BSSAT), Richard Stollings (Classified Senate), Ed Greene (PE)

RESOURCE TEAM: McKinley Williams (College Dean), Gayle Rodriguez (Scheduling Specialist)

GUESTS: Victor Zarate, Carol Brown, Robert Chan, Tom Tresser, Judy Flum, Nouri Shahabi

ABSENT: Donna Floyd (Articulation Officer)

APPROVAL OF AGENDA: The agenda was approved.

APPROVAL OF MINUTES: The minutes were approved.

ANNOUNCEMENTS: The CIC members were introduced as Beth Goehring, Chair; Robert Webster, Learning Resources; James Duvall, NAS; Rick Ramos, BSSAT; Joy Lynch, CAH; Ed Greene, HSPEA; Richard Stollings, Classified Senate; Gayle Rodriguez, Scheduling Specialist; McKinley Williams, Dean; and, Donna Floyd, Articulation. DIC signatories will be BSSAT - David Rosenthal; CAH - John Gregorian; HSPEA - Beth Goehring/ Roberta Hoffman; NAS - James Duvall; and, Learning Resources - Ellen Smith.

The deadline for courses to be included in the Spring 2002 schedule is October 8. All DIC approved paperwork should be into the Instruction Office by September 10 to make the September 24 CIC meeting.

ACTION ITEMS:

CHANGE TO MAJOR (add to major)

Drafting - ENGIN 231

ACTION: Approved

CONDITIONALLY APPROVED ITEMS THAT HAVE NOT MET CONDITIONS

The RADSC (10-81) new course proposals have not yet met all the conditions needed.

DISCUSSION ITEMS

Library Literacy Presentation - Judy Flum gave a video presentation on Library Literacy. The State Academic Senate passed Resolution 9.01 at the Spring 2001 Plenary Session supporting an Information Competency requirement for the AA degree. The individual colleges will use their curriculum processes to determine how to implement the information competency requirement. A copy of the resolution by DVC to establish an Information Competency Implementation Advisory Task Force was made available. It was suggested that our Computer Literacy Requirement (which is not a state mandated graduation requirement) be combined with Information Literacy. It was agreed to hold off on creating a requirement for graduation until the State requirements are established.

Content Review Structure All courses need to go through Content Review every six years to keep the files in the Instruction Office current and keep the course itself updated. It was suggested that if the course hasn't changed drastically that the requirement for Content Review should only be a revised course outline on the current outline format and validations of any pre/corequisites and advisories not already validated. The Instruction Office will provide a list of courses that need Content Review this year.

Computer Literacy Requirement The Computer Literacy Graduation Requirement was wavered last year because there was nobody and nowhere assigned to give the test. McKinley suggests it being done in the Skills Center. He will have a meeting of all departments that have courses that fulfill the requirement. There are eight courses that supposedly meet the Computer Literacy Graduation Requirement. They are GRAPH 110, OFFIS 210, 221, 223, and four CIS courses. The courses need to be examined to make sure they are meeting the requirement. Tom Tresser and Robert Chan will return to the CIC with a revision to CCC's Computer Literacy graduation requirement, to include basic Internet skills. The eight courses that meet the requirement must be revised or removed from the list after the new revision.

CIC Manual Review A new improved Certificate of Major and a Variable Topic form has been approved by the CIC. Once it is successfully added to the S drive, the old forms will not be accepted after two months. The DIC chairs will be invited to the next CIC meeting where there will be a review of all forms and what they need to look for when evaluating them.

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