

**COLLEGE INSTRUCTION COMMITTEE**  
**MINUTES OF**  
**September 10, 2001**

**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 (Learning Resources), James Duvall (Natural Sci.), Joy Lynch (CAH), Richard Stollings (Classified Senate)

**RESOURCE TEAM:** McKinley Williams (College Dean)

**GUESTS:** Tom Tresser, David Rosenthal, Carol Brown, July Flum, Sue Van Hattum

**ABSENT:** Rick Ramos (BSSAT), Gayle Rodriquez (Scheduling Specialist), Donna Floyd (Articulation Officer)

**APPROVAL OF AGENDA:** The agenda was approved with the addition of a discussion item – Nursing Department courses changing repeatability. NOTE: Computer Science department is in BSSAT Division.

**APPROVAL OF MINUTES:** The minutes were approved with corrections. Ed Greene was present.

**ANNOUNCEMENTS:** There were no announcements.

**ACTION ITEMS:** There were no action items.

**CONDITIONALLY APPROVED ITEMS THAT HAVE NOT MET CONDITIONS - RADSC 10-81**  
**DISCUSSION ITEMS**

**Computer Literacy Requirement-** The CIC approved the basic Internet Skills to be included in the Computer Literacy Requirement - generally locating a URL, page forward, page backward, book markers, input search criteria with a search engine, recognition of results, hyper links, and a brief introduction to search engines. It will be sent forward to the Academic Senate for review and approval.

As a testing alternative, a student could make arrangements with CIC 110 instructor to take the requirement test. A waiver or credit could be given for CIS 110 or 135, the only two courses that meet the requirement. The eight courses that previously met the Computer Literacy requirement must now be reviewed and updated to meet the new standards.

**Content Review** – Courses last reviewed or proposed during the years 1995-98 need to have Content Review. Duvall suggested that if the prerequisites remained the same that a new validation shouldn't be required. Stollings will word a statement to add to the syllabus and CIC manual that states that disability students need to contact the Disability Office. He also stated that the text on tape should be available and that the originator of the course should make sure that the book is available on text or in large print. The Content Review Packet was reviewed and corrections and updates noted.

Page 1 – Dates changed to read...established between July 1, 1995 and December 31, 1998 must be reviewed by April 16, 2002.

Page 3 – Phase Ia) Courses with REQUIRED pre- or co-requisites/advisories that were approved after July 1, 1995. Phase IIa) All other courses. Phase IIc) ...Final deadline: April 16, 2002.

Page 4 – Documentation packet contents in this order: 4. Content Review Form (one sheet, 2 sides)

Page 7, 8 – Replace Prerequisite/Corequisite with Content Review Form, add /advisories to 1, remove page numbers from 2, 4, 5, 6, 7, 9, 10, and 11.

Page 9 – Update 3a-d (see page 13)

Page 12 – Remove "If objective are revised" in third paragraph, and delete boxed text.

Page 13 – Update "Provide copies of:" in following order:

- a) Content Review Form
- b) Checklist
- c) New Course Outline
- d) Old Course Outline
- e) Updated Syllabus
- f) Updated Tests and quizzes
- g) Updated Assignments
  
- h) Current text readability

- i) Department justification in relationship to Department goals
- j) Cultural Pluralism
- k) Pre/Corequisite/Advisory documentation (if applicable)
- l) Outline on disk (or emailed to CIC office)

Page 15 – Update (same as above)

Pages 19 – 22 – Needs to be updated

Page 23 – Needs to be updated with “Disabled Student Statement.”

Page 28 – Delete office numbers.

Page 31 – 49 – Samples need updating.

Page 51 – Cultural Pluralism needs to be updated.

**CIC Manual Review** – Tabled.

**Repeatability Issue** – It was approved to add Change Repeatability with text box (for reason) to the Course/Catalog Change form.

**ADJOURNMENT** The meeting was adjourned at 4 p.m.

Respectfully submitted,

Lynette Kral