

**COLLEGE INSTRUCTION COMMITTEE  
MINUTES OF OCTOBER 8, 2001**

**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:** McKinley Williams (College Dean), Gayle Rodriquez (Scheduling Specialist), Kenyetta Tribble (Interim Articulation Officer)

**GUESTS:** Lillian Henderson, Carol Brown, Judy Flum, John Diestler, Terence Elliott, David Rosenthal

**ABSENT:** Ed Greene (PE), Robert Webster (Learning Resources)

**APPROVAL OF AGENDA:** The agenda was approved.

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

**ANNOUNCEMENTS:** There were no announcements.

**ACTION ITEMS:**

**VARIABLE TOPICS COURSES**

CUL 100 - Introduction to Basic Food and Baking Preparation

**ACTION:** Approved

CUL 100 - Fundamentals of Cooking

**ACTION:** Approved

ART 100 - Art Workshops

**ACTION:** Approved

ADJUS 100 - Domestic Conflict Resolution

**ACTION:** Approved

**NEW COURSE/COURSE REVISION**

ADJUS 261 - Sexual Assault Counselor Certification

**ACTION:** Approved

MUSIC 155 - Jazz and Popular Piano

**ACTION:** Approved

**CHANGE TO MAJOR**

ADJUS - ADJUS 261 added as an elective in either Law Enforcement or Corrections

**ACTION:** Approved

MUSIC - MUSIC 155 added as an elective in Major - Group A

**ACTION:** Approved

**CHANGE TO CERTIFICATE**

ADJUS - ADJUS 261 added as an optional to Certificate of Achievement

**ACTION:** Approved

**NEW CERTIFICATE**

ADJUS - Sexual Assault Counselor Certificate of Completion (total 54 hours)

**ACTION:** Approved

**DISCUSSION ITEMS**

**Computer Literacy Requirement** - The Senate feels that the line "The student may use his/her own software and/or use the hardware provided by the College." that was deleted, should be returned because if a student has been using another platform they shouldn't be forced to learn MS to take the challenge test unless, the college is going to make all the software available. The students should also be able to use their own laptop. The challenge process should include the deleted statement and the statement should include "one or more of the following platforms can be used:..." also email should be included because all students here will have access to

Campus Cruiser and they need to know how to access it. They sent it back to the CIC for rewording before approval.

The student may use his/her own software and hardware to take the challenge test. The test will be given at the Skills Center. The deleted line will be replaced with "The student may use his/her own hardware or use hardware provided by the College. The student may request either PC or Mac platform." The Internet section was corrected to read as follows:

Internet:

1. Use of a browser
  - Concept of "home page"
  - Entering a known URL
  - Bookmarks
  - Page forward and backward
  - Recognition and use of hyperlinks
2. Use of search engine
  - Entering search term/keyword
  - Recognizing results of search
  - Use of resulting search hyperlinks
3. Use of email
  - Open/Create/Send messages
  - Open/Save/Send attachments

The corrected proposal will be returned to the Academic Senate and requested that the requirement be sent out to college community for feedback.

**Content Review** - Tabled.

**CIC Manual Review** - Beth will shorten the DSPS statement addition to syllabus and will bring back to next CIC agenda.

**ADJOURNMENT** The meeting was adjourned at 3:45 p.m.