

COLLEGE INSTRUCTION COMMITTEE
MINUTES OF November 26, 2001

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: Kenyetta Tribble (Interim Articulation Officer), Lynda Lawrence (Assistant Dean of Instruction)

GUESTS: Carol Brown, Lillian Henderson, Joe Ledbetter

ABSENT: Ed Greene (PE), Gayle Rodriguez (Scheduling Specialist),

APPROVAL OF AGENDA: The agenda was approved.

APPROVAL OF MINUTES: The minutes were approved.

ANNOUNCEMENTS: December 10 will be the last CIC for this semester. Next meeting will be January 28.

ACTION ITEMS:

VARIABLE TOPICS COURSES

OFFIS 100 - PowerPoint for Business Presentations

ACTION: Approved

NEW COURSE/COURSE REVISION

GEOG 805N - Geography Field Trips

ACTION: Conditionally Approved

CONDITIONS: Units changed to zero, activity hours changed to hours by arrangement, course description needs to be expanded to include a particular group such as older adults, physical limitations, or learning impaired.

ENGL 274 - Women in Literature

ACTION: Approved with the deletion of Area K - Cultural Pluralism

CHANGE TO MAJOR

ENGLISH - ENGL 274 added as an optional choice

ACTION: Approved

DISCUSSION ITEMS

Computer Literacy Requirement - The Computer Literacy Requirement Revision was approved by faculty consensus. It will be corrected in the CIC manual.

Content Review Packet - Tabled

Content Review Proposal - - Joe Ledbetter stated that according to Title V, Content Review can be done however the individual college would like it done. The only documents UC and CSU require for transfer are the outlines and syllabi. He feels that if a course is already articulated and transferable, then Content Review should only require an updated outline and syllabus and not a revalidation of the pre/co-requisites. His proposal to the CIC is as follows:

Content Review of Articulated Courses

If a course has been articulated with any University of California or California State University as evidenced by the course listing in www.assist.org, then submission of a new course outline and syllabus reflecting the content and prerequisites of the articulated course will suffice for content review purposes. Electronic copies of the outline and syllabus either in word or HTML emailed to the instruction office and/or posted on the college website are sufficient. No other documentation is required to comply with the content review process.

Beth Goehring, CIC Chair, stated that Title V might state that courses that don't have pre/co-requisites aren't required to go through Content Review, but that the CIC manual does require all courses to go through the Content Review process. She will find out if there is a district mandated process for Content Review. CIC needs to read through the section of Title V pertaining to Content Review.

DSPS Statement - The DSPS Statement was approved by faculty by consensus. It needs to be included on all syllabi, program posters, catalogs, and schedules. The DSPS Statement will be included as a CIC form to be included on the syllabus.

The Rehabilitation Act of 1973, Section 504, requires Contra Costa College to make their programs accessible to qualified individuals with learning, physical, or psychological disabilities. Students who would like to receive accommodations for their learning, psychological, or medical disabilities should contact the Disabled Students Programs & Services (DSPS) office (H-19) and schedule an appointment. (510) 235-7800 ext. 7220.

CIC Manual Review - Tabled

ADJOURNMENT The meeting was adjourned at 4 p.m.