

**DRAFT**

**COLLEGE INSTRUCTION COMMITTEE  
MINUTES OF November 25, 2002**

**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), Lillian Henderson (BSSAT), Richard Stollings (Classified Senate)

**RESOURCE TEAM:** Lynda Lawrence (Senior Dean of Instruction), Kenyetta Tribble (Articulation Officer)

**GUESTS:** McKinley Williams, Susan Van Hattum, John Diestler, Larry Statan, Leslie Asher, David Rosenthal, Barbara Williams

**ABSENT:** Robert Webster (R3S), Ed Greene (PE)

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

**ACTION ITEMS:**

**COURSE/CATALOG CHANGES**

GRAPH 110 - The MacIntosh for Graphics Student

**CHANGE:** *Title change*

**ACTION:** Approved

GRAPH 140 - Photo Imaging and Enhancing

**CHANGE:** *Change prerequisite to advisory*

**ACTION:** Approved

GRAPH 150 - Page Layout/Design in Desktop Publishing

**CHANGE:** *Title change, prerequisite to advisory*

**ACTION:** Approved

GRAPH 160 - Illustrating in Desktop Publishing

**CHANGE:** *Title change, prerequisite to advisory*

**ACTION:** Approved

MATH 140 - Mathematical Reasoning

**CHANGE:** *Description change*

**ACTION:** Approved

CIS 133 - Computer Programming BASIC

**CHANGE:** *Adding advisories (BOT209, CIS125, CIS135), description*

**ACTION:** Approved

BIOSC 103 - Group Work in Human Anatomy

**CHANGE:** *Add co-requisite of BIOSC 132 and description change*

**ACTION:** Approved

BIOSC 132 - Human Anatomy

**CHANGE:** *Description change*

**ACTION:** Approved

BIOSC 134 - Human Physiology

**CHANGE:** *Add prerequisite of BIOSC 106, description change*

**ACTION:** Approved

**VARIABLE TOPICS COURSES**

CULIN 100 - Food and Nutrition

**ACTION:** Approved

ESL 100 - ESL for Automotive Services A

**ACTION:** Approved

ESL 100 - ESL for Automotive Services B

**ACTION:** Approved

DENTL 100 - Technical Communication

**ACTION:** Approved

**CONTENT REVIEW** *with course/catalog changes indicated*

ENGIN 240

**CHANGE:** *Description change*

**ACTION:** Approved

MATH 119

**ACTION:** Approved

MATH 121

**CHANGE:** *Description change, Grading Policy changed to LG*

**ACTION:** Approved

MATH 164

**ACTION:** Approved

MATH 191

**ACTION:** Approved

MATH 200

**ACTION:** Approved

MATH 290

**ACTION:** Approved

BIOSC 102

**ACTION:** Approved

BIOSC 103

**ACTION:** Conditionally Approved

**CONDITIONS:** 1) The syllabus needs to include either the description or the objectives,  
2) The syllabus needs to include unit value,  
3) The packet needs to include a Justification Statement  
4) The packet needs to include a Departmental Goal Justification Statement.

BIOSC 110

**ACTION:** Approved

BIOSC 119

**CHANGE:** *Add prerequisite of BIOSC 106*

**ACTION:** Approved

BIOSC 160

**CHANGE:** *Delete lab hours listed in catalog*

**ACTION:** Approved

BIOSC 132

**ACTION:** Conditionally Approved

**CONDITIONS:** 1) The syllabus needs to include either the description or the objectives,  
2) The syllabus needs to include unit value,  
3) The packet needs to include a Justification Statement  
4) The packet needs to include a Departmental Goal Justification Statement.

BIOSC 134

**ACTION:** Conditionally Approved

**CONDITIONS:** 1) The syllabus needs to include either the description or the objectives,  
2) The syllabus needs to include unit value,  
3) The packet needs to include a Justification Statement  
4) The packet needs to include a Departmental Goal Justification Statement.

COMP 251

**CHANGE:** *Delete Advisory of COMP 151, Add advisory of CIS 125, Description*

**ACTION:** Approved

ENGL 210A

**CHANGE:** *Title changed to British Literature to the Enlightenment, description, deletion of advisory*

**ACTION:** Approved

ENGL 210B

**CHANGE:** *Title changed to British Literature: 19<sup>th</sup> Century to Present, descript., deletion of advisory*

**ACTION:** Approved

#### **CHANGE TO MAJOR/CERTIFICATE**

Business - Accounting Technician Major *and* Certificate of Achievement

**CHANGE** *Add .5 unit elective to meet 18 unit minimum; delete elective Business or CIS course (3 units)*

**ACTION:** Approved

Business - Business Management Major *and* Certificate of Achievement

**CHANGE:** *Add SPCH 120, or 121 or 128 (3 units); delete 6 additional units of business course electives.*

**ACTION:** Approved

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

**ANNOUNCEMENTS:** There were no announcements.

#### **DISCUSSION ITEMS:**

**Comparison of CCLC's and CCCD's Curriculum and Instruction Policies and Procedures** - According to this document, it is District policy 84-1 (page 35) that all course changes must go through the CIC and management approval. McKinley says that Department chairs can have folders on the S-Drive. A proposal was motioned and approved to require DIC chairs to represent their division at all CIC meetings. This will go to the Academic Senate for consideration.

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