

COLLEGE INSTRUCTION COMMITTEE

MINUTES OF August 25, 2003

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

CHAIR: Beth Goehring

MEMBERS PRESENT: Ed Greene (HSPEA), Yvonne Brisard (R3S), Leverett Smith (NAS), Joy Lynch (CAH), Robert Chan (BSSAT), Richard Stollings (Classified Senate)

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

GUESTS: Victor Zarate, Barbara Ross

APPROVAL OF AGENDA: The agenda was approved.

ACTION ITEMS:

NEW COURSE PROPOSAL

Ed 125 - Urban Education

ACTION: Returned

CHANGE TO MAJOR - Physical Science

CHANGE: Add COMP 251 or COMP 257 (4 units). Major unit value from 35 to 39.

ACTION: Approved

CONTENT REVIEWS

PHYS 110L - Descriptive Physics Laboratory

PHYS 121 - General College Physics

PHYS 121H - General College Physics

PHYS 130 - General Physics

PHYS 231 - General Physics

CULIN 120 - Introduction to Fundamentals in Food Service

CULIN 241A - Introduction to Classical and Modern Food Preparation

CULIN 241B - Advanced Classical and Modern Food Preparation

PHYS 110 - Descriptive Physics

ASTRO 120 - Elementary Astronomy

ACTION: Tabled for lack of time.

APPROVAL OF MINUTES: The minutes from May 12, 2003 were approved.

ANNOUNCEMENTS: It was brought to the attention of the CIC, that when a course is deleted from the catalog, it may affect other majors. It is the responsibility of the DIC to notify all departments affected by the deletion. CIC will stay more aware of these changes.

DISCUSSION ITEMS

Proposal to change numbering system of Variable Topics - The Catalog/Schedule Committee would like the Variable topic numbering system to be changed from 100 to possibly 100A, B, C, etc., with the title of each Variable Topic course to be listed separately in the catalog. This will be returned to the next CIC agenda.

Course Catalog Change Electronic Process - Randy Watkins, the Senior Dean of Information Technology and Services has been on a leave of absence during the summer. James Eyestone met with the CIC during Flex Week. He will put together a small pilot project, possible by November 2003, and test it on the CIC members, before putting it out for faculty approval. The process will not be ready for college-wide use until next semester. Within one month, Lynette will have Department folders created on the S Drive that will contain the outlines that are available in electronic form.

Catalog Description (long) vs. Schedule Description (short) - The issue was that descriptions in the schedule do not always reflect that of the catalog. Barbara Ross says that the descriptions have not been changed in over five years. Many of the short descriptions need to be rewritten. There was discussion of possibly deleting descriptions from the schedules. It was suggested that catalog descriptions and schedule descriptions be listed separately on the new course proposal. The schedule description should be limited to two lines. It was also suggested that the Division Deans contact Carol Brown with schedule description changes to the current courses.

Microbiology course unit value (5) required by NURS and DENTL programs - The issue was that a student said that the universities were requiring 5 units of Microbiology for admission to their BS program. Linda Lawrence said it wasn't true. Kenyetta will check further. Beth will send the student to the Transfer Center.

College CIC Handbook and Online Version - The CIC handbook that is on the S Drive is the approved version.

ADJOURNMENT The meeting was adjourned at 4 p.m.