

COLLEGE INSTRUCTION COMMITTEE

Applied Arts Building AA-216 2:15 p.m.
Monday, February 13, 2006

CONTRA COSTA COLLEGE

2600 Mission Bell Drive
San Pablo, California 94806

DRAFT MINUTES

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

CHAIR: Wayne Organ

MEMBERS PRESENT: Rick Ramos (LAVA), Robert Chan, Leverett Smith (NSAS), Joy Lynch, Kenyetta Tribble (CLASS), Rachelle Whitfield-Wormely (ASU)

RESOURCE TEAM: Lynda Lawrence (Senior Dean of Instruction)

GUESTS: Judy Flum

ABSENT: Saul Jones, Kerry Farber (Classified Senate)

CONSENT ACTION ITEMS

APPROVAL OF AGENDA The agenda was approved.

APPROVAL OF MINUTES The minutes of January 30, 2006 was approved with corrections to the CIC announcements that should have read, "Kenyetta announced that the California community colleges are developing their common course numbering system and it will be called CID."

UNFINISHED BUSINESS

Information Competency Checklist This form is required for courses that fulfill the Information Competency requirement for graduation and must accompany a new or revised course proposal. It was agreed that 100% of the requirement needs to be taught. The new checklist format was approved. It was further agreed upon that the Computer Literacy requirement should be done in the same format as the Information Competency Checklist.

Accreditation – Standard Two, Instructional Program, area assignments were to be assigned, but this item was tabled to the next agenda to give members more time to read the section.

GENERAL AGENDA ITEMS FOR INFORMATION/DISCUSSION

Course/Section - PA-OE/OE Code Requirements - Contra Costa College wants to allow students to be able to register for PA-OE/OE courses up until the last week of the class, but students are not being able to register for classes either online or by telephone after the "W" 75% drop date. The CIC was asked what effect this has on the attendance accounting method and enrollment process. Whereas, the CIC didn't feel that they could speak to attendance accounting and enrollment, they did discuss that the instructor, through the Green Sheet, should change the add date by pushing the date back, allowing the student to register; and, that Open Entry/Open Exit can be done up until the unit value allows.

Definition of Substantial Changes to Courses It was agreed that a minor change in content and/or objectives can be done on a Course/Catalog Change form. A major change in content and/or objectives would trigger a new course proposal.

CIC ANNOUNCEMENTS and OPEN DISCUSSION There were no announcements.

NEXT MEETING - February 27, 2006

ADJOURNMENT The meeting was adjourned at 3 p.m.

Respectfully submitted,
Lynette Kral