

**COLLEGE INSTRUCTION COMMITTEE**

Applied Arts Building AA-216 2:15 p.m.

Monday, May 8, 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:** Leverett Smith (NSAS), Joy Lynch, Kenyetta Tribble (CLASS), Kerry Farber (Classified Senate),**RESOURCE TEAM:** Lynda Lawrence (Senior Dean of Instruction)**GUESTS:** Judy Flum, Walter Masuda, Manual Gonsalves**ABSENT:** Rick Ramos, Saul Jones, Robert Chan, Rachele Whitfield-Wormely**CONSENT ACTION ITEMS****APPROVAL OF AGENDA** The agenda of May 8 was approved.**APPROVAL OF MINUTES** The minutes of April 24 were approved.**ACTION ITEMS:****VARIABLE TOPIC COURSE PROPOSALS**

HHS 100B – Introduction to Health Care Careers I

**DISCIPLINE:** Health Care Ancillaries**HOURS:** 3 lab      **UNITS:** 3      **GRADE TYPE:** LR**ACTION:** Conditionally Approved**CONDITIONS:** Course content needs corrections

HHS 100C - Introduction to Health Care Careers II

**DISCIPLINE:** Health Care Ancillaries**HOURS:** 3 lab      **UNITS:** 3      **GRADE TYPE:** LR**ACTION:** Conditionally Approved**CONDITIONS:** Course content needs corrections

PE 100N – Ballroom Dance Groove

**DISCIPLINE:** Dance**HOURS:** 2 Activity      **UNITS:** 1      **GRADE TYPE:** CR/NC**ACTION:** Conditionally Approved**CONDITIONS:** Title of Mad Hot Ballroom changed to Ballroom Dance Groove

BIOSC 100 G – Vocational Laboratory Skills in Biotechnology

**DISCIPLINE:** BIOSC**HOURS:** .33lec/.67lab      **UNITS:** .5      **GRADE TYPE:** Cr/NC**ACTION:** Conditionally Approved**CONDITIONS:** Course description correction.

CULIN 100L – Introduction to Food Service Management

**DISCIPLINE:** Culinary Arts**HOURS:** 1lec.      **UNITS:** 1      **GRADE TYPE:** CR/NC**ACTION:** Approved

CULIN 100J - Introduction to Food Sanitation

**DISCIPLINE:** Culinary Arts**HOURS:** 3lec      **UNITS:** 3      **GRADE TYPE:** SC**ACTION:** Approved**COURSE/CATALOG CHANGE PROPOSALS**

NURS -

**CHANGE:** Bundled repeatability correction to not repeatable.**ACTION:** Approved

## **NEW COURSE PROPOSALS**

CULIN 280 – Applied Math for Food Service

**DISCIPLINE:** Culinary Arts

**HOURS:** 3      **UNITS:** 3      **GRADE TYPE:** CR/NC

**ACTION:** Conditionally Approved

**CONDITIONS:** Needs the Justification Statement

## **COURSE TO DISCIPLINE CHANGE**

ART 158, 159, 161, 162, 167, 258, 259, 261, 262

**CHANGE:** Adding Photography/Photo Tech

**ACTION:** Conditionally Approved

## **COURSE REVISION PROPOSALS**

HHS 230 – Dual Diagnosis Clinical Experience

**CHANGE:** Course description and repeatability

**ACTION:** Conditionally Approved

**CONDITIONS:** description

ENGL 142B – Expository Writing

**CHANGE:** Course description and Informational Competency

**ACTION:** Approved

## **NEW/CHANGES TO MAJOR/CERTIFICATE PROPOSALS**

English – Informational Competency New Certificate of Completion 0 units

**ACTION:** Approved

Culinary Arts – Basic Food Service New Certificate of Completion 17.8 units

**ACTION:** Approved

BOT – General Office Change of Major and Certificate of Achievement

**CHANGE:** Adding CIS 200, 201, and BOT 22, deleting BOT 122, 140, 221A – new total units = 20

**ACTION:** Approved

BOT – Administrative Assistant Change of Major and Certificate of Achievement

**CHANGE:** Adding CIS 200, 201, and BOT 22, deleting BOT 122, 140, 221A – new total units = 31

**ACTION:** Approved

**Change of Major Form Revision** – The form will be revised by removing the second set of boxes, which seems to be redundant, and adding a “Reason for Change” box.

## **UNFINISHED BUSINESS**

**Accreditation** – Standard Two, Section A, Instructional Program, area assignments should be returned to the next agenda.

## **CIC ANNOUNCEMENTS and OPEN DISCUSSION**

**Course Repeatability** – If new skills can be learned by repeating a course, the repeatability can be stated. If the course is repeatable to raise a “D” or “F” grade, it does not have to be stated.

**NEXT MEETING** - August 28, 2006

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