

COLLEGE INSTRUCTION COMMITTEE

Applied Arts Building AA-216 2:15 p.m.
Monday, September 11, 2006

CONTRA COSTA COLLEGE

2600 Mission Bell Drive
San Pablo, California 94806

MINUTES

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

CHAIR: James Duvall

MEMBERS PRESENT: Rick Ramos (LAVA), Joy EichnerLynch, Kenyetta Tribble (CLASS), Kerry Farber (Classified Senate), Matika Moore (ASU)

RESOURCE TEAM: Donna Floyd (Senior Dean of Instruction)

ABSENT: Robert Chan, Leverett Smith

CONSENT ACTION ITEMS

APPROVAL OF AGENDA The agenda of September 11, 2006 was approved.

APPROVAL OF MINUTES The minutes of August 28, 2006 was approved.

ACTION ITEMS:

COURSE/CATALOG CHANGE PROPOSALS

ADJUS 221p Legal Aspects of Evidence

CHANGE: Delete ADJUS 122p as a prerequisite and change ADJUS 121p to a pre/co-requisite

ACTION: Approved

ADJUS 261 Sexual Assault Counselor

CHANGE: Delete from catalog

ACTION: Approved

CHANGES TO MAJOR/CERTIFICATE PROPOSALS

ADJUS Corrections Major/Certificate of Achievement

CHANGE: Delete ADJUS 261 with no change in unit value

ACTION: Approved

ADJUS Law Enforcement Major/Certificate of Achievement

CHANGE: Delete ADJUS 261 with no change in unit value

ACTION: Approved

ADJUS Sexual Assault Counselor

CHANGE: Delete Certificate of Completion

ACTION: Approved

UNFINISHED BUSINESS

Accreditation Assignments Jim reminded reps to continue work on their Standard Four assignments. They are due in two weeks.

Repeatability Limit Issue All courses need to be brought into state compliance by each Department. The presentation to the Council of Chairs was successful. Non-Credit, DSPS, and State Mandated have unlimited repeats. Lecture courses are not repeatable.

IGETC Form Update (Tribble) The counselors would like to keep the form as it is. The form will be checked to make sure it matches the catalog. The catalog is distributed before the form is printed. The law states that the catalog is a binding contract. Kenyetta will keep the CIC updated on this issue.

GENERAL AGENDA ITEMS FOR INFORMATION/DISCUSSION

Certificate Programs Rick Ramos asked for the proper protocol for issuing Certificates of Completion. They are not always stated on the transcripts. Instructors are issuing their own certificates. It was asked whether it was possible to be part of the grade input process. A standard certificate is needed and it definitely needs to go on the transcript. Rick and Donna will work together to gather a list of certificate students to be sent to Frank Hernandez and Admissions and Records.

CIC ANNOUNCEMENTS and OPEN DISCUSSION Let the minutes show that HED 133 title and course description change, and the Distance Ed proposal were signed by the LAVA division dean on September 20, 2006 therefore being approved by the CIC at the April 24, 2006 meeting.

PRESENTATIONS FROM THE PUBLIC

NEXT MEETING – October 9

ADJOURNMENT The meeting was adjourned at 3 p.m.