

CONTRA COSTA COLLEGE
CURRICULUM INSTRUCTION COMMITTEE MEETING MINUTES
Purpose: College Curriculum Approval Process (sub-committee of Academic Senate)

Date: Monday, February 25, 2013 **Scheduled Time:** 2:15 p.m. – 4:00 p.m. **Location:** AA-216

• **MEETING CALLED TO ORDER:**

Those in attendance were: Kenyetta Tribble (Chair), Shondra West (Instruction Office), Norma Valdez-Jimenez (SS), Robert Webster (SS), Julie Shieh-Cook (LAVA), Andrew Kuo (LAVA), John Diestler (LA), Jason Berner (LA), Vern Cromartie (NSAS), Terence Elliott (Dean), Erlinda Vance (ASU)
Members Absent: Agustin Palacios (NSAS)
Guests in attendance were: Beth Goehring

• **APPROVAL OF AGENDA:**

The agenda was approved.

• **APPROVAL OF MINUTES:**

Minutes of February 11 were tabled.

• **COURSE REVISIONS:**

NOTE: Due to time constraints, the committee agreed to allow Jason and Kenyetta review DANCE 118-PE 128 (tabled from the 2/11/13 agenda), and report their approval status at the next meeting.

DANCE 118 Techniques of Hip Hop and Urban Funk (Tabled from 2/11 agenda)

DANCE 169 Dance as Performance (Tabled from 2/11 agenda)

DANCE 171 Urban Jazz Dance (Tabled from 2/11 agenda)

DANCE 172 Dance Ensemble (Tabled from 2/11 agenda)

PE 103 Weight Training (Tabled from 2/11 agenda)

PE 109 Aerobic Dancing (Tabled from 2/11 agenda)

PE 116 Step Aerobics (Tabled from 2/11 agenda)

PE 121 Aqua Calisthenics (Tabled from 2/11 agenda)

PE 126 Beginning Swimming (Tabled from 2/11 agenda)

PE 127 Intermediate Swimming (Tabled from 2/11 agenda)

PE 128 Advanced Swimming (Tabled from 2/11 agenda)

DANCE 162 Ballroom Bronze (Removed from agenda. DANCE 162 will be changed to DANCE 161B with the prerequisite of DANCE 161A instead of changing it to DANCE 161C.)

NOTE: Due to time constraints, the committee agreed to allow Jason and Kenyetta review DANCE 161-DANCE 168 (conditionally approved from the 2/11/13 agenda), and report their approval status at the next meeting.

DANCE 161 Ballroom Dance (Conditionally approved on 2/11 agenda)

DANCE 163 Latin Social Dance (Conditionally approved on 2/11 agenda)

DANCE 164 Ballet I (Conditionally approved on 2/11 agenda)

DANCE 166 Argentine Tango & Swing Dance (Conditionally approved on 2/11 agenda)

DANCE 167 Egyptian Belly Dancing (Conditionally approved on 2/11 agenda)

DANCE 168 Tap Dancing (Conditionally approved on 2/11 agenda)

PE 140 Figure Control I, II

REVISION: Title changed to Beginning Figure Control, description to include the emphasis on “beginning”, course number changed to PE 140A, repeatability removed, hours changed to 27-108 lab.

ACTION: Tabled (Course content was that of PE 103 Weight Training)

HED 133 Safety and First Aid

REVISION: Course Description to meet the C-ID course descriptor.

ACTION: Conditionally Approved.

CONDITIONS: Typos in description, remove #2 objective, capitalization throughout course outline, remove “Course Methods” from outline, remove commas after last names in Instructional Materials section. New Distance Education information Supplementary form needs to be submitted.

KINES 190 Introduction to Physical Education

REVISION: Course Description and title(Introduction to Kinesiology) to meet the C-ID course descriptor.

ACTION: Conditionally Approved.

CONDITIONS: Typos in description, capitalization throughout course outline.

• **NEW EXPERIMENTAL/VARIABLE TOPIC 100 COURSE/S:**

ADJUS 100J Loss Prevention

ACTION: Tabled from 2/11/13 agenda – Proposal not yet returned to agenda.

PE 100AN Zumba

ACTION: Conditionally approved on 2/11/ agenda –Conditions not yet met.

• **NEW COURSE/S:**

MATH 135 College Algebra

ACTION: Conditionally approved on 2/11/ agenda –Conditions not yet met.

• **PROGRAM-MAJOR/CERTIFICATE REVISIONS:**

FAMA - Art (Local Major)

REVISION: Sculpture is being included as a specific art media group to the Art major with no increase in unit value. Art Media Group Numbers changed to include Sculpture courses as Group B.

ACTION: Approved

• **NEW PROGRAM-MAJOR/CERTIFICATE:**

PE – Kinesiology AS-T

ACTION: Conditionally Approved

CONDITIONS: Spell out TMC (Transfer Model Curriculum) in “Reason for Change”. Correct capitalization throughout document. In “Course(s) added/unit value” section, change wording of option, to “Movement-based courses – select a maximum of one course from any three of the following areas for a minimum of three units.” Correct name of CHEM 119 to Introductory Chemistry, and add CHEM 120 General College Chemistry 1 (5 units) as an option to CHEM 119. Change unit value of major to 20-23 units.

BIOSC Pre-Allied Health

ACTION: Tabled from 2/11 agenda because Certificate of Achievement requires a unit value of 18. A narrative is required for the new certificate – Proposal not yet returned to agenda.

• **DISTANCE EDUCATION PROPOSALS:**

BIOSC 172 Introduction to Biotechnology

ACTION: Tabled from 2/11 agenda because the proposals needs to be on current form – Proposal not yet returned to agenda.

• **ANNOUNCEMENTS/OPEN DISCUSSION:**

Accreditation Kenyetta would like this issue moved to the beginning of the March 11 agenda.

Open Discussion Kenyetta would like the DIC to review proposals better before forwarding them to the CIC. A writing style section needs to be added to the CIC Manual establishing rules on completing the proposal documents with correct capitalization, punctuation, etc. Jason said once CurricuNet is up and running he would write the style manual. Terence and Kenyetta said they would train the DICs and Deans so that they know what to look for. This would allow some common errors such as additional changes, incorrect old outlines, etc. to be identified before the course comes to CIC.

• **PRESENTATIONS FROM PUBLIC:**

There were no presentations from the public.

• **ADJOURNMENT:**

The meeting was adjourned at 4:00 p.m. The next meeting is scheduled for March 11.