

**CONTRA COSTA COLLEGE  
CURRICULUM INSTRUCTION COMMITTEE MEETING MINUTES**

**Purpose:** College Curriculum Approval Process (sub-committee of Academic Senate)

**Date:** Monday, March 11, 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), Agustin Palacios (NSAS), Julie Shieh-Cook (LAVA), John Diestler (LA), Jason Berner (LA), Vern Cromartie (NSAS), Terence Elliott (Dean), Andrew Kuo (LAVA)

**Absent:** Erlinda Vance (ASU)

**Guests in attendance were:** Pam Rudy, Chris Johnson

• **APPROVAL OF AGENDA:**

The agenda was approved.

• **APPROVAL OF MINUTES:**

Minutes of February 11 and 25 were approved. On the DANCE 163 proposal, the spelling of “Merengue” was corrected. PE 127 Intermediate Swimming was left off the February 11 minutes, and the correction was made.

• **COURSE INACTIVATIONS:**

**ART 116 Art Appreciation**

**REASON:** This course was replaced by ART 117 to meet more rigorous standards and align with C-ID.

**ACTION:** Approved

• **COURSE REVISION PROPOSALS:**

**PE 140 Beginning 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:** Conditional Approval

**CONDITIONS:** Textbook edition and date did not match on outline and syllabus.

• **DISTANCE EDUCATION**

**ADJUS 100J Loss Prevention**

**ACTION:** Tabled

**CONDITIONS:** Needs to be on most current form.

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

**ADJUS 100J Loss Prevention**

**DISCIPLINE:** Administration of Justice

**HOURS: Lecture:** 54    **UNITS:** 3    **GRADE TYPE:** LR

**ACTION:** Conditional Approval

**CONDITIONS:**

- Change Discipline to be taught to Administration of Justice (There is no state approved discipline of Public Safety)

- Begin the description with “This course...”
- Instructional Materials section should only include the title/ edition/dates/etc. of the text or whatever materials will be taught from, not the purchase price. That information would go on the syllabus.
- Needs Donna’s signature for class max
- SLO – explain how competency is measured in the assessment criteria for SLO#1
- SLO - All SLO assessment criteria should read “At least 70% of the students...” and #2 should read “at least 90% of online questions...”
- Use updated form. Signatures must follow printed names
- SC listed as the grading policy on the New Course Proposal form, but indicated LG on the outline and syllabus. It needs to be corrected to either LG or SC.

**MEDIC 100K Skills Review for the Medical Assistant**

**DISCIPLINE:** Health Ancillaries/Health

**HOURS: Lecture: 36                      UNITS: 2            GRADE TYPE: P/NP**

**ACTION:** Conditional Approval (Terence Elliott abstained)

**CONDITIONS:**

- Description needs corrections (remove the second “course” and “preparing for their clinical internship” in first sentence.
- Remove transferability
- SLO #1 assessment criteria – add “using the program rubric”

**MEDIC 100L Fundamental of Chronic Care Assisting/Health Coaching**

**DISCIPLINE:** Health Ancillaries/Health

**HOURS: Lecture: 54                      UNITS: 3            GRADE TYPE: SC**

**ACTION:** Conditional Approval

**CONDITIONS:**

- Change the last sentence in the description to “Consent from the chairperson of the Medical Assisting Department is required.”
- Remove “Introductions, syllabus, and” from first course content box, and “final exam review” from last box.
- Remove transferability

**MEDIC 100M Introduction to Health Care Careers**

**DISCIPLINE:** Health Ancillaries/Health

**HOURS: Lecture: 54                      UNITS: 3            GRADE TYPE: LR**

**ACTION:** Conditional Approval

**CONDITIONS:** Remove transferability

**MEDIC 100N Medical Assisting Certification Exam Prep**

**DISCIPLINE:** Health Ancillaries/Health

**HOURS: Lecture: 27                      UNITS: 1.5            GRADE TYPE: P/NP**

**ACTION:** Conditional Approval

**CONDITIONS:** Remove transferability

• **NEW COURSE/S:**

**BOT 200 Keyboarding for Medical Assistants**

**DISCIPLINE:** BOT

**REPEATABILITY:** 0

**HOURS PER TERM: Lecture:** 9

**Lab:** 27

**UNITS:** 1

**GRADE TYPE:** LG

**ACTION:** Conditionally Approved

**CONDITIONS:**

- Remove “for Medical Assistants” from title.
- This course is not repeatable.
- Add “BOT” to the Course/Subject number box.
- Textbook needs edition date.
- SLO Assessment Criteria should read “with no more than four errors” in #1 and #2. #3 should read “by at least 70% of students”
- This course can be offered in Sp14

• **NEW PROGRAM-MAJOR/CERTIFICATE:**

**GEOG Geography AA-T**

**ACTION:** Conditionally Approved (Vern Cromartie abstains)

**CONDITIONS:**

- Required Core Courses changed to 6-7 units
- List A changed to 6-7 units
- Major total value changed to 18-20 units

• **ANNOUNCEMENTS/OPEN DISCUSSION:**

**NOTE:** Several courses in Chapter Four of the 2012-2013 catalog have incorrect information regarding CSU and UC transferability, as well as IGETC eligibility. Chapter Four is the responsibility of the Department Chairs, but has been reviewed by Robert Webster and courses which denote transferability in Chapter for but are not listed as transferrable on [www.assist.org](http://www.assist.org), corrections have been made. Shondra stated that in the future if the department adds transferrable to a course, the change will only be made if a course revision as been submitted and approved.-

Line #13 (transferability) and “This course will be offered” sections will be removed from Topic 100 form.

**Accreditation** Kenyetta reported that there was an Accreditation Chairs meeting on the previous Friday, where she reported to Donna that the CIC discussed the issue of demographics and how those numbers have changed. Kenyetta would like to schedule a separate meeting to discuss Accreditation Report Standard IIA, because there isn’t enough time during the CIC meetings, given the many curriculum changes such as course AA-T/AS-T degrees, repeatability and families that are on each agenda . Instead of going over the standard line by line, she would like the members to think of programs that would be considered model programs which should be mentioned in the report. Standard IIA also covers SLO information, so she will try to access information from the SLO Reports as well as assessments submitted by departments. The first draft of the accreditation report is due April 1. She would like input on:

- Data for why ACSKL- merged with the Math and English departments
- Online education
- How things have changed since the last accreditation
- Are degrees/certificates consistent with our mission now that the mission statement has changed?

Kenyetta will send out a list of questions for the CIC to answer and discuss. She would like feedback on the questions as soon as possible. She will be writing the accreditation draft during Spring Break.

**New Course Repeatability Standards** Tabled for lack of time. This will be on the March 25<sup>th</sup> agenda.

• **PRESENTATIONS FROM PUBLIC:**

There were no presentations from the public.

• **THE FOLLOWING PROPOSALS REMAIN CONDITIONALLY APPROVED:**

AA-T – Kinesiology new degree (revisions needed)  
Art major change and SLO (Approved 2/25)  
KINES 190 Introduction to Physical Education (revisions needed)  
HED 133 Safety and First Aid (revisions needed)  
DANCE 162 Ballroom Bronze (being changed to DANCE 161B Intermediate Ballroom Dance))  
PE 128 Advanced Swimming (Inactivation)  
PE 100AN Zumba (revisions needed)  
Biology Certificate (revisions needed)  
MATH 135 new course (revision needed to the course proposal form)

• **THE FOLLOWING CONDITIONALLY APPROVED PROPOSALS HAVE BEEN APPROVED:**

DANCE 118A Beginning Techniques of Hip Hop and Urban Funk  
DANCE 161A Beginning Ballroom Dance  
DANCE 163A Beginning Latin Social Dance  
DANCE 164A Beginning Ballet I  
DANCE 166A Beginning Argentine Tango & Swing Dance  
DANCE 167A Beginning Egyptian Belly Dancing  
DANCE 168A Beginning Tap Dancing  
DANCE 171A Beginning Urban Jazz Dance  
DANCE 172A Beginning Dance Ensemble  
PE 103A Beginning Weight Training  
PE 109A Beginning Aerobic Dancing  
PE 116A Beginning Step Aerobics  
PE 121A Beginning Aqua Calisthenics  
PE 126A Beginning Swimming  
PE 126B Intermediate Swimming (was PE 127)  
PE 126C Advance Swimming (was PE 128)

• **ADJOURNMENT:**

The meeting was adjourned at 4:00 p.m. The next meeting is scheduled for March 25.