

CONTRA COSTA COLLEGE
CURRICULUM INSTRUCTION COMMITTEE MEETING MINUTES

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

Date: Monday, March 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), Robert Webster (SS), Julie Shieh-Cook (LAVA), Andrew Kuo (LAVA), John Diestler (LA), Jason Berner (LA), Vern Cromartie (NSAS), Terence Elliott (Dean)

Absent: Norma Valdez-Jimenez (SS), Agustin Palacios (NSAS), Erlinda Vance (ASU)

Guests in attendance were: Kelly Ramos, Wayne Organ, Andrea Phillips

• **APPROVAL OF AGENDA:**

The agenda was approved.

• **APPROVAL OF MINUTES:**

Minutes of March 11 were approved.

• **Catalog Course Inactivations**

Shondra distributed the State Course Approval Inventory List that shows courses that are still active according to the State Chancellor's records. She will send the list to the Department Chairs (and cc: the Deans) asking them to review and verify which courses should be deleted. Shondra will take on the responsibility of creating the paperwork for the deletions. Variable Topic courses must be inactivated through the CIC after the course has been taught twice. Any substantial change to a course requires a new course control number, and therefore, the revised course needs to go through the deletion process. Shondra would like all responses by Friday, April 5 before the next CIC meeting.

• **Course Repeatability Standards**

Shondra distributed the Course Repeat Status List that shows which courses are repeatable. Bolded-courses were repeatable, but currently aren't and need to be revised through the CIC process. Some courses such as PE/PEIC that are TOP coded as PEIC are still repeatable. Independent Study courses cannot be repeated. Students can petition to repeat coop courses.

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

ADJUS 100J (Tabled from 3/11/13)

DISCIPLINE: ADJUS

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

ACTION: Approved (with corrections noted below)

NOTE: Shondra will make a minor change to the SLO (remove word "examine" in #2 assessment method) and rewrite the Instructional Materials section for clarity.

• **DISTANCE EDUCATION PROPOSALS:**

ADJUS 100J (Tabled from 3/11/13)

ACTION: Tabled (Needs representation)

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

HHS-Medical Assisting and Office Technician Certificate of Achievement

REVISION: Replace BOT 210A (2 units) with new course BOT 200 Keyboarding (1 unit)

NEW UNIT VALUE: 34

ACTION: Approved

- **Accreditation**

Kenyetta used the Guide to Evaluating Institutions that has questions to help write the Accreditation Standard IIA. The questions begin on page 22. She has sent the CIC members an electronic copy and would like more feedback by Friday, March 29. The CIC discussed the following questions:

- **How does the institution ensure that all institutional offerings align with the stated mission of the institution?**

Justifications are required for new course proposals of how it fits in with the department goals which are consistent with the college mission statement.

- **How does the institution ensure that its programs and services are high quality and appropriate to an institution of higher education?**

The role of the CIC has been discussed concerning faculty coming away from the meeting feeling validated. College-level textbooks are required for transfer and are listed on course outlines.

- **How does the institution choose the fields of study in which it offers programs? What are the student achievement outcomes of the institution's programs, i.e., to what extent do students progress through and complete degrees and certificates, gain employment, or transfer to four-year institutions? By what means are programs assessed for currency, teaching and learning strategies, and student learning outcomes?**

- 1) CTE Advisory Boards
- 2) SLOs and strategies on how to get there
- 3) Education Plan goals
- 4) Faculty working with CSU and UC for transfer

- **How does the institution ensure that its programs and curricula are current?**

Content Reviews, Program Reviews, and Annual Unit Plans.

- **What research is conducted to inform the college of student learning needs? What means does the institution use to assess students' educational preparedness?**

The college requests reports from the district to meet its own research interest. The district is the research arm; CCC does their own planning. CT Compass assessment is used.

- **How is this information incorporated into program planning?**

Budget Augmentation and Resource Allocation processes

- **What kind of research is being conducted to determine if students are achieving stated learning outcomes?**

- 1) Faculty evaluations and observations.
- 2) Review of Syllabi
- 3) Part of peer review (Student Survey)
- 4) Student evaluations of faculty (Faculty evaluation)
- 5) Methods of Instruction
- 6) Distance Education forms
- 7) Stable part-time faculty
- 8) Department and division meetings.

• **ANNOUNCEMENTS/OPEN DISCUSSION:**

Role of the CIC After receiving concerns from a Dean regarding the role of the CIC, Kenyetta met with Wayne to discuss CIC's role, because it is a subcommittee of the Academic Senate. There are no bylaws that clearly govern the role of CIC. The purpose of CIC according to current documentation is to examine and approve all new and revised courses and programs to be offered at CCC. To this end, the CIC members will:

- analyze and approve new course proposals that enhance curriculum
- make curriculum development decisions based on the departmental and the college goals
- develop policies concerning curriculum issues
- participate in training activities to remain current in statewide curriculum standards

CIC members agreed to spend their time doing this as there are no written standards regarding a particular writing style. Kenyetta also stated that it there has been a disconnect with the follow-up paperwork that CurricUNET could resolve. She would like feedback from the CIC members regarding the role of the CIC. This issue will also be discussed at the Senate.

Shondra attended a Curriculum workshop where she learned techniques that are being used in other colleges that aren't being initiated here at CCC. She said that there should be a "technical review" of the submitted courses before they come to the CIC for approval, and that this committee would be responsible for the grammar and punctuation review.

It was discussed by the CIC that this should take place at the DIC, but Jason volunteered to do this for all the submissions if he could receive all the documents electronically. He stated that once he reviews the documents and they come before the CIC, that there be no more discussion considering grammar and punctuation.

Terence suggested that there should be training at the beginning of each year to review the responsibilities and role of the CIC.

Shondra said that the manual needs to be updated and that she volunteers to begin the revisions. The committee decided not to update the manual in 2011-2012 because of the purchase of CurricUNET. Shondra would also like to either create a video, and/or present workshops to explain what information is needed to complete the state paperwork. She asked that she and Lynette get together to revise CIC forms so that they overlap with the state requirements. Kenyetta mentioned that is a good idea, but we need find out what portion of the form should be completed by the faculty originator vs. the dean.

There was discussion regarding the articulation section being removed from the forms because it does not need to be approved by the CIC. Kenyetta disagreed this suggestion and said that articulation review is a part of curriculum committees throughout the state and at CCC the Articulation Officer has always been a part of the CIC resource team to ensure that articulation requested for new or revised courses is explained Shondra said that the faculty need to know that the course will not transfer for at least a year so that it doesn't mistakenly get put in the catalog as transferable. Kenyetta mentioned that this has been an issue and recently Bob made several changes to the catalog to correct this. chapter; and that even though proposals have been approved by the CIC, does not mean that it has been approved for transfer by CSU or UC.

• **PRESENTATIONS FROM PUBLIC:**

There were no presentations from the public.

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

March 11 Meeting	February 25th Meeting	Previous Meetings
PE 140 BOT 200 GEOG AA-T	KINES AA-T degree ART major revision KINES 190 HED 133 DANCE 162	MUSIC AA Degree PE 100AN BIOSC Certificate MATH 135

- **ADJOURNMENT:**

The meeting was adjourned at 4:00 p.m. The next meeting is scheduled for April 8.

Submitted by Lynette Kral