

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

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

**Date:** Monday, April 8, 2013

**Scheduled Time:** 2:22 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), Andrew Kuo (LAVA), Jason Berner (LA), Vern Cromartie (NSAS), Terence Elliott (Dean)

**Absent:** Julie Shieh-Cook (LAVA), John Diestler (LA), Erlinda Vance (ASU)

**Guests in attendance were:** Rick Ramos, Beth Goehring

- **APPROVAL OF AGENDA:**

The agenda was approved.

- **APPROVAL OF MINUTES:**

Minutes of March 25 were approved. Correct wording to CIC Roles discussion.

- **COURSE REVISIONS:**

**PE 116 Step Aerobics**

**REVISION:** Title and number changed to PE 116A Beginning Step Aerobics. Hours changed from activity to lab.

**ACTION:** Approved

**PE 203 Advanced Volleyball Skills**

**ACTION:** Removed from agenda. TOP coded PEIC and is already repeatable.

- **DISTANCE EDUCATION COURSE/S:**

**ADJUS 100J Loss Prevention**

**ACTION:** Conditional Approval

**CONDITIONS:** Correct to Partially Online with 94% online/6% Face-to-Face/Online Lecture hours: 51/add “mandatory” to the 3-hour orientation face-to-face meetings.

**NOTE:** Rick said that all ADJUS online courses require a live orientation, and that Title V allows mandatory face-to-face meetings as long as it is listed in the schedule or catalog.

**NOTE:** A policy needs to be developed for students who cannot come to campus for face-to-face orientations.

- **NEW COURSE/S:**

**PE 174B Master-level Volleyball Skills and Conditioning**

**ACTION:** Removed from agenda. PE 174 is TOP coded PEIC and is already repeatable.

**SOCSC 222 Introduction to Research Methods**

**DISCIPLINE:** Sociology      **REPEATABILITY:** 0

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

**ACTION:** Conditionally Approved

**CONDITIONS:** May fulfill GE Area A.2 and CSU GE A.3/ Add “Publisher Statement” in textbook reading level area/Demonstrate an understanding of the relationship...” in #2 Objective/Spell out CMS (Course Management System) in Methods of Instruction/ Clarify Research Paper Assignments and Classroom Participation in Student Evaluation on outline and syllabus.

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

**Liberal Arts and Humanities**

**Liberal Arts Communication in English**

**Liberal Arts Math and Science**

**Liberal Arts Social and Behavioral Science**

**REVISION:** Added and removed courses within Majors

**ACTION:** Bundled and approved with the addition of SOCSC 141 and SOCIO 236 to the Social and Behavioral Science Major.

- **NEW PROGRAM-MAJOR/CERTIFICATE:**

**ACE Ethnic Studies Certificate of Achievement** - Unit Value: 18

**ACTION:** Conditionally Approved

**CONDITIONS:** Needs to be on the correct form with a program description/possible careers/program SLO/Suggested Sequence of Courses corrected to add HIST 122 to Fall, remove HIST 122 from Spring/ add 6 units of electives to Fall/. Add 3 units of electives to spring

**SOCSC Sociology Associates of Arts Transfer Degree** – Unit Value: 18

**ACTION:** Conditionally Approved

**CONDITIONS:** Needs evidence that SOCSC 140 and 141 are articulated as part of a major in gender study or Sociology. If not, the two courses have to be moved to List B. A narrative is required to be approved by the state.

- **ANNOUNCEMENTS/OPEN DISCUSSION:**

**Catalog Course Inactivations** Shondra sent out the Inactivation List to the Deans and has received some responses. Jason asked if a reminder could go out reminding faculty that the courses will be inactivated if they do not review the list and respond to Shondra. All courses marked with an “X” will be inactivated. The list of course Inactivations will be an action item on the next agenda.

**Course Repeatability** Shondra sent out the Course Repeatability List. Qualifying Coop Education and Open Entry/Open Exit, variable unit courses that are repeatable up to the maximum unit value. Students can petition to repeat certain courses. The list of repeatable courses will be an action item on the next agenda.

**Families of Classes** Kenyetta announced that the District/FSCC has approved the list of families and the three campuses need to make sure that all of the courses are comparable. Music ensembles have been removed from the families, if there is evidence that repetition is required for the CSU major. Kenyetta will add this to the next CIC agenda.

**Updates on AA/AS-T Degrees** Kenyetta reported that CCC has two approved (ADJUS and Communication Studies); two needing revisions (ENGL and MATH) PHYSICS has been withdrawn until it is approved as a new degree; CHEM is not finalized at the State-level so it had to be withdrawn as well; KINES is on hold because revisions are needed locally; SOCIO was conditionally approved at CIC today; and PSYCH will be on next agenda. She said that Donna went to a meeting with the CSU and the community colleges and learned that CCC has the lowest amounts of approved transfer degrees in our District. Kenyetta stated that C-ID submission is required, when applicable, before Shondra can submit the AA-T/AS-T degree.

**Accreditation** - Tabled

- **PRESENTATIONS FROM PUBLIC:**

There were no presentations from the public.

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

Tabled Items from March 25:

- ADJUS 100J Distance Education

Tabled Items from March 11:

- PE 140 – Beginning Figure Control I, II
- BOT 200 – Keyboarding for Medical Assistant

Tabled Items from February 25:

- ART major change and SLO
- KINES – 190 Introduction to Physical Education
- HED – 133 Safety and First Aid
- DANCE – 162 Ballroom Bronze

Conditionally approved from previous agendas:

- AA Music Degree (returned for completion)
- PE 100AN – Zumba (revisions needed)
- Biology Certificate (revisions needed)
- MATH 135 new course (revision needed to the course proposal)

- **ADJOURNMENT:**

The meeting was adjourned at 4:00 p.m. The next meeting is scheduled for April 22.

Submitted by Lynette Kral 4/22/13