Location: AA-216   **Date:** Monday, 8/27/12   **Time:** 2:15 p.m. – 4:00p.m.

Those in attendance were: Kenyetta Tribble (Chair), Shondra West (Instruction Office), Dionne Perez (SS), Vern Cromartie (NSAS), Manu Ampim (NSAS), Julie Shieh-Cook (LAVA), Andrew Kuo (LAVA), Jason Berner (LA), Terence Elliott (Dean)
Absent: Erlinda Vance (ASU), Robert Webster (SS), John Diestler (LA)
Guests in attendance were: There were no guests in attendance.

B= Bundled	**A** = Approved	**CA** = Conditionally Approved	**T** = Tabled

CONSENT ITEMS	ACTION	CONDITIONS/COMMENTS
Agenda	A	
Minutes of 5/14/12	A	Approved with typo corrections. Wording was corrected to read "Grade policy was changed to Student Choice (SC)" in the HUMAN 180 conditions for approval, Social Science was corrected to read Social Sciences. It was noted that CULIN 100N, O, R, and S were rejected by the State which requested additional details for the course content. The course content was revised and state approved. It was agreed that the proposals should be returned for information only at the next CIC meeting.

Course Inactivation:

CIS 112	B/A	PACE – Fundamental Computer Literacy Effective date changed to Spring 2013.
CIS 202	B/A	Microsoft Office Integration Effective date changed to Spring 2013.
CIS 203	B/A	Microsoft Outlook Effective date changed to Spring 2013.

New Course/Course Revision(s):

ENGL 139	R	Removed from agenda. This course was approved on the 2/27/12 CIC agenda.
JRNAL 158	T	Photojournalism: Beginning I - Proposal will be returned to next agenda.
JRNAL 159	T	Photojournalism: Beginning II- Proposal will be returned to next agenda.
JRNAL 258	T	Photojournalism: Intermediate I- Proposal will be returned to next agenda.
JRNAL 259	T	Photojournalism: Intermediate II- Proposal will be returned to next agenda.

Program-Major/Certificate New & Revisions:

CIS	A	Computer Operations remove CIS 202

Content Reviews – NOTE The ESL Content Reviews were tabled because, in reviewing the proposals, Course Revision forms included in the packets, went un-noticed and therefore were not included on this agenda. The signature pages on these forms need to have the names printed and the entire signature with no initials.

ESL 163	T	Proposal will be returned to next agenda to include Course Revision form.
ESL 166	T	Proposal will be returned to next agenda to include Course Revision form.
ESL 169	T	Proposal will be returned to next agenda to include Course Revision form.
ESL 172	T	Proposal will be returned to next agenda to include Course Revision form.

Announcements/Open Discussion:

Kenyetta introduced herself as the current VP of the Academic Senate and Chair of the CIC. She welcomed the returning division reps, introduced Julie Shieh-Cook and Andrew Kuo as the new LAVA reps, Jason Berner as the new LA rep, and Dionne Perez as the new rep for Student Service. Dionne will be alternating with Norma Valdez-Jimenez. At this time, the DIC Chair for SS has not been decided. The DIC Chair for NSAS is Vern Cromartie, for LAVA is Julie Shieh-Cook, and for LA is Jason Berner.

Local approval of stand-alone credit courses This training is required once a year to allow local college instruction committees to approve stand-alon**e** credit courses, which are courses that are not tied to any programs, CSU GE or transfer degrees. Kenyetta trained the CIC using a PowerPoint and handouts that can be accessed through the following link: http://extranet.cccco.edu/Divisions/AcademicAffairs/CurriculumandInstructionUnit/StandaloneCreditCourseApproval.aspx *Shondra asked that a new box be added to the New Course/Revision Proposal indicating whether it is a stand-alone course. There are two additional documents that are required with program revision proposals and will be included on the Change of Major form.

CurricUNET Kenyetta has been having training workshops for faculty. The course information has been uploaded into the system but some of the information has been lost or may be incorrect. She asks the faculty to access CurricUNET using the following link: www.curricunet.com/contracosta and logging in using their InSite Portal user name and the password "mm/dd/yyyy" of their birthday and compare their course outlines to what is entered on CurricUNET.

Cross-over Courses Kenyetta said that this issue was discussed at the Academic Senate Council meeting in regards to PE197 Human Development Throughout the Lifespan and PSYCH 128 Life Span Psychology, where PE 197 (now KINES 197) can be used to satisfy the developmental psych prerequisite requirement for our Nursing program and is transferable to CSU as an elective under its original title Applied Human Movement. PE/KINES 197 can not be used as a substitute for

the PSYCH major; it does not satisfy a CCC GE requirement, and has not been accepted for CSU GE transfer. The Academic Senate Council will propose a policy to clarify this and similar issues in which disciplines develop courses with overlapping content. The development of this policy will involve all faculty.

Distant Education Online Supplement Form Kenyetta will forward this revision, proposed by Rick Ramos, to the CIC members, and it will be put on the next agenda. Julie mentioned that there are two issues being discussed at the Distant Education Committee: parameters of distance education courses, and proof of online teaching experience. She says the committee proposed that 2/3 of the course must be online to qualify as distant education vs. the 51% policy. Rick is offering workshops on Desire to Learn every other Friday from 12-1 p.m. Desire to Learn is the new district-wide platform being used by all three campuses for offering distance educational courses.

Variable Topic Courses Approval to be Offered has Changed Shondra announced that Topics courses cannot be taught for a year due the required state approval.

UC Transferability/CSU GE and IGETC Kenyetta reminded the committee that the courses submitted to CIC requesting UC transfer, IGETC or CSUGE must be approved by the CIC, the Board and then the State before she can submit them to the UC and CSU systems for review and approval and there are specific months in which these systems are open for such request. The UC system will allow approval to be retroactive to the start of the academic year submitted. CIC can't approve courses for CSU GE or IGETC. Local and district can approve CSU electives for transfer.

Additional Steps for Program Revisions Required Shondra says there are two additional documents that are required with program revision proposals that will be included on the Change of Major form.

Statewide Curriculum Inventory Kenyetta announced that the current Statewide Curriculum Inventory Version 1 is closed as of August 1st and is expected to reopen with Version 2 during the month of September. Shondra will not be able to submit any changes to programs or courses until it reopens.

Presentations from Public:

There were no presentations from the public.

Respectively submitted by
Lynette Kral