

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

**Location:** AA-216

**Date:** Monday, 9/10/12

**Time:** 2:15 p.m. – 4:00p.m.

**Those in attendance were:** Kenyetta Tribble (Chair), Shondra West (Instruction Office), Vern Cromartie (NSAS), Agustin Palacios (NSAS), Andrew Kuo (LAVA), Jason Berner (LA), Erlinda Vance (ASU), Robert Webster (SS), John Diestler (LA), and Terence Elliott (Dean).

**Absent:** Dionne Perez/Norma Valdez-Jimenez (SS), Julie Shieh-Cook (LAVA)

**Guests in attendance were:** Rick Ramos

**B= Bundled**

**A = Approved**

**CA = Conditionally Approved**

**T = Tabled**

CONSENT ITEMS	ACTION	CONDITIONS/COMMENTS
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Agenda	A	
Minutes of 8/27/12	A	

**Course Inactivation**

CCT 120	B/A	Introduction to Alternate Energy – Reason for Inactivation will be changed to “Department is not able to offer the course at this time.”
CCT 130	B/A	Photovoltaic Systems Design and Installation – Reason for Inactivation will be changed to “Department is not able to offer the course at this time.”

**New Course/Course Revision(s):**

ESL 163	B/A	<b>Revision</b> - Grammar Writing I Title changed because there are also writing courses in the ESL program so “Writing” is being removed from the current title because it is confusing for students.
ESL 166	B/A	<b>Revision</b> - Grammar Writing II (Reason for title change is the same as ESL 163)
ESL 169	B/A	<b>Revision</b> - Grammar Writing III (Reason for title change is the same as ESL 163)
ESL 172	B/A	<b>Revision</b> - Grammar Writing IV (Reason for title change is the same as ESL 163)
ESL 178	B/A	<b>Revision</b> - Grammar Writing V (Reason for title change is the same as ESL 163)
JRNAL 158	CA	<b>New Course</b> - Photojournalism: Beginning I – <b>CONDITIONS:</b> The effective date has been changed to F13. A Change of Major form is required. Proposal Course Expectations need to match those of the Outline (use Outline expectations). Course Objective #1 should read “Demonstrate conceptual...” The third text needs an edition date. Remove the wording “with increasing ability” from the second SLO intended outcome on the SLO form and syllabus. Assessment criteria need to be reworded. <b>DISCIPLINE:</b> Journalism <b>HOURS:</b> 36 lec / 36 lab <b>UNITS:</b> 3 <b>GRADE TYPE:</b> SC
JRNAL 159	CA	<b>New Course</b> - Photojournalism: Beginning II- Conditions and course information are the same as JRNAL 158.
JRNAL 258	CA	<b>New Course</b> - Photojournalism: Intermediate I- Conditions and course information are the same as JRNAL 158.
JRNAL 259	CA	<b>New Course</b> - Photojournalism: Intermediate II- Conditions and course information are the same as JRNAL 158.

**Program-Major/Certificate New & Revisions:**

CCT	A	Alternative Energy System Certificate of Accomplishment – (delete CCT-120)
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**Content Reviews**

ESL 163	CA	<b>CONDITIONS:</b> Grading policy on syllabus should be Pass/No Pass. Lecture hours on outline should be per term (72). Text needs edition date.
ESL 166	CA	Conditions are the same as ESL 163.
ESL 169	CA	Conditions are the same as ESL 163.
ESL 172	CA	Conditions are the same as ESL 163, but the text needs a more current edition date.
ESL 178	CA	Conditions are the same as ESL 163.

**Announcements/Open Discussion:**

<p><b>Online Course - Supplement to the Course Outline of Record</b> Rick reported, that for accreditation, Title 5 dictates that ongoing substantial instructor/student contact is required throughout the course, so a change had to be made to the reporting form. Distance Education and Correspondence Courses are differentiated by that means.</p> <p><b>Online Platform Update-</b> WebCT will no longer be used after June 30, 2013, so faculty teaching online courses will need to learn the new platform. An issue that had come up in the Distance Education Committee was whether a faculty</p>		
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had competency regarding the Desire to Learn platform software that is needed to teach online. Rick is offering training workshops. Please contact him for the workshop schedule. This item will be returned to the next CIC agenda.

**CCC Liberal Arts Degree – Background** When the State required all California community colleges to delete Liberal Studies majors because they were out of compliance by not having 18 units in an area of emphasis as a requirement in Title 5, many colleges began to draft Liberal Arts degrees with various areas of emphasis for consideration. It was at this point that the CCC Articulation Officer created the Liberal Arts degree with areas of emphasis for CCC with guidance from the Vice President of Instruction who had access to LA degrees from other community colleges which were approved by the State. Therefore, CCC LA degrees were developed using the patterns from colleges which used courses listed on the local degree GE, CSU GE and IGETC. It appears that there are courses included in the LA degrees that are not options in any of the above. The original paperwork for the creation of the LA degrees needs to be reviewed. **Going forward**, Department Chairs need to review their department’s courses to see if they should be included, or be removed from the LA degrees. If a course needs to be added/deleted from a LA degree, a Change of Major form must be submitted by that department; and, then be forwarded to the LA DIC and LA Division Dean before being submitted to the CIC. It was suggested that CCC’s LA degrees should eventually be moved to the appropriate divisions, but for now, the process outlined above is to be followed. This item will be returned to the next CIC agenda and will also be forwarded to the Academic Senate for discussion.

**CULIN 100 Topic Course State Rejection Response** Three CULIN Variable Topic courses submitted to CIC last Spring were rejected by the State for unacceptable course content. The content was expanded and resubmitted to the State and approved. This is an area CIC needs to be sure to look at more diligently, including variable topic courses.

**CIC Chair Announcements:**

**Accreditation-** This current CIC is responsible for writing Standard 2A for Accreditation. The sections of this standard were briefly defined. This item will be a standing agenda item.

**CIC Manual-** As a reminder the CIC Manual was suppose to be updated last year, but the committee decided to put this off until this academic year because there will be several changes as we move toward the implementation of CurricUNET, the release of the State’s updated Curriculum Inventory System (Version 2) as well as Desire to Learn the District-wide Online Learning Management Platform. This will be a standing item on CIC agenda.

**Course Content Boundaries-** The current CIC Manual (page 4) outlines the policy to be used when developing a course which has overlapping content and affects another department. As mentioned in the last CIC meeting, the Academic Senate will poll the faculty to determine if this policy should remain the same or if modifications are needed.

**Deletion of Courses from a Major** (inside or outside of your department) – Shondra stated that it is the responsibility of the originator of a deleted course to make sure that it is deleted from any major it may be a part of. Kenyetta stated that once we have CurricUNET fully operating this is a function that should occur automatically

**Presentations from Public:**

There were no presentations from the public.

**Respectively submitted by**  
**Lynette Kral**