

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

**Location:** AA-216

**Date:** Monday, 9/24/12

**Time:** 2:15 p.m. – 3:40p.m.

**Those in attendance were:** Kenyetta Tribble (Chair), Shondra West (Instruction Office), Vern Cromartie (NSAS), Agustin Palacios (NSAS), Julie Shieh-Cook (LAVA), Jason Berner (LA), Robert Webster (SS), John Diestler (LA), and Terence Elliott (Dean).

**Absent:** Dionne Perez/Norma Valdez-Jimenez (SS), Erlinda Vance (ASU), Andrew Kuo (LAVA)

**Guests in attendance were:** Nooshi Borhan, Sandra Moore, Intisar Shareef

**B= Bundled**

**A = Approved**

**CA = Conditionally Approved**

**T = Tabled**

AGENDA ITEMS	ACTION	CONDITIONS/COMMENTS
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Agenda	A	CIS 125 was moved as a course inactivation to a course revision. ESL 145 was typed in error. It should have been numbered ESL 045. ESL 113 was added as a course inactivation.
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Minutes of 9/10/12	A	Approved with the correction that “WebCT will no longer be used after June 30, 2013...”
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**Course Inactivation**

Anthr-135	B/A	Native American Cultures
Geog-125	B/A	Physical Oceanography
Dance-112	B/A	Beginning Modern Dance
Dance-114	B/A	Jazz Dance
Dance-146	B/A	Latin Jazz Dance
Dance-145	B/A	Advanced Composition Choreography and Performance
Dance-168	B/A	Tap Dancing
PE-153	B/A	Fitness After Work
PE-220	B/A	Water Polo Fundamentals
ESL-045	B/A	Conversation and Grammar Basic
ESL-113	B/A	Conversation and Grammar A
ESL-116	B/A	Conversation and Grammar B
ESL-119	B/A	Conversation and Grammar C

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

CIS-125	T	<b>Course Revision</b> Computer Logic Concepts
ECHD-109	A	<b>Course Revision</b> Observation, Assessment and Child Guidance Add Reason for Change. Grade policy changed from Student Choice to Letter Grade required by Statewide Curriculum Alignment Project.
ECHD-120	A	<b>Course Revision</b> Introduction to Early Childhood Education Title changed to Introduction to Principles and Practices of Early Childhood Education. Title, course description, and grade policy (SC to LG) change required by Statewide Curriculum Alignment Project.
ECHD-121	CA	<b>Course Revision</b> The Development of the Young Child Title changed to Child Growth and Development. Title, course description, and grade policy (SC to LG) change required by Statewide Curriculum Alignment Project. This course has been proposed to be added to the CCC GE Area D, CSU GE Area D7, and transfer as a CSU major, Human Development (Child Development) <b>CONDITION:</b> Text needs date of current edition. Description needed to begin with “This course is...”
ECHD-124	CA	<b>Course Revision</b> Basic Subjects Title changed to Curriculum Development. Title, course description, and grade policy (SC to LG) change required by Statewide Curriculum Alignment Project. <b>CONDITION:</b> Text needs date of current edition.
ECHD-133	T	<b>Course Revision</b> Health, Nutrition and Safety Proposed: Course description, hour (36 to 54), unit (2 to 3), and grade policy (SC to LG) change required by Statewide Curriculum Alignment Project. <b>TABLED:</b> Hour and unit changes require a New Course Proposal to be submitted.
ECHD-144	CA	<b>Course Revision</b> Affirming Cultural Diversity Title changed to Teaching in a Diverse Society. Title and grade policy (SC to LG) change required by Statewide Curriculum Alignment Project. <b>CONDITION:</b> Course content has minor typos (capitalization in 1.a. anti-bias) and (2.

		Remove apostrophe from “ism’s”. Add Student Evaluation to explain point system on syllabus.
ECHD-220	CA	<b>Course Revision</b> Child, Family and Community Course description and grade policy (SC to LG) change required by Statewide Curriculum Alignment Project. <b>CONDITION:</b> Course descriptions do not match proposal and outline. (Use “This course is...”) Course content 2.b. The “SES” anonym needs to be defined.
ECHD-290	CA	<b>Course Revision</b> Student Teaching Title change to Student Teaching/Practicum, required by Statewide Curriculum Alignment Project. <b>CONDITION:</b> The course description on outline does not match the description in the catalog. Text needs date of current edition.
ESL 100I	CA	<b>New Course</b> – English Fluency 1 <b>CONDITION:</b> SLO Assessment Criteria needs to begin with “At least 70%...” the text needs to have an author listed. This is a new stand-alone topics course and needs to be sent to the state so we can receive a course control number for tracking purposes. It may not be able to be offered in Spring 13 because the new curriculum inventory system to input courses and programs is still not available.

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

Geography	A	<b>Revision:</b> add CIS 201 and delete CIS 37 & 38 This is a Certificate of Accomplishment (not Completion). The new unit value is 10.5.
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**Announcements/Open Discussion:**

**Online Course - Supplement to the Course Outline of Record** The new form created by the Distance Education Committee was discussed and corrections suggested. Information box #2 WebCT will be changed to D2L (Desire to Learn) Remove the “Please” in #3 and add “Select all that apply.” Correct the zip code in the heading. We will no longer use the current Distance Education form. We’ll use the new form once its placed on the CIC webpage.

**Accreditation** Kenyetta reminded the committee that it will be responsible for writing Standard I I-A.

**CIC Manual** Kenyetta reminded the committee that the CIC manual will need updating to include CurricUNET.

**Desire 2 Learn Update** Rick is offering workshops every Friday. Los Rios CCD has a link to D2L samples.

**CurricuNet Update** The state uses Governet for the new statewide community college curriculum inventory system, which is made by the same company who developed CurricUNET. Kenyetta said that there are approximately a thousand courses still active in the statewide database that should not be active. CurricUNET may not be usable until next Spring.

- Other**
- The Course Change form needs to have hours and units removed from it as they are substantial changes that need to only be proposed by using a new course form.
  - The name of the textbook author needs to be listed on the Variable Topic form.
  - Shondra will send the link to the DIC Chairs for the new course proposal forms which will be posted on the CIC webpage.
  - John Diestler brought up a discussion that some of his students were having in regards to the college considering the removal of Lifelong Learning from the Mission Statement, and if they could continue to take classes if removed. Students have an opportunity to voice their concerns using the InSite Portal or at the General Assembly the ASU will be hosting this semester.
  - **Reminder:** Faculty need to submit their course proposal forms to the Scheduler (Shondra West) electronically as Word documents.

**Presentations from Public:**

There were no presentations from the public.

**Respectively submitted by  
Lynette Kral**