

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

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

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

**Time:** 2:15 p.m. – 5:35 p.m.

**Location:** AA-216

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

**Absent:** Andrew Kuo (LAVA)

**Guests in attendance were:** Beth Goehring, Alissa Scanlin

• **Approve Minutes (November 26, 2012)** Minutes were approved.

• **Approve Agenda** The agenda was approved with the addition of DANCE 100A Polynesian Dance, Course Revisions PE 156A, 215A, 203A, 165A, 174A and MEDIC Certificate of Accomplishment Medical Office Specialist.

**NOTE:** During the course of the meeting, it was agreed that:

- CAN section should be replaced with CID on the New Course Proposal and all forms where it is referenced,
- Move Exit Skills from the prerequisite course to the top of the Prerequisite Validation Matrix form followed by the entrance skills of the course being proposed,
- Remove Activity Hours from the New Course/Variable Topic Course proposal and all other forms where this is listed.

• **COURSE REVISIONS:**

**ENGL-081 Strategies in Reading**

**REVISION:** Minimal changes to course description, cross list the course/department name to LRNSK (Learning Skills), required a 12<sup>th</sup> grade reading level text.

**Note:** Some of the proposed changes were made by department chair so students enrolled in these classes may qualify for financial aid.

**ACTION:** Conditionally Approved

**CONDITIONS:** Needs text at higher than 12<sup>th</sup> grade reading with reading analysis

**ENGL-082 Learning Strategies**

**REVISION:** Minimal changes to course description, cross list the course/department name to LRNSK (Learning Skills), required a 12<sup>th</sup> grade reading level text.

**Note:** Some of the proposed changes were made by department chair so students enrolled in these classes may qualify for financial aid.

**ACTION:** Approved

**ENGL-084 Strategies in Writing**

**REVISION:** Minimal changes to course description, cross list the course/department name to LRNSK (Learning Skills), required a 12<sup>th</sup> grade reading level text.

**Note:** Some of the proposed changes were made by department chair so students enrolled in these classes may qualify for financial aid.

**ACTION:** Conditionally Approved

**CONDITIONS:** Needs text at higher than 12<sup>th</sup> grade reading with reading analysis

**MATH-080 Strategies in Math**

**REVISION:** Course description to include more course content, cross list the course/department name to LRNSK (Learning Skills), addition of co-requisite CIS 095A, required a 12<sup>th</sup> grade reading level text.

**Note:** Some of the proposed changes were made by department chair so students enrolled in these classes may qualify for financial aid.

**ACTION:** Conditionally Approved

**CONDITIONS:** Needs text at higher than 12<sup>th</sup> grade reading with reading analysis. Remove “similar to” and replace with a title. Inform CIS Department Chair of intent to add a prerequisite of CIS 095 to this course, since this is a course outside of the department/division; send documentation of this communication and approval.

**MEDIC-215 Clinical Experience**

**ACTION:** Removed from agenda

**MEDIC-216 Advanced Clinical Experience**

**ACTION:** Removed from agenda

**PE -105 Badminton**

**REVISION:** Minimal course description revision include adding the word “beginning”, “A” added to course number, “Beginning” added to course title, and repeatability changed from 3 to 0 because the State has decided that activity courses are no longer repeatable. The PE departments, district-wide, have created “families of classes” where each family can only be taken for up to a total of four courses. Hours have been changed from 18-72 activity hours to 27-108 lab hours because the district said there is no reference to “activity” hours in statewide publications about course hours.

**ACTION:** Approved

**PE -135 Tennis**

**REVISION:** Minimal course description revision include adding the word “beginning”, “A” added to course number, “Beginning” added to course title, and repeatability changed from 3 to 0 because the State has decided that activity courses are no longer repeatable. The PE departments, district-wide, have created “families of classes” where each family can only be taken for up to a total of four courses. Hours have been changed from 18-72 activity hours to 27-108 lab hours because the district said there is no reference to “activity” hours in statewide publications about course hours.

**ACTION:** Approved

**PE 156 Physical Conditioning**

**REVISION:** Minimal course description revision include adding the word “beginning”, “A” added to course number, “Beginning” added to course title, and repeatability changed from 3 to 0 because the State has decided that activity courses are no longer repeatable. The PE departments, district-wide, have created “families of classes” where each family can only be taken for up to a total of four courses. Hours have been changed from 18-72 activity hours to 27-108 lab hours because the district said there is no reference to “activity” hours in statewide publications about course hours.

**ACTION:** Approved

**PE 165 Pilate**

**REVISION:** Minimal course description revision include adding the word “beginning”, “A” added to course number, “Beginning” added to course title, and repeatability changed from 3 to 0 because the State has decided that activity courses are no longer repeatable. The PE departments, district-wide, have created “families of classes” where each family can only be taken for up to a total of four courses. Hours have been changed from 18-72 activity hours to 27-108 lab hours because the district said there is no

reference to “activity” hours in statewide publications about course hours.

**ACTION:** Approved

**PE 174 Volleyball**

**REVISION:** Minimal course description revision include adding the word “beginning”, “A” added to course number, “Beginning” added to course title, and repeatability changed from 3 to 0 because the State has decided that activity courses are no longer repeatable. The PE departments, district-wide, have created “families of classes” where each family can only be taken for up to a total of four courses. Hours have been changed from 18-72 activity hours to 27-108 lab hours because the district said there is no reference to “activity” hours in statewide publications about course hours.

**ACTION:** Approved

**PE -202 Adaptive Physical Education**

**REVISION:** Minimal course description revision include adding the word “beginning”, “A” added to course number, “Beginning” added to course title, and repeatability changed from 3 to 0 because the State has decided that activity courses are no longer repeatable. The PE departments, district-wide, have created “families of classes” where each family can only be taken for up to a total of four courses. Hours have been changed from 18-72 activity hours to 27-108 lab hours because the district said there is no reference to “activity” hours in statewide publications about course hours.

**ACTION:** Approved

**PE 215 Basketball Fundamentals and Skills**

**REVISION:** Minimal course description revision include adding the word “beginning”, “A” added to course number, “Beginning” added to course title, and repeatability changed from 3 to 0 because the State has decided that activity courses are no longer repeatable. The PE departments, district-wide, have created “families of classes” where each family can only be taken for up to a total of four courses. Hours have been changed from 18-72 activity hours to 27-108 lab hours because the district said there is no reference to “activity” hours in statewide publications about course hours.

**ACTION:** Approved

**PE 203 Advanced Volleyball Skills and Conditioning**

**REVISION:** “A” added to course number, repeatability changed from 3 to 0 because the State has decided that activity courses are no longer repeatable. The PE departments, district-wide, have created “families of classes” where each family can only be taken for up to a total of four courses. Hours have been changed from 18-72 activity hours to 27-108 lab hours because the district said there is no reference to “activity” hours in statewide publications about course hours.

**Note:** PE 203B will be titled Master-Level Volleyball Skills and Conditioning

**ACTION:** Approved

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

**DANCE 100A Polynesian Dance**

**DISCIPLINE:** Dance

**HOURS:** Lab 27-108                      **UNITS:** 0.5-2              **GRADE TYPE:** LR

**ACTION:** Conditional Approval

**CONDITIONS:** Needs Class max. signature

**• NEW COURSE/S:**

**MEDIC-223 (Tabled from 11/26/12 agenda)**

**ACTION:** Conditionally Approved pending the conditions set forth in the 11/26/12 minutes.

**MEDIC-224 Communication (Conditionally approved at 11/26/12 agenda)**

**ACTION:** Conditionally Approved pending the conditions set forth in the 11/26/12 minutes.

**MEDIC-225 Medical Practice**

**DISCIPLINE:** Health Ancillaries

**HOURS:** Lecture: 3/Lab: 1      **UNITS:** 4      **GRADE TYPE:** LR

**ACTION:** Conditionally Approved

**CONDITIONS:** Replace Prerequisite BOT 200 (course has not been created) with BOT 210A and check GE Area L that it is part of the Major.

**MEDIC-226 Clinical Experience I**

**DISCIPLINE:** Health Ancillaries

**HOURS:** Lab 216      **UNITS:** 4      **GRADE TYPE:** LR

**ACTION:** Conditionally Approved

**CONDITIONS:** Replace Prerequisite BOT 200 (course has not been created) with BOT 210A and check GE Area L that it is part of the Major. Correct description to capitalize OB/GYN.

**MEDIC-227 Clinical Experience II**

**DISCIPLINE:** Health Ancillaries

**HOURS:** Lab 216      **UNITS:** 4      **GRADE TYPE:** LR

**ACTION:** Conditionally Approved

**CONDITIONS:** Replace Prerequisite BOT 200 (course has not been created) with BOT 210A and check GE Area L that it is part of the Major.

**MEDIC-230 Medical Billing and Coding**

**PE-102B Intermediate Fitness Training**

**DISCIPLINE:** Health Ancillaries

**HOURS:** Lecture: 27      Lab: 27      **UNITS:** 2      **GRADE TYPE:** LR

**ACTION:** Conditionally Approved

**CONDITIONS:** Replace Prerequisite BOT 200 (course has not been created) with BOT 210A and check GE Area L that it is part of the Major.

**The following new PE 102-215 courses have been approved to have the following course/catalog information:**

**DISCIPLINE:** PE      **REPEATABILITY:** 0

**HOURS:** Lab 27-108      **UNITS:** 0.5-2      **GRADE TYPE:** LR

**PE-102B Intermediate Fitness Training**

**ACTION:** Approved

**PE-102C Advanced Fitness Training**

**ACTION:** Approved

**PE-102D Master-Level Fitness Training**

**ACTION:** Conditionally Approved

**CONDITIONS:** Title of course has been changed from "Master" to Master-Level".

**PE-103B Intermediate Weight Training**

**ACTION:** Approved

**PE-103C Advanced Weight Training**

**ACTION:** Approved

**PE-103D Master-Level Weight Training**

**ACTION:** Conditionally Approved

**CONDITIONS:** Title of course has been changed from “Master” to Master-Level”.

**PE-105B Intermediate Badminton**

**ACTION:** Conditionally Approved

**CONDITIONS:** Title of course on the Outline and Validation form needs to be corrected to “Badminton” instead of “Tennis”. Course Objectives need to read “Demonstrate understanding of...”

**PE-105C Advanced Badminton**

**ACTION:** Conditionally Approved

**CONDITIONS:** Course Objectives need to read “Demonstrate understanding of...” PE 105B needs to be added as a pre-requisite on forms. Needs to be marked as a GE H Requirement on SLO form.

**PE-105D Master-Level Badminton**

**ACTION:** Conditionally Approved

**CONDITIONS:** Title of course has been changed from “Master” to Master-Level”. Course Objectives need to read “Demonstrate understanding of...” Needs to be marked as a GE H Requirement on SLO form.

**PE-116B Intermediate Step Aerobics**

**ACTION:** Approved

**PE-116C Advanced Step Aerobics**

**ACTION:** Approved

**PE-116D Master-Level Step Aerobics**

**ACTION:** Conditionally Approved

**CONDITIONS:** Title of course has been changed from “Master” to Master-Level”.

**PE-135B Intermediate Tennis**

**ACTION:** Conditionally Approved

**CONDITIONS:** Add comma after “net” in description. Course Objectives need to read “Demonstrate understanding of...”

**NOTE:** PE- 135C paperwork is missing from the agenda items.

**PE-135D Master-Level Tennis**

**ACTION:** Conditionally Approved

**CONDITIONS:** Title of course has been changed from “Master” to Master-Level”. Course Objectives need to read “Demonstrate understanding of...”

**PE-156B Intermediate Physical Conditioning**

**ACTION:** Approved

**PE-156C Advanced Physical Conditioning**

**ACTION:** Approved

**PE-156D Master-Level Physical Conditioning**

**ACTION:** Conditionally Approved

**CONDITIONS:** Title of course has been changed from “Master” to Master-Level”.

**PE-165B Intermediate Pilates**

**ACTION:** Conditionally Approved

**CONDITIONS:** Title needs to be corrected from “Step Aerobics” to “Pilates”. Description needs rewording. Objectives need to be measurable.

**PE-165C Advanced Pilates**

**ACTION:** Conditionally Approved

**CONDITIONS:** Title corrected from “Step Aerobics” to “Pilates”. Objectives need to be measurable.

**PE-165D Master-Level Pilates**

**ACTION:** Conditionally Approved

**CONDITIONS:** Title of course has been changed from “Master Step Aerobics” to Master-Level Pilates”. Objectives need to be measurable.

**PE-174B Intermediate Volleyball Skills and Conditioning**

**ACTION:** Conditionally Approved

**CONDITIONS:** Outline pre-requisite should be PE 174A.

**NOTE:** Kenyetta will find out if Adaptive Physical Education (APE) and Motor Skills Development courses (PE 202 and 209) are required to be in a family since the repeatability is unlimited. The last message she received from the State Chancellor’s Office stated campuses can say something like this in the course catalogue with regard to repetition of APE: “This course may be repeated by students with disabilities who meet repetition criteria.”

**PE-202B Intermediate Adaptive Physical Education**

**ACTION:** Conditionally Approved

**CONDITIONS:** PE 202A should be listed as the pre-requisite. Objectives should be changed to “Demonstrate an improvement...”, and “beginner” should be change to “beginning” in the content and objectives.

**PE-202C Advanced-Level Adaptive Physical Education**

**ACTION:** Conditionally Approved

**CONDITIONS:** PE 202B should be listed as the pre-requisite. Title should be changed from “Advanced” to “Advance-Level”. Change word “Aid” to Aide” on syllabus. Fourth objective should read “Demonstrate skills...” this proposal does not have the Dean’s signature.

**PE-203B Master-Level Volleyball Skills and Conditioning**

**ACTION:** Conditionally Approved

**CONDITIONS:** Title of course has been changed from “Master” to Master-Level”. The pre-requisite of PE 203A is missing on the Outline. The matrix is incomplete.

**PE-209B Intermediate Adaptive Motor Skill Development**

**ACTION:** Conditionally Approved

**CONDITIONS:** Change word “Aid” to Aide” on syllabus.

**PE-209C Advanced Adaptive Motor Skill Development**

**ACTION:** Conditionally Approved

**CONDITIONS:** Remove “Completion of” from the pre-requisite section. Change “beginner” to “beginning” in the content.

**PE-209D Master-Level Adaptive Motor Skill Development**

**ACTION:** Conditionally Approved

**CONDITIONS:** Title of course has been changed from “Master” to Master-Level”. Change to “yes” for repeatability and grading policy to LG.

**PE-215B Intermediate Basketball Fundamentals and Skills**

**ACTION:** Conditionally Approved

**CONDITIONS:** Remove second sentence of description. Remove word “activity” on SLO form.

**PE-215C Advanced Basketball Fundamentals and Skills**

**ACTION:** Conditionally Approved

**CONDITIONS:** Remove second sentence of description. Remove word “activity” on SLO form.

**PE-215D Master-Level Basketball Fundamentals and Skills**

**ACTION:** Conditionally Approved

**CONDITIONS:** Title of course has been changed from “Master” to Master-Level”. Remove second sentence of description. Remove word “activity” on SLO form.

**PE-290A Sports Specific Training I**

**DISCIPLINE:** PE/KINES      **REPEATABILITY:** 0

**HOURS:** Lab 27-167      **UNITS:** 0.5-3      **GRADE TYPE:** LR

**ACTION:** Conditionally Approved

**CONDITIONS:**

**PE-290B Sport Specific Training II**

**DISCIPLINE:** PE/KINES      **REPEATABILITY:** 0

**HOURS:** Lab 27-167      **UNITS:** 0.5-3      **GRADE TYPE:** LR

**ACTION:** Approved

**PE-290C Sport Specific Training III**

**DISCIPLINE:** PE/KINES      **REPEATABILITY:** 0

**HOURS:** Lab 27-167      **UNITS:** 0.5-3      **GRADE TYPE:** LR

**ACTION:** Approved

**PE-290D Sport Specific Training IV**

**DISCIPLINE:** PE/KINES      **REPEATABILITY:** 0

**HOURS:** Lab 27-167      **UNITS:** 0.5-3      **GRADE TYPE:** LR

**ACTION:** Approved

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

**African American Studies Major****REVISION:** Added LARAZ 110, 113, and 125 as options with no change in unit value.**ACTION:** Approved**CIS Computer Operations Certificate of Achievement****ACTION:** Tabled**CIS Computer Programming Certificate of Achievement****ACTION:** Tabled**La Raza Studies Major****REVISION:** Added AFRAM 110, 190, and 250, HIST 122 and 123, HUMAN 113, and PSYCH 222 as options with no change in unit value.**ACTION:** Approved**Medical Assisting & Office Technician Certificate of Achievement****REVISION:** Replaced MEDIC 215 and 216 with MEDIC 226 and 227.**ACTION:** Conditionally Approved.

**NOTE:** When submitting a new program or major, the Faculty Originator needs to submit documents required by the State when CCC submits a request for a program or major: Statement of Program Goals and Objectives, Catalog Description, Program Requirements, Required Courses (names and units for each), Background and Rationale, Enrollment and Completer Projections, Place of Program in Curriculum/Similar Programs Compliant if CTE and Applicable, Similar Programs at other College in the Service Area, Labor Market Information & Analysis, Employer Survey, Explanation of Employer Relationships, List of Members of Advisory Committee, recommendation of Advisory Committee, Display of Proposed Sequence, Transfer Applicability and Adequate Resources.

**Medical Office Specialist Certificate of Accomplishment (New)****ACTION:** Tabled**REASONS:** The certificate value was 17.5 units before intending BOT 200 to be changed to BOT 210A, because BOT 200 has not been created yet, which then put the low-level unit CTE certificate to 18 units, which is over the amount of units allowed for this certificate.**Music – AA-T****ACTION:** Tabled (Music Theory III and IV not created yet.)**NOTE:** FSCC is working on creating Families for Music courses district wide.

- **Course Content Review:** These Content Reviews were submitted.

December 10 <sup>th</sup> Content Review			
LIBST 110	NURS 260	PE 156	PE 215
LIBST 110A	PE 102	PE 165	
NURS 80	PE 103	PE 174	DRAMA-120
NURS 250	PE 116	PE 203	DRAMA-220
November 26 <sup>th</sup> Content Review Tabled			
CULIN-105	CULIN-251	KINES-201	PE-260
CULIN-120	CULIN-280	HED-115	PE-378
CULIN-241A	CULIN-241B	HED-135	PE-379



- **Announcements/Open Discussion:**

- **C-ID-AA-T/AS-T** Kenyetta would like to remind the faculty that when an AA/AS-T degree is proposed, any course within the major for which a C-ID (Course Identification Numbering) has been approved by the State, the equivalent CCC course **must** be submitted or already approved for C-ID before the AA-T/AS-T can be approved. For more information view C-ID website <http://www.c-id.net/>
- **Communication/Computation Prerequisite Update** Kenyetta wanted to make sure faculty were aware of the following: Any course may add have an English (Communication) or Math (Computation) or Communicative pre-requisite using content review. On March 8, 2011, the Board of Governors adopted changes to Title 5 that allow colleges the option to establish local prerequisites in the areas of computation and communication **for courses in other disciplines** through content review alone rather than through statistical analysis. This Title 5 change made the establishment of reasonable prerequisites more feasible, though no less rigorous, for colleges throughout the state.
- **Accreditation** – Tabled due to the length of today’s agenda.

- **Presentations from Public:** There were no presentations from the public.

**The following proposals from the November 26 agenda remain conditionally approved.**

- NURS 202
- COUNS 805N
- COUNS 806N
- MEDIC 224
- MUSIC 109
- MUSIC 163
- MUSIC 167
- MUSIC 176
- MUSIC 177
- SOCSC 141
- AA MUSIC major
- AA POLSC major
- AA SOCIO major

