

COLLEGE INSTRUCTION COMMITTEE

Applied Arts Building AA-216 2:15 p.m.

Monday, February 24, 2014

CONTRA COSTA COLLEGE

2600 Mission Bell Drive

San Pablo, California 94806

MINUTES**CALL TO ORDER** Meeting was called to order at 2:15 p.m.**COMMITTEE MEMBERS IN ATTENDANCE:** Gabriela Segade (Chair); Robert Webster, Norma Valdez-Jimenez (SS); Vern Cromartie, Katie Krolikowski (NSAS); Julie Shieh-Cook, Roberta Kunkel (LA)**RESOURCE TEAM:** Tammeil Gilkerson (Instruction Office)**COMMITTEE MEMBERS ABSENT:** Andrew Kuo (LAVA)**VISITORS IN ATTENDANCE:** Wayne Organ, Joe Ledbetter, Lucile Beatty, Eugenia Bersano**CONSENT AGENDA ACTION ITEMS****AGENDA OF FEBRUARY 24****MINUTES OF FEBRUARY 10****CONTENT REVIEWS**

NURS 240

AUSER 153

REVISION: Course description

AUSER 238

AUSER 271

PE 273A

KINES 197

MATH 101

REVISION: Course description; hours changed from 54 lecture/36 lab to 54 lecture only; grade option changed from LG to SC**APPROVAL OF CONSENT AGENDA ACTION:****ACTION:** Motioned to approve by Katie; seconded by Vern; all in favor; no abstentions.**NONCONSENT AGENDA – ACTION ITEMS****CURRICULUM TOPICS**

Internal Audit of Course to Discipline Wayne explained that all courses must have the attached disciplines to teach the course approved by the Academic Senate, and this is accomplished through the CIC which is a subcommittee of the Senate. He said that there are no written guidelines in the process to determine that the discipline is appropriate to the course and that the correct discipline is attached. He suggests forming a workgroup to determine if the disciplines that are currently attached to the CCC courses are appropriate, by revisiting the Courses to Discipline List. For example: is a coaching discipline appropriate to teach a swimming course? The risk we face is that if the state audits a course, and that course is being taught under the incorrect discipline, a grievance could be filed. Wayne said that this issue has been discussed at the FSCC and Chancellor Consultation level. The district agrees that the Academic Senates have the authority to assign the disciplines and determine the process. Wayne would like the departments to review the disciplines that are attached to the courses in their departments. The question as to if multiple disciplines were assigned to a course, could any of those departments teach the course was answered that if the course was cross-listed with another department, then it could be, as in the case of EMED 109 CPR for the Healthcare Provider, and MEDIC 109 with the same title. Do not confuse disciplines with departments. This issue will be returned to the next CIC agenda to discuss the process we have now in determining how disciplines are attached to courses.

NOTE: A statement was made by Vern that he was told that in 3 years, the state may be moving away from D2L and to a new state Curriculum Management System. (Judy verified that this wasn't the case.)

Review of Consent Agenda Process: items to be routinely included This issue will be tabled until Gabriela speaks to Judy about the state requirement. It will be returned as a non-consent item on the next agenda.

Distance Education Supplement – review of form and approval of process Judy and Gabriela worked together revising the form and process. Judy explained that a cover page has been added that describes the process. Changes that have been made to the form (and process) are:

- At least three of the options listed on the form on using effective instructor-student contact must be chosen.
- The SLO section has been deleted because it is redundant.
- Hybrid/online percentages were unclear and have been clarified.

- Two signatures are now required from the Distance Education Committee (Coordinator and one committee member).
- After approval by the DEC, it will be placed as a non-consent item on the CIC agenda.

The revision to the Distance Education Supplement for was motioned for approval by Katie; seconded by Vern; all in favor; no abstentions. The form will be distributed by email to all faculty for feedback before being placed on the Academic Senate Council agenda as an information item.

CurricUNET V2 Update Tammeil reported that the college has owned CurricUNET for three years. They are now updating to a meta version and are working to upload the most current outlines. She recommends a training session with faculty who are writing new curriculum to see how the process works. The state course inventory site is closing down for a month. She says that we won't know what the problems are until we make them. The SLO module has been bought but won't been used until we implement the version we have now. The committee agreed to have a training session at the next CIC meeting March 10.

NON-SUBSTANTIAL CHANGE TO A COURSE

DRAMA 121

REVISION: Grading policy change to SC

ACTION: Motioned to approve by Katie; seconded by Vern; all in favor; no abstentions.

AUSER 171 Automotive Collision Repair Technology

REVISION: Course description

ACTION: Motioned to approve by Vern; seconded by Norma; all in favor; no abstentions.

AUSER 271 Automotive Painting and Refinishing Technology

REVISION: Course description

ACTION: Motioned to approve by Vern; seconded by Norma; all in favor; no abstentions.

CHEM 119 Introductory Chemistry

REVISION: Outline was revised to include the lab manual information and to clarify the distinction between lecture and lab course content required for CSU GE and IGETC transferability. Course description was updated. . Math 118 changed from advisory to prerequisite and two items added to course content to match C-ID descriptor at advice of reviewer.

ACTION: Motioned to approve by Robert; seconded by Vern; all in favor; no abstentions.

NEW COURSES/DISTANCE ED SUPPLEMENT

MATH 880N Bridge to MATH 118 Success

SLO: Needs rewording and will be returned to the next agenda as a consent item.

ACTION: Motioned to approve course by Vern; seconded by Norma; all in favor; no abstentions.

MATH 890N Bridge to MATH 120 Success

SLO: Needs rewording and will be returned to the next agenda as a consent item.

ACTION: Motioned to approve course by Vern; seconded by Norma; all in favor; no abstentions.

DISTANCE ED SUPPLEMENT

MATH 880N Bridge to MATH 118 Success

MATH 890N Bridge to MATH 120 Success

ACTION: Tabled until 3c. is explained. These items will be returned as non-consent items on the next agenda.

NEW EXPERIMENTAL COURSES

AUSER 100T Advanced Automotive Welding and Water borne Refinishing

ACTION: Tabled for lack of information

AUSER 100V Welding for the Automotive Technician

ACTION: Tabled for lack of information

AUSER 100W Automotive Drive Trains

ACTION: Motioned to approve by Norma; seconded by Vern; all in favor; no abstentions.

AUSER 100X Automotive Maintenance and Service Lab

ACTION: Motioned to approve by Robbie; seconded by Vern; all in favor; no abstentions.

DISCUSSION ONLY ITEMS

Staggering content reviews – single form for Content Reviews/Revisions Tabled to next agenda.

SLO statements and plan revisions Tabled to next agenda.

PRESENTATIONS FROM THE PUBLIC There were no presentations from the public.

NEXT MEETING The next meeting will be March 10, 2014

ADJOURNMENT The meeting was adjourned at 4:20 p.m.

Respectfully submitted by Lynette Kral, March 10, 2014.

**CIC Schedule of Meetings
Spring 14**

Agenda Items Due AA226	Technical Review Meeting	CIC Agenda Posted	CIC Meeting	Submitted to Pres. Office for Gov. Board	Govern. Board Meeting
Feb. 10	Feb. 11	Feb. 19	Feb. 24	Mar. 24	Apr. 23
Feb. 24	Feb. 25	Mar. 5	Mar. 10	Mar. 24	Apr. 23
Mar. 10	Mar. 11	Mar. 19	Mar. 24	Apr. 30	May 28
Mar. 31	Apr. 1	Apr. 9	Apr. 14	Apr. 30	May 28
Apr. 14	Apr. 15	Apr. 23	Apr. 28	May 27	June 25
Apr. 28	Apr. 30	May 7	May 12	May 27	June 25