

## COLLEGE INSTRUCTION COMMITTEE

Applied Arts Building AA-216 2:15 p.m.  
Monday, September 23, 2013

## CONTRA COSTA COLLEGE

2600 Mission Bell Drive  
San Pablo, California 94806

### MINUTES

**CALL TO ORDER** – Meeting was called to order at 2:23 p.m.

**COMMITTEE MEMBERS IN ATTENDANCE:** Kenyetta Tribble (Chair), Robert Webster (Student Services), Andrew Kuo (LAVA), Julie Shieh-Cook (LAVA), Bonnie Holt (LA), and Jason Berner (LA), and Katie Krolikowski (NSAS).

**ABSENT:** Norma Valdez-Jimenez (Student Services), Shondra West (Instructional Office), Tammeil Gilkerson (Instructional Office), Vern Cromartie (NSAS), and Jennifer Ounjian (NSAS).

**VISITORS:** Robbie Kunkel(PHIL/HUMAN)

**AGENDA** of September 23 was approved.

**MINUTES** of September 9 were approved.

**REVISED COURSE PROPOSAL FORM FOR NEW / SUBSTANTIAL CHANGE / NON-SUBSTANTIAL CHANGE / INACTIVATION** The committee reviewed the form used by San Jose Evergreen College which Kenyetta presented. Revisions were done to the flow chart (first page) and then the committee compared the form to CurricUNET. CurricUNET suggested changes are: Discipline should be changed to Department; units by term; and, add a pre-requisite challenge.

Suggested changes to the Evergreen form included: Changing the entrance skills to advisory skills; add course objectives; and, add the CCC form section regarding outside assignments to form. Kenyetta will ask Shondra if a syllabus, test, and assignment is actually required, since a sample of an assignment is now required under outside class assignments. The revised CIC calendar was quickly reviewed.

#### **CIC TRAINING**

#### **CURRICULUM UPDATES AND OPEN DISCUSSION:**

There was open discussion at the beginning of the meeting as to when a course becomes a distance education learning course. As long as the class is taught on campus, assignments, etc. can be sent digitally using D2L without it becoming a hybrid distance education course.

Kenyetta announced that the Academic Senate has given permission for CIC to do away with conditional approvals.

Jason announced that he will work on the style guide once he is finished proofreading accreditation.

Kenyetta will be leaving CCC the last week of October and after October 14, Jason will oversee running the CIC meetings through the end of the semester.

**ADT (Associate Degree for Transfer) Update** Tabled for lack of time.

**Families of Classes Update** Tabled for lack of time

**Accreditation Fall 2014 Update** Tabled for lack of time

**Content Review** Tabled for lack of time

**Agenda Items tabled from previous meetings** ACSKL 100, 200, and 201 have not been approved.

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

**ADJOURNMENT** Meeting was adjourned at 4:10 p.m.