

College Instruction Committee Minutes
Contra Costa College
2600 Mission Bell Drive, San Pablo, California 94806

Monday, February 23, 2015

Location: AA-216

Call To Order with Introduction of Guests

The meeting was called to order at 2:25.

Members in attendance were: Gabriela Segade, Katie Krolikowski, Vern Cromartie, Robert Webster and Norma Valdez-Jimenez.

Members absent: Andrew Kuo, Rudy Zeller.

Resource Team in attendance were: Lori Rohleder and Tammeil Gilkerson.

Guests in attendance were: Wayne Organ and Sarah Boland.

CONSENT AGENDA ACTION ITEMS

February 23 Agenda

February 9 Minutes

EMED 111 Emergency Medical Tech Recertification: Distance Ed Form

ACTION: Robert motioned to approve consent agenda items with the removal of non-consent agenda items 1-7 (Business and Real Estate) from the agenda; Katie seconded; Katie, Vern, and Robert were all in favor; no abstentions.

NON-CONSENT AGENDA ACTION ITEMS

BUS 109 Introduction to Business Content Review

ACTION: Removed from agenda.

BUS 120 Introduction to management Content Review

ACTION: Removed from agenda.

BUS 186 Accounting Principles Content Review

ACTION: Removed from agenda.

BUS 187 Principles of Accounting II Content Review

ACTION: Removed from agenda.

BUS 188 Accounting with QuickBooks Content Review

ACTION: Removed from agenda.

BUS 294 Business Law Content Review

ACTION: Removed from agenda.

RE 160 Real Estate Principles Content Review

ACTION: Removed from agenda.

EMED 011 Emergency Medical Tech Recertification

ACTION: Katie motioned to table this proposal because there was nobody to represent the course and answer questions from the CIC; Robert seconded; Katie, Vern, and Robert were all in favor; Norma abstained because she arrived late.

DISCUSSION ITEMS

Understanding Active Participatory Classes Wayne gave an overview of what active participatory classes are. The definition of an active participatory course is where “individual study or group assignments are the basic means by which learning objectives are obtained” and where SLO are distinct. In 2012 a committee that included deans, curriculum chairs, and faculty senate presidents was created to develop “families of related courses” of active participatory classes. These courses are restricted, districtwide, to four takes in each family to include substandard grade and withdrawal after census. This committee met to determine that these courses equated across the three campuses. The MOU and all other documentation, including the current family spreadsheets, are on the intra-district portal under DW Repeatability. The original idea was to reduce the number of takes of PE courses because the state didn’t want people using community colleges as a fitness center. The issue then spread to drama, art, and music programs. The 4CD and FSCC Active Participatory MOU was written to provide that all active participatory courses must be recognized by the CIC and assigned to a corresponding family. All of the courses in the family must have different objectives, content, and SLO. If the course is repeatable as part of a CSU major, then the course may be repeatable up to four takes. but you must provide evidence from a CSU catalog that shows this. Music was able to provide this evidence and therefore some of the music courses are repeatable. When a new course is approved, the CIC must determine if it is an active participatory course, and if it is, it must be sent to the district committee to be equated and included in a family. The joint curriculum chairs review all new courses once a year to determine which family it fits and if it equates to a current course at either of the other two 4CD campuses. Tammeil added that a fifth take is allowed under extenuating circumstances that is decided by the individual colleges, as stated in Title V.

CurricUNET Update Tammeil reported that CurricUNET is ready to go live. “Active participatory course” must be listed on the outline somewhere to be placed in a “family” but there is no section in CurricUNET that allows it. Tammeil said that it

could go in a “comment” section to state in which “family” it belongs. Gabriela will add this to the DIC Review Checklist. Also, the workflow will include the department faculty to review, but not hold up, the proposals. CurricUNET has uploaded shells for all the courses we offer that only include the basics but not the objectives, content, etc. The Instruction Office is working to get all the outlines completed, but if a faculty is planning to make a revision to an existing course, they should notify Lori before they begin so that she can upload the areas of the outline that are not complete. Since all of the current outlines are not uploaded, the use of CurricUNET will not be required until Fall 2015. Faculty are encouraged to learn the CurricUNET process and use the process for new courses, but may still submit proposals using the CIC paper forms for revisions through May 2015. Paper proposals will not be accepted beginning Fall 2015. Tammeil will schedule CurricUNET training flex workshops for all faculty, Council of Chairs, and trainings division by division. Gabriela will schedule individual trainings on Thursdays and Fridays. Tammeil tentatively scheduled a training for the Student Services Division for March 25. Tammeil and Gabriela will work on a calendar for scheduled trainings be distributed to faculty. The March 23 CIC will have training from 2:15-3:15 before the non-consent agenda items. Tammeil will present a short training at the next Council of Chairs on March 4.

Curriculum Review Process: Tabled

OPEN DISCUSSION

Presentations from the Public/CIC Announcements There were no presentations from the public or CIC announcements. It was asked why the Liberal Arts degrees were not returned to this agenda. The Arts and Humanities Liberal Arts Degree and Communication in the English Language Liberal Arts Degree were approved previously, but it still needs to be decided if SOCIO 234 should be included in the Math and Science Liberal Arts Degree. It will be returned to the next agenda. Gabriela reported that the LA division meeting was cancelled so she was not able to attend and ask for CIC division reps.

Adjournment

Vern motioned that the meeting be adjourned at 4:00 p.m.; Norma seconded; Katie, Vern, Norma, and Robert were all in favor; no abstentions. The next meeting will be March 9, 2015.

Respectfully submitted by,
Lynette Kral
Academic Senate Office