

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

Monday, March 9, 2015

Location: AA-216

Call To Order with Introduction of Guests

The meeting was called to order at 2:15.

Members in attendance were: Gabriela Segade, Andrew Kuo, Lucile Beatty, Katie Krolikowski, Robert Webster and Norma Valdez-Jimenez.

Members absent: Vern Cromartie.

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

Guests in attendance were: Rick Ramos, Agustin Palacios, Joe DeTorres, Sandra Castillo Alward, and Rana Lee Berman.

CONSENT AGENDA ACTION ITEMS

March 9 Agenda

February 23 Minutes

HIST 127 History of Latinos in the United States (1846-Present): DE Supplement

LARAZ 127 History of Latinos in the United States (1846-Present): DE Supplement

LARAZ 113 Introduction to Analysis of American Political Institutions: DE Supplement

ACTION: Andrew motioned to approve; Katie seconded; Andrew, Lucile, Katie, and Robert were all in favor; Norma abstained as she arrived late to the meeting.

NON-CONSENT AGENDA ACTION ITEMS

Liberal Arts: Math and Science

Non-Substantial Change: New courses added and inactive courses deleted from degree.

ACTION: Norma motioned, with the agreement of the Council that only life and physical sciences and not social sciences be included in this degree, to approve the removal of PSYCH 205B, SOCIO 225, and SOCIO 234; Andrew seconded; Andrew, Katie, Norma, and Robert were all in favor; Lucile abstained.

Liberal Arts: Social and Behavioral Sciences

Non-Substantial Change: New courses added and inactive courses deleted from degree.

ACTION: Norma motioned to approve with the inclusion of La Raza 110; Katie seconded; Andrew, Lucile, Katie, Norma, and Robert were all in favor; no abstentions.

EMED 011 Emergency Medical Tech Recertification

Non-Substantial Change: Course number changed to EMED 111, title changed to Emergency Medical Tech Recertification, course description, hours to 16 lecture/8 lab, pre/co-requisite, and grading policy to SC, methods of instruction (online), instructional materials, and outside of class weekly assignments.

ACTION: Katie motioned to approve; Lucile seconded; Andrew, Lucile, Katie, Norma, and Robert were all in favor; no abstentions.

BUS 109 Introduction to Business

Non-Substantial Change to Content Review: Course description, objectives, content, student evaluation, methods of instruction, and outside of class weekly assignments.

ACTION: Robert motioned to approve; Norma seconded; Andrew, Lucile, Katie, Norma, and Robert were all in favor; no abstentions.

BUS 120 Introduction to Management

Non-Substantial Change to Content Review: Objectives, content, student evaluation, instructional materials, and outside of class weekly assignments.

ACTION: Katie motioned to approve; Norma seconded; Andrew, Lucile, Katie, Norma, and Robert were all in favor; no abstentions.

BUS 191 Small Business Management

Non-Substantial Change to Content Review: Course description/ Objectives, content, student evaluation, instructional materials, and outside of class weekly assignments.

ACTION: Norma motioned to approve; Katie seconded; Andrew, Lucile, Katie, Norma, and Robert were all in favor; no abstentions.

BUS 181 Applied Accounting

Non-Substantial Change to Content Review: Objectives, content, student evaluation, instructional materials, and outside of class weekly assignments.

ACTION: Norma motioned to approve; Katie seconded; Andrew, Lucile, Katie, Norma, and Robert were all in favor; no abstentions.

AS-T Business Administration**Substantial Change: New program**

ACTION: Norma motioned to approve; Robert seconded; Andrew, Lucile, Norma, and Robert were all in favor; no abstentions. Katie excused herself from the meeting.

NURS 205 Drug Dosage Calculation for Nursing Students**Course to Discipline Revision:** Adding Nursing Science/Clinical Practice

ACTION: Katie motioned to approve; Norma seconded; Andrew, Lucile, Katie, Norma, and Robert were all in favor; no abstentions.

NURS 212 Pharmacology for Nurses**Content Review and Course to Discipline Revision:** Adding Nursing Science/Clinical Practice

ACTION: Norma motioned to approve; Andrew seconded; Andrew, Lucile, Katie, Norma, and Robert were all in favor; no abstentions.

DISCUSSION ITEMS

CurricUNET update Tammeil reported that CurricUNET is live and in production. She did a presentation at Council of Chairs where it was well received. Math and art faculty will be creating new courses using CurricUNET this semester. Tammeil said that distance education information needs to be uploaded with all hybrid courses being uploaded as full online courses, and taught as hybrid. She will be doing presentations for the departments March through April. Since not all course information that is required is not included in the CurricUNET program, there will be an information page distributed that will list the documents that will need to be attached to the new course/program/revised course/program proposals. The next CIC meeting on March 23 will be a training. Andrew will check availability of the library lab.

ADT's out of compliance Tammeil reported that the state notified CCC that we are legally out of compliance with the number of transfer degrees that are required at this time. It is required by law that if a local degree is TOP coded the same as an approved TMC then it must have an ADT. Biology, Economics, and Chemistry TMCs have been recently approved. The Speech ADT has been rejected because the courses included in the degree are not C-ID approved. Tammeil will send out a list of courses that have been C-ID approved. She will also send out a list of degrees awarded per program. An invitation to the next CIC meeting needs to be extended to those faculty who need to create their transfer degrees or need to get C-ID approval of their courses that are required for other programs' TMC.

Curriculum review process Tabled

OPEN DISCUSSION

Presentations from the Public/CIC Announcements There were no presentations from the public or CIC announcements.

Adjournment

ACTION: Katie motioned to adjourn at 4:05 p.m.; Lucile seconded; Andrew, Lucile, Katie, Norma, and Robert were all in favor; no abstentions. The next meeting will be March 23 at a location TBA.

Respectfully submitted by,
Lynette Kral
Academic Senate Office