

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

Monday, March 14, 2016

Location: CTC 131

Call To Order with Introduction of Guests

The meeting was called to order at 2:15 p.m.

Members in attendance were: Rick Ramos, Robert Webster, Norma Valdez-Jimenez, and Lucile Beatty (alt)

Resource Team: Donna Floyd and Karen Ruskowski.

Members absent: Rudy Zeller, Peter Lock, Irena Stefanova, Paul DeBolt, and Mark Wong.

Guests in attendance were: S. Austin, C. Chavarria, N. Sharkes, P. Rudy, and B. Goehring

CONSENT AGENDA ACTION ITEMS

March 14 Agenda

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

February 22 Minutes

ACTION: Norma motioned to approve; Robert seconded; Norma, Robert, and Rick were all in favor; Lucile abstained.

NON-CONSENT AGENDA ACTION ITEMS

CULIN Culinary Arts: Basic Food Service Certificate of Accomplishment

Non-substantial Change: Adding CULIN 99, 200, 250 and removing CULIN 127, 095, 275. Unit value increased from 12.5 to 17.

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

MUSIC 251 Advanced Piano Ensemble

Content Review with Substantial Change: Hours and units (2 units/36lec/36 lab) changed to match the other skill classes units and hours to 2.5 Units/ Lecture: 36/Lab: 18/ Lab Hours by Arrangement: 18. Lab content added to outline.

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

ANTHR 140L Physical Anthropology Laboratory

Non-substantial Change: Adding ANTHR 140 as Pre or Co-requisite to align with C-ID descriptor.

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

DRAMA 125 Acting on Camera

Non-substantial change: Hours from 36 lec/54 lab changed to 54 lecture.

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

MATH 875N Computer Assisted Tutoring-Math

Content Review with Non-substantial Change: Course description and title changed to "Supervised Mathematics Tutoring"

ACTION: Tabled for lack of representation.

BOT 222 Microsoft Word/Information Processing

Content Review

Non-substantial Change: Title to Microsoft Word for Business; Removing BOT 095 as co-requisite and adding CIS 135 as pre-requisite option in addition to BOT 210A; text update, description; and completion of SLO section.

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

CIS 201/BOT 224 Microsoft Excel/Information Processing

Content Review with non-substantial change: Title and program and course number changed to **BOT 224** Microsoft Excel for Business; Co-requisite CIS 095 removed; description; and completion of SLO section. Disciplines added: Computer Information Systems/ Telecommunications Technology.

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

CIS 200/BOT 226 Microsoft Access/Information Processing

Content Review with non-substantial change: Title and program and course number changed to **BOT 226** Microsoft Access for Business; Co-requisite CIS 095 removed; description; and completion of SLO section. Disciplines added: Computer Information Systems/ Telecommunications Technology.

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

BOT 243 General Office Procedures

Content Review with Non-substantial Change: SLO section completed and Outside Assignments samples included.

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

BOT 248 Business Correspondence

Content Review with Non-substantial Change: SLO section completed and Outside Assignments samples included.

ACTION: Not approved. Description and assignments require changes.

CIS 166A, 166B, 190B

ACTION: Randy Watkins requested postponement to next agenda.

AUSER 101 Automotive Fundamentals

Content Review with Non-substantial Change: Update textbook, change grading policy to student choice and one course objective removed. Submitting a Challenge Exam for Credit. Request CSU transferability.

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

AUSER 103 Automotive Electrical/Electronic Systems

Content Review with Non-substantial Change: Update textbook, SLO change, and change in methods of evaluation. Request CSU transferability.

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

AUSER 225 Advanced Automotive Collision Laboratory - Units (5); Hours (270lab)

Non-substantial Change: Hours (54lec/108lab); removing AUSER 124 and 126 as prerequisites; Title changed to “Advanced Automotive Collision Repair”.

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

AUSER 226 Advanced Automotive Painting and Refinishing Laboratory - Units (5); Hours (270lab)

Non-substantial Change: Hours (54lec/108lab); description; removing AUSER 123 and 125 as prerequisites; Title changed to “Advanced Automotive Painting and Refinishing”.

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

ADJUS 127A Police Youth Academy: Module A

ACTION: Tabled for lack of time.

ADJUS 127B Police Youth Academy: Module B

ACTION: Tabled for lack of time.

EMED 110 Emergency Medical Technician I

ACTION: Tabled for lack of time.

KINES 190, 191, 194, 197, 198, 199, 201, 205, 225

ACTION: Tabled for lack of time.

Discussion Items

CurricUNET Workflow Update No report.

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

Adjournment – Meeting adjourned at 4 p.m. Next meeting will be March 28 in CTC 131.

Respectfully submitted by,
Lynette Kral
Academic Senate Office