

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

**Monday, August 22, 2016**

**Location: CTE 127**

**Call To Order with Introduction of Guests**

The meeting was called to order at 2:15.

**Members in attendance were:** Rick Ramos, Lucile Beatty, Bobby Sturgeon, Andrea Phillips, Robert Webster, Irena Stefanova, Mark Wong, and Katie Krolikowski.

**Members absent:** Paul DeBolt.

**Resource Team in attendance were:** Donna Floyd (Senior Dean of Instruction), Karen Ruskowski (Curriculum Specialist), Randy Watkins (SLO Coordinator)

**Guests in attendance were:** There were no guests in attendance.

**CONSENT AGENDA ACTION ITEMS**

**August 22 Agenda**

**May 9 Minutes**

**ENGIN-160 Programming Concepts and Methodologies for Engineers**

**Non-Substantial change:** Changing course number from ENGIN-120. Course was approved as ENGIN-120 in May 2016, but number had been previously assigned to a different (inactive) course.

**BOT-242 Microsoft Outlook for Business**

**Non-Substantial change:** Changing course number from BOT-119. Course was approved as BOT-119 in April 2016, but number had been previously assigned to different (inactive) course.

**ACTION** Irena motioned to approve; Mark seconded; Lucile, Bobby, Irena, and Mark were all in favor. Robert and Katie abstained. Andrea arrived after the motion was carried.

**NON-CONSENT AGENDA ACTION ITEMS**

**CCT 172 Wireless Networks for Home and Small Business**

**Content Review with Non-substantial Change:** Updating description and title to Wireless Networks.

**ACTION TABLED:** Katie motioned to table for lack of representation; Robert seconded; Lucile, Bobby, Robert, Irena, Mark, and Katie were all in favor. Andrea arrived after the motion was carried.

**SPAN 230 Spanish for Heritage Speakers I**

**Substantial:** New course (Traditional) Requesting approval for C-ID 220.

**Discipline:** Foreign Language

**Units:** 5      **Hours:** 90 lecture

**ACTION APPROVED:** Katie motioned to approve with the content re-written to match the C-ID descriptor content, and the accents removed because ASSIST does not accept accent punctuation marks; Robert seconded; Lucile, Bobby, Robert, Andrea, Irena, Mark, and Katie were all in favor; no abstentions.

**EMED 204 Paramedic Clinical Practicum**

**Substantial:** New course (Traditional)

**Discipline:** Emergency Medical Technologies

**Units:** 6      **Hours by Arrangement:** 324 lab

**ACTION TABLED:** Katie motioned to table because this course needs further review for errors, including the SLO plan, and the removal of asterisks in the content because ASSIST does not accept those types of punctuation marks; Robert seconded; Lucile, Bobby, Robert, Andrea, Irena, Mark, and Katie were all in favor; no abstentions. Rick said that this course does not need to be taught until Summer 2018.

**DISCUSSION ITEMS**

There were no discussion items.

**OPEN DISCUSSION/Presentations from the Public/CIC Announcements**

Rick said that the workflow had been changed last semester to a default of five working days to speed up the approval process because there were so many courses in the queue but that the default was not removed at the end of the spring semester so many of the courses that were in the approval process during the summer did not get approved by their DIC and are being sent back to be re-launched. The CIC agreed that the turn-around time for Department Chairs is 5 working days, and the DIC's will have 10 working days, and they are the only levels with the permission to send back to the originator for corrections, other than the Technical Review and CIC Chairs. Division Deans cannot disapprove or send a proposal back. Katie said that the CTE would like the approvals to go faster. Katie also asked if the current grading policy we use in CurricUNET is a state policy, or if it can be changed. Rick announced that the September 26 CIC meeting would be cancelled because many of the faculty would be attending a regional meeting elsewhere. There were no presentations from the public or other CIC announcements.

**Adjournment**

**ACTION: ACTION:** The meeting adjourned at 3:45 p.m. The next meeting will be September 12, 2016 in CTE 127.

Respectfully submitted by,  
Lynette Kral  
Academic Senate Office