

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

Monday, November 14, 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, Robert Webster, Andrea Phillips, Lucile Beatty, Bobby Sturgeon, 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), and Randy Watkins (SLO Coordinator)

Guests in attendance were: Anthony Gordon, Beth Goehring, Sherry Diestler, and Chao Li.

CONSENT AGENDA ACTION ITEMS

November 14 Agenda

ACTION: Katie motioned to replace PEIC 268B with HED 110 on the non-consent agenda; Mark seconded; Rick, Robert, Lucile, Bobby, Irena, Mark, and Katie were all in favor; no abstentions. Katie motioned to approve the consent agenda items; Lucile seconded; Rick, Robert, Lucile, Bobby, Irena, Mark, and Katie were all in favor; no abstentions.

October 24 Minutes

ACTION: Bobby motioned to approve minutes; Mark seconded; Rick, Robert, Lucile, Bobby, Irena, Mark, and Katie were all in favor; no abstentions.

PE-102A Beginning Fitness Training

Non-substantial Change: In 2013 this course was erroneously entered into Curriculum Inventory (and approved) with the wrong title: “Beginning Fitness *Center*”. Correcting title in CI to “Beginning Fitness *Training*”.

PE-135A Beginning Tennis

Non-substantial change: Title Change - In 2013 this course was approved by the State with the correct title: “*Beginning Tennis*”, but the title in Colleague and the Course Outline show the title as: “*Beginner Tennis*”. The title in Colleague and COR will be corrected to Beginning, instead of Beginner.

CIS-110 Fundamental Computer Literacy

Non-substantial change: Title Change - In 2008 a request was made to change the title of this course from “Computer Literacy”, to “Fundamental Computer Literacy”. The title change was made in the catalog, but was not changed in Colleague or reported to the State Chancellor’s Office. Documenting Title change again to complete process. *(This course was on the 10/10/16 CIC agenda for content review with non-substantial changes. Those changes, along with updating the title, will all be reported to the State at the same time.)*

MATH-875N Supervised Mathematics Tutoring

Non-substantial change: Removed P/NP as this is a non-credit course; changed grading field to blank.

PE-280 Academic Planning for Student Athletes

Content Review with Substantial Change: CB04 Credit Status changed to DG. CB05 Transfer to CSU. The discipline of Kinesiology is being added. Correct CB21 prior to transfer level from ‘One level below’ to Not applicable. *(This course was on the 10/24/16 CIC agenda, but was tabled due to lack of outcomes.)*

PHILO-110 Introduction to Philosophy: Ethics

Non Substantial Changes: Description, course number and title (changed to PHILO 120 Introduction to Ethics to align with C-ID numbering), added advisory ENGL 142B, IGETC, C-ID, objectives, outcomes, methods of instruction, assignments, and textbook to better meet C-ID requirements. Distance Ed form was updated to show correct title and course number. *(This course was on the 10/24/16 CIC agenda, but was tabled to add distance ed form, and update textbook)*

EMED-205 Paramedic Field Internship

New Course – This is the final of six paramedic courses that certify the student for National Registry Boards. *(This course was reviewed on the 10/24/16 CIC agenda, but was tabled to add requisites to match C-ID)*

DISCIPLINE: Emergency Medical Technologies **UNITS:** 10-15 **HOURS:** 540-810-LBA **GRADING POLICY:** LG

PE 105B Intermediate Badminton

Content Review: The review team felt that the content was current and relevant. Outline updated to match the catalog in regards to the change made last year of activity hours to lab hours. Added the discipline of kinesiology.

PE 105C Advanced Badminton

Content Review: The review team felt that the content was current and relevant. Outline updated to match the catalog in regards to the change made last year of activity hours to lab hours. Added the discipline of kinesiology.

PE 105D Master Level Badminton

Content Review: The review team felt that the content was current and relevant. Outline updated to match the catalog in regards to the change made last year of activity hours to lab hours. Added the discipline of kinesiology.

Associate in Science Degree - Mathematics

Program Deletion: The Math Department has created the Associate Degree for Transfer (ADT) to replace this degree. This degree requires additional units and could cause confusion among students.

Certificate of Achievement - Administration of Justice: Patrol Specialist

Program Deletion: Advisory Board has directed the department to delete this certificate because it does not lead to employment.

Certificate of Achievement - Administration of Justice: Investigative Specialist

Program Deletion: Advisory Board has directed the department to delete this certificate because it does not lead to employment.

Certificate of Achievement - Administration of Justice: Police & Correctional Academy

Program Deletion: Advisory Board for ADJUS has requested the removal of this certificate because the agreement with the local academies has changed and students must pass a separate exam given by POST. They argue that this certificate does not guarantee entry into the academy. In addition, the administrator at Napa Academy has retired and they will not honor this certificate. The Board has directed the department to delete this certificate because it does not lead to employment.

NON-CONSENT AGENDA ACTION ITEMS**SPCH -128 Interpersonal Communication**

Content Review with Non-Substantial Change: C-ID personnel requested changes to course objectives and SLOs. Updating to reflect UC transfer in CI and Colleague.

ACTION: Robert motioned to approve; Lucille seconded; Rick, Robert, Lucile, Bobby, Irena, Mark, and Katie were all in favor; no abstentions.

ADJUS-163C Security Guard Certification-Firearms Course

Reactivation with Substantial Change: Changed units from 1.5 to 1 Unit. Updated description. Added ADJUS 164 and state prerequisite requirements. *(This course was on the 10/24/16 CIC agenda, but was tabled to correct some issues. The department took this opportunity to make additional changes to the course, so it was returned to the non-consent agenda.)*

DISCIPLINE: Administration of Justice **UNITS:** 1 **HOURS:** 12 lecture/18 lab **GRADING POLICY:** SC

ACTION: Robert motioned to approve; Mark seconded; Rick, Robert, Lucile, Bobby, Irena, Mark, and Katie were all in favor; no abstentions.

ART-224 Painting: Intermediate I

Content Review with Substantial Change: Units to 3; Hours to 36 lecture/72 lab, description; added lab content.

ACTION: Robert motioned to bundle ART 224 and 225; Irena seconded; Rick, Robert, Lucile, Bobby, Irena, Mark, and Katie were all in favor; no abstentions. Robert motioned to approve revision; Lucile seconded; Rick, Robert, Lucile, Bobby, Irena, Mark, and Katie were all in favor; no abstentions.

ART-225 Painting: Intermediate II

Content Review with Substantial Change: Units to 3; Hours to 36 lecture/72 lab, description, objectives, content.

ACTION: Robert motioned to bundle ART 224 and 225; Irena seconded; Rick, Robert, Lucile, Bobby, Irena, Mark, and Katie were all in favor; no abstentions. Robert motioned to approve revision; Lucile seconded; Rick, Robert, Lucile, Bobby, Irena, Mark, and Katie were all in favor; no abstentions.

ART-232 Digital Art: Intermediate I

Content Review with Substantial Change: Course description; Units to 3, Hours to 36 lecture/54 lab, SLO; MOE, Outside Assignments and hours, course content and objectives, and text updated. Proposing this course for CC GE Area C, request UC transfer.

ACTION: Robert motioned to bundle ART 232 and 233; Mark seconded; Rick, Robert, Lucile, Bobby, Irena, Mark, and Katie were all in favor; no abstentions. Robert motioned to approve revision; Lucile seconded; Rick, Robert, Lucile, Bobby, Irena, Mark, and Katie were all in favor; no abstentions.

ART-233 Digital Art: Intermediate II

Content Review with Substantial Change: Course description; Units to 3; Hours to 36 lecture/54 lab; content; proposing this course for CC GE Area C, request UC transfer.

ACTION: Robert motioned to bundle ART 232 and 233; Mark seconded; Rick, Robert, Lucile, Bobby, Irena, Mark, and Katie were all in favor; no abstentions. Robert motioned to approve revision; Lucile seconded; Rick, Robert, Lucile, Bobby, Irena, Mark, and Katie were all in favor; no abstentions.

ART-235 Hot Metals Intermediate Jewelry I

Content Review with Substantial Change: Course description; Units to 3; Hours to 35 lec/ 72 lab. Title changed to Hot Metals Jewelry-Intermediate I.

ACTION: Katie motioned to bundle ART 235 and 236; Lucile seconded; Rick, Robert, Lucile, Bobby, Irena, Mark, and Katie were all in favor; no abstentions. Katie motioned to approve revision; Irena seconded; Rick, Robert, Lucile, Bobby, Irena, Mark, and Katie were all in favor; no abstentions.

Associate in Science Degree - Business Office Technology: Administrative Assistant

Non-Substantial Change: Unit change from 31 to 28 units. Updating certificate to reflect recent course number changes of CIS-200/201 to BOT-226/224. Removing BOT Elective course requirement.

ACTION: Robert motioned to bundle the two business degrees; Katie seconded; Rick, Robert, Lucile, Bobby, Irena, Mark, and Katie were all in favor; no abstentions. Katie motioned to approve revision; Irena seconded; Rick, Robert, Lucile, Bobby,

Irena, Mark, and Katie were all in favor; no abstentions.

Associate in Science Degree - Business Office Technology: General Office

Non-Substantial Change: Unit change from 20 units to 18 units. Updating certificate to reflect recent course number changes of CIS-200/201 to BOT-226/224. Removing BOT Elective course requirement.

ACTION: Robert motioned to bundle the two business degrees; Katie seconded; Rick, Robert, Lucile, Bobby, Irena, Mark, and Katie were all in favor; no abstentions. Katie motioned to approve revision; Irena seconded; Rick, Robert, Lucile, Bobby, Irena, Mark, and Katie were all in favor; no abstentions.

ART-236 Hot Metals Intermediate Jewelry II

Content Review with Substantial Change: Course description; Units to 3; Hours to 36 lecture/54 lab; SLO; MOE; Outside Assignments and hours; course content and objectives; and text updated; proposing this course for CCC GE Area C. Title changed to Hot Metals Jewelry-Intermediate II.

ACTION: Katie motioned to bundle ART 235 and 236; Lucile seconded; Rick, Robert, Lucile, Bobby, Irena, Mark, and Katie were all in favor; no abstentions. Katie motioned to approve revision; Irena seconded; Rick, Robert, Lucile, Bobby, Irena, Mark, and Katie were all in favor; no abstentions.

ART-240 Sculpture: Intermediate I

Content Review with Substantial Change: Units to 3; hours to 36 lecture/72 lab; minor content change, description change, and assignments. Bronze is being removed from required materials used in the course.

ACTION: Robert motioned to approve; Katie seconded; Rick, Robert, Andrea, Lucile, Bobby, Irena, Mark, and Katie were all in favor; no abstentions.

ART-274 Drawing and Composition: Intermediate I

Content Review with Substantial Change: Units to 3; Hours to 36 lecture/72 lab, description, content; objectives; request CCC GE Area C.

ACTION: Katie motioned to approve; Lucile seconded; Rick, Robert, Andrea, Lucile, Bobby, Irena, Mark, and Katie were all in favor; no abstentions.

HED-110 Introduction to Public Health

New Course: Rationale - This new course will be part of the Public Health Science TMC. Requesting C-ID PHS101.

DISCIPLINE: Health, Kinesiology, PE **UNITS:** 3 **HOURS:** 54 lecture **GRADING POLICY:** LG

ACTION: Mark motioned to table and return to the next consent agenda to include the Distance Ed form; Irena seconded; Rick, Robert, Andrea, Lucile, Bobby, Irena, Mark, and Katie were all in favor; no abstentions.

HED-133 Safety and First Aid

Content review with Discipline added: The review team felt that the content was current and relevant. Adding KINES as a discipline.

ACTION: Katie motioned to table; Robert seconded; Rick, Robert, Andrea, Lucile, Bobby, Irena, Mark, and Katie were all in favor; no abstentions.

HED-120 Education for Healthful Living

Content Review with Non-Substantial Change: Minor clarification changes to the course description, content and objectives in order to align the course with the C-id descriptor PHS 100 "Personal Health and wellness". The department will submit this course to the c-id to become part of the Public Health Science TMC. Adding KINES as a discipline.

ACTION: Mark motioned to approved; Lucile seconded; Rick, Robert, Andrea, Lucile, Bobby, Irena, and Mark were all in favor; Katie abstained because of no specific reading assignment listed.

PE-268B Intermediate Walking for Fitness

New Course: Rationale - This is a new course that is part of an existing family. It adds another level to the walking family.

DISCIPLINE: Kinesiology, PE **UNITS:** 05-2 **HOURS:** 27-108 lab **GRADING POLICY:** LG

ACTION: Katie motioned to table; Robert seconded; Rick, Robert, Andrea, Lucile, Bobby, Irena, Mark, and Katie were all in favor; no abstentions.

EMED-130 EMS Anatomy and Physiology

Content Review with Non-substantial change: update the textbook, request CSU transfer. This course is listed as non-degree credit in the State Curriculum Inventory and should be listed as degree credit as it is in the catalog.

ACTION: Robert motioned to table for objective and assignments; Katie seconded; Rick, Robert, Andrea, Lucile, Bobby, Irena, Mark, and Katie were all in favor; no abstentions.

SPAN-116 Spanish for Health Care

Content Review with Non-Substantial Changes: update course SLOs, textbooks and out of class assignments. Minor changes in wording of methods of evaluation, methods of instruction and content.

ACTION: Robert motioned to approve; Mark seconded; Rick, Robert, Andrea, Lucile, Bobby, Irena, Mark, and Katie were all in favor; no abstentions.

SPAN-120 First Semester Spanish

Content Review with Non-Substantial Changes: Updated course description, content information aligned with C-ID descriptor, SLO, updated textbooks.

ACTION: Robert motioned to approve; Katie seconded; Rick, Robert, Andrea, Lucile, Bobby, Irena, Mark, and Katie were all in favor; no abstentions.

Media-161 Digital Film Editing

Content Review with Non-substantial changes: The lecture/lab hours have been changed to better reflect requirements to allow for additional lab time (36 lecture/54 lab). Requesting approval CCC Area C.

ACTION: Tabled for lack of time.

NURS-235 Maternal-Child Health Nursing

Content Review with Non-substantial changes: Objectives, prerequisites, lab content, MOE, texts, outside of class assignments, and SLO updated. PE 197 no longer exists and needs to be removed as a prerequisite. The comments for the requisites have been changed to “May be waived for advanced placement students” because certain advanced placement students may not be required to take this course. Also confirming that the student is required to only take one of these courses (PSYCH 126 OR PSYCH 128).

ACTION: Department requested proposal to be tabled to next agenda.

JAPAN 120 - First-Semester Japanese

Content review with Non-substantial change: Update SLO and textbooks. Minor changes in wording of methods of evaluation and methods of instruction.

ACTION: Tabled for lack of time.

JAPAN 121 - Second-Semester Japanese

Content review with Non-substantial change: Update SLO and textbooks. Minor changes in wording of methods of evaluation and methods of instruction.

ACTION: Tabled for lack of time.

Discussion Items

Naming conventions for programs: Aligning State inventory information with Colleague, Catalog, and CurricUNET.

This discussion item was tabled.

State Curriculum Certification Rick said that beginning December 16 the state will no longer be part of the approval process. They will accept the judgment of local approval and rely on the Curriculum Committee Chair and the college VP for curriculum approval except for non-credit course approval. A pilot program will be in affect from December through February as the state begins using CurricUNET for course approval.

Presentations from the public There were no presentations from the public

Adjournment The meeting was adjourned at 4:00 p.m. Next meeting will be November 28 in CTC 127.

Respectfully submitted,
Lynette Kral