

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

**Monday, February 13, 2017**

**2:15 pm - 4:00 pm**

**Location: CTC 131**

*THE COMMUNITY IS WELCOME AND ENCOURAGED TO ATTEND*

**Call To Order with Introduction of Guests**

The meeting was called to order at 2:15.

**Members in attendance were:** Rick Ramos, Robert Webster, Mark Wong, Irena Stefanova, Laura Salas, Paul DeBolt, and Katie Krolikowski.

**Members absent:** Andrea Phillips.

**Resource Team in attendance were:** Karen Ruskowski (Curriculum Specialist).

**Guests in attendance were:** Bobby Sturgeon.

**CONSENT AGENDA ACTION ITEMS**

**February 13, 2017 Agenda**

**ACTION:** Katie motioned to approve the consent agenda action items with the addition of “Repeatability” to Discussion Items; Mark seconded; Rick, Robert, Mark, Irena, Laura, Paul, and Katie were all in favor; no abstentions.

**January 23, 2017 Minutes**

**ACTION:** Mark motioned to approve the minutes; Katie seconded; Rick, Robert, Mark, Irena, Laura, Paul, and Katie were all in favor; no abstentions.

**ADJUS-127 Youth Police Academy**

**Inactivate Course** – replaced by ADJUS-127A and B

**ENGL-293 Creative Writing**

**Inactivate Course-** We no longer need two different creative writing courses, and wish to keep English 293H (creative writing honors).

**Associate in Arts Degree in English**

**Inactivate Program** - The English Department believes the AAT degree is sufficient for all students majoring in English.

**Certificate of Achievement**

**Automotive Collision Repair: Body & Mechanical**

**Inactivate Program** - AUSER 171 and AUSER 152 have not been offered in years due to low enrollment and now these courses are not being scheduled. Department is in the process of revising the collision programs.

**Certificate of Achievement**

**Automotive Collision Repair: Body & Refinishing**

**Inactivate Program** - AUSER 171 and AUSER 271 have not been offered in years due to low enrollment and now these courses are not being scheduled. Department is in the process of revising the collision programs.

**SPAN-110 Conversational Spanish I**

**Non-Substantial:** Update description to remove sentence: “the course does not satisfy the academic requirements of the SPAN 120 series”

**SPAN-111 Conversational Spanish II**

**Non-Substantial:** Update description to remove sentence “the course does not satisfy the academic requirements of the SPAN 120 series.”

**NON-CONSENT AGENDA ACTION ITEMS**

**Certificate of Achievement: Chassis Level I Technician**

**Non Substantial Change:** Delete PSYCH 103A (1.5 units) and replace it with AUSER 097 Automotive Service Advising (3 units). This changes the total units for this certificate from 15.5 units to 17 units.

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

**Certificate of Achievement: Powertrains Level I Technician**

**Non Substantial Change:** Delete PSYCH 103A (1.5 units) and replace it with AUSER 097 Automotive Service Advising (3 units). This changes the total units for this certificate from 14.5 units to 16 units.

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

**Certificate of Achievement: Business Office Technology – Business Information Worker**

**New Certificate** The pathway represents a set of digital and soft skills in demand by businesses throughout the state based upon interviews with placement agencies and cross-referenced with advisory groups and other labor market information.

**ACTION:** Katie motioned to table for lack of representation; Mark seconded; Rick, Robert, Mark, Irena, Laura, Paul, and Katie

were all in favor; no abstentions.

**CIS-135 Introduction to Computers**

**Content Review with substantial changes:** Change the course units to three to match C-ID; minor changes in description, objectives, content, outcomes; TOP code updated, Course to Discipline change, and removing CIS 095 as a co-requisite. Meets C-ID BUS-140 and ITIS-120

**ACTION:** This unit reduction will affect programs in other departments, and will need to be revised to reflect this unit change. The other departments will be notified of this change. This proposal will be returned to the next agenda. Katie motioned to table; Mark seconded; Rick, Robert, Mark, Irena, Laura, Paul, Andrea, and Katie were all in favor; no abstentions.

**Certificate of Achievement: Pre Law Studies**

**New Certificate of Achievement:** Contra Costa College is part of a 24-college MOU with the State Bar Association and a number of California Law Schools to increase the opportunities for underrepresented students in law school.

**ACTION:** Mark motioned to approve; Robert seconded; Rick, Robert, Mark, Laura, Paul, and Katie were all in favor; Irena abstained.

**Discussion Items**

**Develop a procedure for updating SLO/ISLOs that streamlines the process, where appropriate** The deadline to have the SLO Plans entered into CurricUNET for each course will be by the end of the Fall semester. A new revision proposal titled “Course Outcome Mapping Revision” that will only allow the originator to enter the SLO Plan will be created and used for courses that do not already have the plan entered. The workflow will skip all levels except for Randy, Katie, and Rick. These proposals will be listed on the Consent Agenda and no representation will be required, but for courses that are due or overdue for Content Review, the content review process must be followed with the inclusion of all documentation required for requisite validation.

**Revisit Transfer Model Curriculum pathway options to maximize portability opportunities and degree attainment at CCC** Katie reported that Rick and Robert gave a presentation to the Academic Senate and in turn, the Senate passed a resolution asking that all departments revisit their programs, and be open to potential equivalent course options (C-ID approved) to their transfer degrees (TMC), local degrees, and certificates offered by fellow departments, to maximize student success.

**Repeatability** Rick discussed his meeting with the other two college’s curriculum chairs regarding the repeatability issue of active participation courses that include PE, Music, Art, and Drama. The three campuses have a MOU with the district to enter courses in these departments into “families”. The number of courses that can be taken in each family is four. He reported that the new CCC digital art courses were placed in the Digital Media family. The course outlines were uploaded to Insite, added to the Excel listing of families, and approved by the other two colleges.

**For future discussion:**

- **SLO Remapping on CurricUNET**
- **Formatting “and” and “or” in Requisite section of CurricUNET**

**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 February 27 in CTC 131.

Respectfully submitted,  
Lynette Kral