

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

Monday, January 23, 2017

Location: CTE 131

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, Katie Krolkowski, Anthony Gordon (LA Division substitute rep), and Andrea Phillips.

Members absent: Irena Stefanova, Laura Salas, and Paul DeBolt.

Resource Team in attendance were: Karen Ruskowski (Curriculum Specialist) and Randy Watkins (SLO Coordinator).

Guests in attendance were: Stephanie Austin.

CONSENT AGENDA ACTION ITEMS

January 23 Agenda

ACTION: Robert motioned to approve the consent agenda action items; Katie seconded; Rick, Mark, Katie, Anthony, and Robert were all in favor; no abstentions. Andrea was not in attendance.

December 12 Minutes

ACTION: Mark motioned to approve minutes; Robert seconded; Rick, Katie, Anthony, and Robert were all in favor; no abstentions. Andrea was not in attendance.

A.S. Degree Business Office Technology: Administrative Assistant

Non-substantial change: The current title in Curriculum Inventory is simply "Administrative Assistant". Update title to include the phrase "Business Office Technology:" prior to Administrative Assistant.

NON-CONSENT AGENDA ACTION ITEMS

EMED-110 Emergency Medical Technician I

Non-substantial change: Add challenge exam and EMED-130 as prerequisite substitutes.

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

MUSIC-102 Beginning Voice: Cultural Perspective (New Course)

DISCIPLINE: Music **UNITS:** 3-4 **HOURS:** 54 lec/0-54 lab by arrangement **GRADING POLICY:** SC

ACTION: Robert motioned to approve new course with number changed from MUSIC-170A to 102; Katie seconded; Rick, Mark, Andrea, Anthony, Katie, and Robert were all in favor; no abstentions.

ART-134 Digital Illustration (New Course)

DISCIPLINE: Art **UNITS:** 3 **HOURS:** 36 lec/54 lab **GRADING POLICY:** LG

ACTION: Katie motioned to approve, pending agreed upon SLO updates; Robert seconded; Rick, Mark, Robert, Anthony, Andrea, and Katie were all in favor; no abstentions.

Note: SLO section in CurricUNET was not functioning due to recent SLO upgrade, so CIC agreed to approve pending SLO fix.

ART-258 Digital Photography: Intermediate I

Content Review with Substantial Change: Description, units (changed to 3), hours (changed to 36 lec/54 lab), requesting CCC GE Area C, updated objectives, SLO, and outside assignments, updated and separated lab content from lecture content.

ACTION: Robert motioned to approve, pending agreed upon SLO updates; Mark seconded; Rick, Katie, Robert, Anthony, Andrea, and Mark were all in favor; no abstentions.

Note: SLO section in CurricUNET was not functioning due to recent SLO upgrade, so CIC agreed to approve pending SLO fix.

ART-259 Digital Photography: Intermediate II

Content Review with Substantial Change: Description, units (changed to 3), hours (changed to 36 lec/54 lab), requesting CCC GE Area C, updated objectives, SLO, and outside assignments, updated and separated lab content from lecture content.

ACTION: Katie motioned to approve, pending agreed upon SLO updates; Mark seconded; Rick, Anthony, Robert, Mark, Andrea, and Katie were all in favor; no abstentions.

Note: SLO section in CurricUNET was not functioning due to recent SLO upgrade, so CIC agreed to approve pending SLO fix.

Discussion Items (changed from Announcements)

Two discussion items were suggested to be added to the next CIC Agenda, when more members are in attendance:

1. Creating a process for updating SLO/ISLOs to streamline the process where appropriate.
2. Revisit Transfer Model Curriculum pathway options to maximize portability opportunities and degree attainment at CCC.

Presentations from the public There were no presentations from the public

Adjournment The meeting was adjourned at 3:45 p.m. Next meeting will be February 13 in CTC 131.

Respectfully submitted,
Karen Ruskowski