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

Monday, August 14, 2017	2:15 pm - 4:00 pm	Location: CTC 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, Irena Stefanova, Paul DeBolt, Laura Salas, Mark Wong, and Katie Krolikowski.
Members absent: None
Resource Team in attendance were: Tish Young (Senior Dean of Instruction), Randy Watkins (SLO Coordinator), and Karen Ruskowski (Curriculum Specialist).
Guests in attendance were: Ken Sherwood, Ben Jahn, Beth Goehring, Elisabeth Schwarz.

CONSENT AGENDA ACTION ITEMS

August 14, 2017 Agenda
ACTION: Paul motioned to approve the consent agenda action items with the exclusion of the minutes; Mark seconded; Rick, Robert, Irena, Paul, Laura, Mark, and Katie were all in favor; no abstentions.

May 22, 2017 Minutes Tabled

NURS-298 Independent Study
Course Deletion – No longer taught

NURS-100 Topics in Nursing
Course Deletion – No longer taught

NURS-100A Home Health Aide
Course Deletion– No longer taught

NURS-100C How to Be a Successful Nursing Student: Study Skills and Test-Taking Strategies
Course Deletion– No longer taught

NON-CONSENT AGENDA ACTION ITEMS

None

Discussion Items

Overview of changes in PCAH as related to the course outline of record and approval processes.
- The COR is a defined legal document.
- There is a streamline approval process whereas some proposals are automatically approved once they are uploaded to the system.
- Required on the COR for credit courses per Title 5 are: unit value, total contact hours, conditions of enrollment (requisites, etc.), course description, objectives, content, outside-of-class assignments, methods of instruction/evaluation, and grading policy. Methods of Instruction may need to be modified in the future.
- Required on the COR for non-credit courses per Title 5 are: total contact hours, description, objectives, content, assignments and activities, methods of instruction/evaluation, and grading policy. Non-credit courses are not part of the auto approval process yet.
- Contact hours resulting from the change to the 16-week schedule in Fall 2018, will be updated during Content Review by increasing the outside-of-class assignment hours, and be entered as semester totals instead of weekly. It was noted that 525 contact hours equal one FTES.
- SLOs are required by the ACCJC but not by Title 5, and should be shown on the COR of a separate document.
- Differentiating courses – if part of a sequence, the course must show a progression of rigor. For non-sequential courses, similar care should be taken to ensure non-duplication of content.
- The way CCC is processing Distance Ed is appropriate. There must be 50% or greater online learning for it to be considered DE. Hybrid is just a traditional course with online components. Our CurricUNET DE section needs to be revised since five effective instructor-student contact components are required by Title 5 and ours only require three.
- Course Basic (CB) Codes are required on COR. It was suggested that it be noted in CurricUNET what is faculty responsibility, and what is Instruction Office's responsibility when it comes to filling in these sections.

SWOT Distributed Leadership Exercise Rick had the group respond to questions regarding **S**trengths, **W**eaknesses, **O**pportunities, and **T**hreats of CIC.
- **Strengths:**

      1) Experience of faculty and committee

      2) Paper to automate process

      3) COR is always current

      4) Can edit on the fly

      5) Ability to assess SLO

      6) Staff and admin support available

      7) Counseling faculty as part of CIC is focused on student experience

      8) System alignment between CCC and CSU/UC

- **Weaknesses:**
  1) Difficulty to find time to review proposals
  2) The need to provide more training on CurricUNET
  3) Inconsistency of time it takes to move courses through process
  4) Not enough interdisciplinary conversation
  5) DICs and Dean are not reviewing the proposals thoroughly
  6) Lack of Curriculum Handbook
  7) Lack of Nexus program
  8) Roles of DIC need to be better defined

- **Opportunities:**
  1) Training for all
  2) DIC training
  3) Nexus
  4) Identify new technologies
  5) CIC Mission statement
  6) Workflow
  7) Develop clear timeline
  8) Content Review supported process

- **Threats:**
  1) The importance of this committee
  2) It is a core obligation to update the COR.
  3) Work is not distributed evenly so there is faculty burnout.

Possible priorities for the coming year:
- Technical Review Committee physically meeting
- Guided pathways
- The need for a policy to establish fast tracking assessments
- The need to redesign the CIC webpage to include live documents
- The need for an updated CIC manual

Begin to Develop a Plan for the Next Two Semester including:
1. **Work flow changes (if any)**
2. **Policy development**
3. **Faculty training (Flex) based on needs**

This item was tabled for lack of time.

Presentations from the public There were no presentations from the public.

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

Respectfully submitted,
Lynette Kral