

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

**Monday, September 11, 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 (SS), Irena Stefanova (LA), Laura Salas (LAVA), Mark Wong (NSAS), and Katie Krolikowski (NSAS).

**Members absent:** Paul DeBolt (LA).

**Resource Team in attendance were:** Tish Young (Senior Dean of Instruction), Randy Watkins (SLO Coordinator), Ken Sherwood (VP), and Karen Ruskowski (Curriculum Specialist).

**Guests in attendance were:** Sandra Castillo, Michel Arnold, Wayne Organ, Jennifer Ounjian, and Leslie Alexander.

**CONSENT AGENDA ACTION ITEMS**

**September 11, 2017 Agenda**

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

**August 28, 2017 Minutes**

**CHEM-120 General College Chemistry I**

**Non-Substantial Change:** Redistribute lecture/lab hours of 90 lecture/72 lab to reflect new Lab 1/Lab 2 agreement of 54 lecture/108 lab. Change outside-of-class assignments from 10 hours to 7.4 hours.

**CHEM-121 General College Chemistry II**

**Non-Substantial Change:** Redistribute lecture/lab hours of 90 lecture/72 lab to reflect new Lab 1/Lab 2 agreement of 54 lecture/108 lab. Change outside-of-class assignments from 10 hours to 7.4 hours.

**CHEM-226 Organic Chemistry I**

**Non-Substantial Change:** Redistribute lecture/lab hours of 90 lecture/72 lab to reflect new Lab 1/Lab 2 agreement of 54 lecture/108 lab. Change outside-of-class assignments from 12 hours to 7.4 hours.

**CHEM-227 Organic Chemistry II**

**Non-Substantial Change:** Redistribute lecture/lab hours of 90 lecture/72 lab to reflect new Lab 1/Lab 2 agreement of 54 lecture/108 lab. Change outside-of-class assignments from 12 hours to 7.4 hours.

**GEOG-120L Physical Geography Laboratory**

**Non-Substantial Change:** Redistribute lecture/lab hours of 18 lecture/36 lab to reflect new Lab 1/Lab 2 agreement of 54 lab. Change outside-of-class assignments from 2 hours to 1.44 hours.

**BIOSC-160 Nutrition**

**Non-Substantial Changes:** SLO update, C-ID recommendation

**ADJUS-120 Introduction to Administration of Justice**

**Content Review with Non-Substantial Changes:** SLOs and out of class assignments updated.

**NON-CONSENT AGENDA ACTION ITEMS**

**ADJUS-171 Defensive Firearms and Gun Safety**

**Content Review with Substantial and Non Substantial Changes:** Description has changed (last sentence removed); hours have been changed from 36 lecture to 27 lecture and 27 lab; ADJUS 120 has been removed as a prerequisite, and the non-course requisite has been changed; changes to objectives and content; textbook has been update, and new reader added; out-of-class assignments have been updated; new handgun safety text; and, review and upgrade of SLOs.

**Substantial Change:** CB09 SAM Code has been changed from B to D.

**ACTION on 8/28/17:** Tabled to re-examine hour/unit calculation.

**ACTION on 9/11/17:** Robert motioned to approve; Katie seconded; Rick, Robert, Irena, Laura, Mark, and Katie were all in favor; no abstentions.

**CIS-095A-D Computer Laboratory**

**Course Deletion:** This course has been deprecated.

**ACTION on 8/28/17:** Tabled for discussion with the Math and DSPS departments since CIS-095A is a co-requisite for MATH 80

**ACTION on 9/11/17:** Katie motioned to bundle and approve; Mark seconded; Rick, Robert, Irena, Laura, Mark, and Katie were all in favor; no abstentions.

**NURS-275 Gerontological/Medical-Surgical Nursing**

**Content Review with Non-Substantial Changes:** Add prerequisites NURS-211, NURS-236, NURS-256, and prerequisite for 30-Unit Option LVNs. Update course outcomes and assignments.

**ACTION on 8/28/17:** Tabled due to questions about additional prerequisites.

**ACTION on 9/11/17:** Robert motioned to approve; Irena seconded; Rick, Robert, Irena, Laura, Mark, and Katie were all in favor; no abstentions.

**PSYCH-118 Psychology of Individual and Group Behavior**

**Content review with Non-Substantial:** Description, Objectives, Outcomes, Assignments, Update textbook. Discipline changed from Counseling to Psychology

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

**PSYCH-120 Human Sexuality**

**Content review with Non-Substantial:** Objectives, Outcomes, MOI, Assignments, update textbook. Change discipline to Psychology only.

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

**PSYCH-122 Individual Adjustment**

**Content review with Non-Substantial:** Description, Outcomes, MOI, Assignments, Update textbook. Change discipline to Psychology only.

**ACTION:** Katie motioned to approve, pending upload of DE supplement; Robert seconded; Rick, Robert, Irena, Laura, and Katie were all in favor; no abstentions.

**PSYCH-126 Child Development**

**Content review with Non-Substantial:** Description, Objectives, Outcomes, MOI, Assignments, Update textbook. Change discipline to Psychology only. Distance Education.

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

**PSYCH-220 General Psychology**

**Content review with Non-Substantial:** Objectives, Outcomes, MOI, Grading option from Student Choice to Letter, Assignments, Update textbook. Distance Education.

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

**MUSIC-131 Introduction to Digital Audio Workstations**

**New Course:** 3 units/54 hours lecture, SC grading policy, Discipline: Music. This course will provide a foundation course for a number of cross-disciplinary Certificates of Achievement.

**ACTION:** Katie motioned to table to consider additional disciplines; Randy seconded; Rick, Robert, Irena, Laura, and Katie were all in favor; no abstentions. This proposal will be returned as a consent agenda item.

**Chemistry Certificate of Achievement**

**New Certificate:** 29 units. Create a pathway to obtaining an associate's degree in Chemistry or other STEM disciplines, with more immediate benefits to increase students' employment and internship opportunities.

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

**CIS-166A Basic Web Page Development**

**Substantial Change:** TOP code, add disciplines: Graphic Arts. Adjust Units to 1.5.

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

**CIS-166B Advanced Web Page Development**

**Substantial Change:** TOP code, add disciplines: Graphic Arts. Adjust Units to 1.5.

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

**Discussion Items**

**Standardization of SLO Assessment Methods** Wayne asked for this discussion item because it was brought to his attention that instead of creating individual assessment methods that are frequently asked to be corrected to what the CIC wants them to project, that it would be better to just make available the assessment tools listed in the SLO Assessment module. There are a number of tools listed that would conform to most any assessment method one could think to create.

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

**Adjournment** – Meeting adjourned at 4 p.m. Next meeting will be September 25 in CTC 131.

Respectfully submitted,  
Lynette Kral