

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

**Monday, October 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, Laura Salas (LAVA), Robert Webster (SS), Paul DeBolt (LA), Irena Stefanova (LA), and Mark Wong (NSAS).

**Members absent:** Katie Krolkowski (NSAS).

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

**Guests in attendance were:** Ben Jahn, Sandra Alward-Castillo, Bashir Shah, and Judy Flum.

**CONSENT AGENDA ACTION ITEMS**

**October 23 Agenda**

**ACTION:** Rick motioned to approve the agenda with the addition of the revised Distance Education Supplement form to the agenda as a discussion item with a vote to approve changes. Irena approved the motion; Randy seconded; Rick, Laura, Robert, Paul, and Mark were all in favor; no abstentions.

**October 9 Minutes**

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

**BUS-294 Business Law:**

Distance Education

**BUS-120 Introduction to Management:**

Distance Education

**BUS-109 Introduction to Business:**

Distance Education

**PHILO-180 Introduction to Philosophy of Religion:**

Distance Education

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

Distance Education

**PSYCH-122 Individual Adjustment:**

Distance Education

**CIS-135 Introduction to Computers:**

Distance Education

**ACTION:** Tabled for discussion by department

**ENGL-293H Creative Writing:**

Distance Education

**NURS-198 Nurse Assistant Certification Course**

Modify prerequisite conditions for better clarification

**ACTION:** Irena motioned to approve the consent agenda action items with the tabling of CIS-135 (and MUSIC-119 and MUSIC-120 from the non-consent agenda); Laura seconded; Rick, Randy, Robert, Paul, and Mark were all in favor; no abstentions.

**NON-CONSENT AGENDA ACTION ITEMS**

**NURS-250 Intermediate Medical Surgical Nursing**

**Substantial:** Change hours to match units. Add discipline: Nursing Science/Clinical Practice

*(Tabled from Oct. 9<sup>th</sup> meeting due to issues with hours/units)*

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

**MUSIC-119 Basic Music**

**Content Review with Non-substantial changes:** SLO update only.

*(Tabled from Oct. 9<sup>th</sup> meeting due to non-representation)*

**ACTION:** Removed from agenda

**MUSIC-120 Music Theory and Musicianship I**

**Content Review with Non-substantial changes:** SLO update, replacing advisory MUSIC-150 with MUSIC-150A.

*(Tabled from Oct. 9<sup>th</sup> meeting due to non-representation)*

**ACTION:** Removed from agenda

**Certificate of Achievement**

**Computer Information Systems: Computer Operations**

**Non-Substantial:** Updating spelling, grammar, careers, SLOs, and TOP code (same discipline).

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

**Associate in Science Degree**

**Computer Information Systems: Computer Operations**

**Non-Substantial:** Updating spelling, grammar, careers, SLOs, and TOP code (same discipline).

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

**ENGL-001C Critical Thinking and Advanced Composition**

**Content review with Non-Substantial Changes:** Adding Distance Ed, making minor changes to objectives (changes that don't affect the transfer agreement), updating textbook, and adding assignments, correct typo in Description.

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

**DISCUSSION ITEMS**

**New Distance Education Form**

Judy reviewed the proposed changes to the form and the state regulations/reasons for the changes.

Randy questioned our process for verification of student ID. Judy said we are meeting State requirements for student verification

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

**OPEN DISCUSSION**

**Presentations from the Public/CIC Announcements** There were no presentations from the public or CIC announcements.

**Adjournment**

The meeting adjourned at 3:00 p.m. The next meeting will be November 13 in CTE 131.

Respectfully submitted by,  
Karen Ruskowski  
Office of Instruction