

**College Instruction Committee Minutes**  
**Monday, January 22, 2018**  
**Contra Costa College GE-312**  
**2600 Mission Bell Drive, San Pablo, California 94806**

**Call To Order with Introduction of Guests**

The meeting was called to order at 2:15.

**Members in attendance were:** Mark Wong (Chair), Laura Salas (LAVA), Robert Webster (SS), Irena Stefanova (LA), and Katie Krolkowski (NSAS).

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

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

**Guests in attendance were:** Beth Goehring.

**CONSENT AGENDA ACTION ITEMS**

**January 22, 2018 Agenda**

**November 27, 2017 Minutes**

**Philosophy - Associate in Art Transfer Degree (AA-T)**

**Non-Substantial Change:** Remove PHILO-160 from degree to streamline submission to State, as this course is pending AAM approval with no estimated approval date. *(Note: This is not a change to an Active degree. The degree proposal has yet to be submitted to the State Chancellor's Office, pending C-ID/AAM eligibility.)*

**HIST-141 History of Western Civilization Since the Renaissance**

**Content Review with Non-substantial:** Distance Education

**ACTION:** Katie motioned to approve the consent agenda action items with reading of the minutes being tabled; Robert seconded; Mark, Randy, Laura, Robert, Irena, and Katie were all in favor; no abstentions.

**NON-CONSENT AGENDA ACTION ITEMS**

**MATH-191 Analytic Geometry and Calculus II**

**Content Review with Non-substantial:** Update out of class assignment hours/examples. Updated the course level SLO's.

*(Note: This proposal was tabled at 11/27/17 CIC meeting, due to lack of representation.)*

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

**MATH-290 Analytic Geometry and Calculus III**

**Content Review with Non-substantial:** Update out of class assignment hours/examples. Updated the course level SLO's.

*(Note: This proposal was tabled at 11/27/17 CIC meeting, due to lack of representation.)*

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

**BOT-242 Microsoft Outlook for Business**

**Non-substantial:** Distance Education

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

**Presentations from the Public/CIC Announcements/Open Discussion**

There were no presentations from the public.

**Distance Ed as a Consent Agenda Action Item** It was discussed and agreed that if Distance Ed is being added to a course that has recently gone through Content Review, it does not require a new proposal to be launched and will be placed on the consent agenda. The form will be administratively added with a note to that effect in the rationale.

**eLumen** is a new CMS (Curriculum Management System) program the college is possibly considering moving to. It will interface well with Canvas and Colleague which will improve communication in creating the catalog, Guided Pathways, and curriculum. The CIC members were asked to research this new software.

**Future Workflow** It was motioned that this issue be discussed further on the next agenda.

**Adjournment**

The meeting adjourned at 3:30 p.m. The next meeting will be February 12 in CTC-131.

Respectfully submitted by,  
Lynette Kral  
Academic Senate Office