

College Instruction Committee Minutes
Monday, April 23, 2018
Contra Costa College CTC-131
2600 Mission Bell Drive, San Pablo, California 94806

CALL TO ORDER with Introduction of Guests

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

Members absent: Randy Watkins (NSAS/SLO Coordinator), and Katie Krolikowski (NSAS).

Resource Team in attendance were: Tish Young (Senior Dean of Instruction) and Karen Ruskowski (Curriculum Specialist).

Guests in attendance were: Ben Jahn, Jessica Le, and Agustin Palacios.

CONSENT AGENDA ACTION ITEMS

April 23, 2018 Agenda

April 9, 2018 Minutes

ART-117 Appreciation of Art & Architecture

Non-Substantial: Content Review with no changes

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

NON-CONSENT AGENDA ACTION ITEMS

LARAZ-130 Contemporary Chicano/Latino Literature

Non-Substantial Change: Content review. Update objectives, textbook. Discipline changes: Add Interdisciplinary Studies and Chicano Studies

(Tabled from 3/12 agenda for non-representation)

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

LARAZ-125 Latin American History

Non-Substantial Change: Content review. Update description, Objectives, SLOs, Textbook, Lecture content. Discipline changes: Remove Social Science/Sociology and Add Chicano Studies

(Tabled from 3/12 agenda for non-representation)

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

MEDIC-225 Medical Practice Management & EHRs

Non-Substantial Changes – Add distance education, update lab content, SLOs, out of class assignments, textbook, correct to not transferrable (from CSU transfer), remove pre-requisite of BOT 200, and add advisory: Keyboarding skills. NOTE: Remove prerequisite challenge policy from catalog.

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

ENGL-875N Supervised Tutoring

Non-Substantial change: Content review. Remove Math from disciplines, update SLOs.

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

BIOSC-300 Field Studies

Substantial Change: Change TOP code from Biology, general to 043000 - Biotechnology and Biomedical Technology *(Tabled from 3/12 agenda to consider templates for all 300 field studies courses. Tabled from 4/9 agenda due to lack of time)* Units, hours, assignments, SLOs need to be revisited.

ACTION: After twenty minutes of discussion, Robert motioned to table action due to foreseen technical difficulties at the state-level; Irena seconded; Mark, Laura, Robert, and Irena were all in favor; no abstentions.

Administration of Justice: Law Enforcement - A.S. Degree

Non-Substantial Change: Revision of the degree to include courses that support the guided pathway project at CCC

ACTION: Robert motioned to table for lack of representation; Irena seconded; Mark, Laura, Robert, and Irena were all in favor; no abstentions.

CHIN-100A Language & Culture of China

New Topic Offering: 3-week Summer 2018 Study Abroad in China focused on cultural enrichment and acquiring practical and survival conversation skills in Mandarin for beginners.

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

BOT-224 – Microsoft Excel for Business

Substantial Changes: SAM code, Assignment hours, Distance Education form

ACTION: Robert motioned to table for lack of representation; Irena seconded; Mark, Laura, Robert, and Irena were all in favor; no abstentions.

HHS-225 Ethics for Human Service Professionals

Substantial change: Content review. Top code alignment (from: 1201.00 to 210400), SLOs, Assignment, textbook.

ACTION: Robert motioned to table for lack of time; Irena seconded; Mark, Laura, Robert, and Irena were all in favor; no abstentions.

HHS-226 Introduction to Counseling Skills

Substantial change: Content review. Top code alignment (from: 1201.00 to 210400), SLOs, Assignment, textbook.

ACTION: Robert motioned to table for lack of time; Irena seconded; Mark, Laura, Robert, and Irena were all in favor; no abstentions.

Liberal Arts: Science, Technology, Engineering & Math (STEM) - Certificate of Achievement

Non-Substantial Change: Removing “depth” requirement of minimum two courses from single discipline. Add new courses and Remove deactivated courses.

ACTION: Robert motioned to table for lack of time; Irena seconded; Mark, Laura, Robert, and Irena were all in favor; no abstentions.

Liberal Arts: Arts & Humanities - A.A. Degree

Non-Substantial Change: Removing “depth” requirement of minimum two courses from single discipline. Add new courses and Remove deactivated courses.

ACTION: Robert motioned to table for lack of time; Irena seconded; Mark, Laura, Robert, and Irena were all in favor; no abstentions.

Liberal Arts: Social & Behavioral Sciences - A.A. Degree

Non-Substantial Change: Removing “depth” requirement of minimum two courses from single discipline. Add new courses and Remove deactivated courses.

ACTION: Robert motioned to table for lack of time; Irena seconded; Mark, Laura, Robert, and Irena were all in favor; no abstentions.

Liberal Arts: Communication in the English Language - A.A. Degree

Non-Substantial Change: Removing “depth” requirement of minimum two courses from single discipline. Add new courses and Remove deactivated courses.

ACTION: Robert motioned to table for lack of time; Irena seconded; Mark, Laura, Robert, and Irena were all in favor; no abstentions.

DISCUSSION ITEMS

The college president is offering to give release time for a faculty to chair a subgroup of the SLO Committee that would address SLO and curriculum needs.

The district is going out for a new, more integrated CMS (Curriculum Management Software) platform.

PRESENTATIONS FROM THE PUBLIC - There were no presentations from the public or CIC announcements.

ADJOURNMENT – The meeting adjourned at 4:00 p.m. The next meeting will be May 14 in CTC-131.

Respectfully submitted by,
Lynette Kral
Academic Senate Office