

**College Instruction Committee Minutes**  
Monday, September 10, 2018  
Contra Costa College CTC-131  
2600 Mission Bell Drive, San Pablo, California 94806

**CALL TO ORDER**

**Members in attendance:** Mark Wong (Chair), Irena Stefanova (LA), Robert Webster (SS), and Katie Krolikowski (NSAS).  
**Members absent:** Laura Salas (LAVA),  
**Resource Team in attendance:** Tish Young (Senior Dean of Instruction) and Karen Ruskowski (Curriculum Specialist).  
**Guests in attendance:** Sandra Moore, Jessica Le, and Liz Xiezopolski.

**CONSENT AGENDA ACTION ITEMS**

September 19, 2018 Agenda

August 27, 2018 Minutes

**Business Administration A.S. Degree for Transfer**

**Non-Substantial:** Remove MATH-190 from optional courses. Per State's comment, this course does not match C-ID descriptor. *(Note: Program changes, including adding MATH-190 as a course option, were approved by CIC on 5/14/18. But this course does not match the C-ID descriptor on the TMC, so we need to go back and remove it.)*

**ACTION:** Katie motioned to approve the consent agenda action items with the addition of AFRAM 122 which is a cross listing of HIST 122; and to move the discussion item up above the non-consent items; Irena seconded; Mark, Irena, Robert, and Katie were all in favor; no abstentions.

**NON-CONSENT AGENDA ACTION ITEMS**

**DRAMA-110 African American Theatre**

**Non-Substantial Change:** Content review. Update textbook and assignments. Add discipline of African American Studies. This course is being cross listed with a new course: AFRAM-112.

**ACTION:** Tabled for lack of representation.

**AFRAM-112 African American Theatre**

**New Course:** Cross listing with DRAMA-110. 3 units. 54 hours Lecture.  
Disciplines: African American Studies/Ethnic Studies/Drama/Theatre Arts

**ACTION:** Tabled for lack of representation.

**HIST-122 History of African Americans in the U.S. (Pre-Colonial – 1865)**

**Non-Substantial Change:** Content Review. Textbook, objectives updated. This course is being cross listed with a new course: AFRAM-122. Adding discipline of African American Studies.

**ACTION:** Tabled for lack of representation.

**AFRAM-122 History of African Americans in the U.S. (Pre-Colonial – 1865)**

**New Course:** Cross listing with HIST 122. 3 units. 54 hours Lecture.

**ACTION:** Tabled for lack of representation.

**BIOSC-875N Work Skills in Preparation for Applied Life Science Projects**

**Non-Substantial:** Reduce minimum lab hours from 36/108 to 15/108, description update, and out of class assignments.

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

**CULIN-130 Introduction to Commercial Baking**

**Non-Substantial Changes:** Content Review. Update out of class assignments, lab content, textbook.

**ACTION:** Tabled for lack of representation.

**ECHD-125 Intro to Montessori Method and Curriculum: Philosophy and Practical Life**

**Non-Substantial Change:** Content Review. Update description, SLOs, change grading method from SC to Letter, assignments. Distance Education supplement, CSU requested, and textbooks updated.

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

**ESL-146 English Fluency and Vocabulary II**

**Non-Substantial Change:** Content review. Update SLOs.

**ACTION:** Katie motioned to approve pending expansion of content to reflect objectives; Robert seconded; Mark, Irena,

Robert, and Katie were all in favor; no abstentions. This will be returned to the next agenda as a consent action item.

#### **HHS-121 Spirit I – Intensive Rehabilitation and Recovery Training for Mental Health Providers**

**Substantial Change:** Content Review, TOP code from 120100 to 210400, SLO update, MOI, assignments, textbook.

**ACTION:** Tabled for lack of representation.

#### **Liberal Arts: Math & Science - A.A. Degree**

**Substantial Change:** Removing 'depth' requirement of minimum two courses from single discipline. Add new courses and Remove deactivated courses.

**ACTION:** Tabled for lack of time.

#### **CSU General Education Breadth - Certificate of Achievement**

**New program** - This certificate offers students a program of study which meets the lower division General Education requirements for majors within the twenty-three campus California State University (CSU) system.

**ACTION:** Tabled for lack of time.

#### **Intersegmental General Education Transfer Curriculum (IGETC) – Certificate of Achievement**

**New program** - This certificate offers students a program of study which meets the lower division General Education requirements for most majors within the California State University (CSU) system or within the University of California (UC) system.

**ACTION:** Tabled for lack of time.

#### **MEDIC-221A Clinical Skills I**

**Non-Substantial Change:** Content Review. *(Course title and number changed from MEDIC- 221 Practices, Procedures, and Specialties in Clinical Medical Assisting. Original course is being split into two courses 221A & B).* Also updating Description, removing prerequisites MEDIC-225 & BOT-200. Changing MEDIC-150 from pre to co-requisite. Updating outcomes, objectives, content, assignments, textbook.

**ACTION:** Tabled. This will be returned as a new course (MEDIC 208) and MEDIC 221 will be deleted.

#### **MEDIC-221B Clinical Skills II**

**New Course:** 4 units. 54 hours of lecture/54 hours of lab. Disciplines: Health/Health Care Ancillaries.

*(Note this new course is a result of MEDIC-221 being split into two courses, A & B)*

**ACTION:** Tabled. This will be returned with a new course number (MEDIC 208) and MEDIC 221 will be deleted.

#### **ART-145 Ceramics 1**

**Non-Substantial Change:** Title has been changed (from Ceramics: Beginning I) and Ceramic Technology has been added to course disciplines.

**ACTION:** Tabled for lack of representation.

### **DISCUSSION ITEMS**

#### **CIC Agenda - Process of Prioritization of Proposal**

- As a matter of practice, proposals are placed on the CIC agenda in the order at which they receive DIC approval in our curriculum management system (Currently CurricUNET)
- Proposals may be moved to an earlier place in the agenda under special circumstances, but the reasons must be documented clearly for the CIC members to understand. (CIC members are of course able to make changes to the agenda at the start of a meeting, but need this information to make informed decisions)
- Here are some examples of special circumstances. When new items are added to this list, a discussion and decision about future use of the circumstance should be had and made at the next possible CIC meeting
  - a. Are a second (or more) pass through the CurricUNET workflow, and requested corrections have been made to the proposal
  - b. Level of anticipated discussion (a meeting should balance "quick" approvals with "lengthy discussion" approvals so that meetings typically deal with a similar number of proposals
  - c. Bundling: Faculty often make proposals for many courses and programs under their responsibility. Bundling proposals together in the agenda can often make meetings and discussion more efficient. When a bundle of proposals is separated, the agenda-makers should consult with the originator about prioritization of individual proposals
  - d. Student impact: not able to complete programs (prefer one with more sections to one with fewer), Articulation deadlines, transferability, licensing, employability (advisory board)
  - e. Compliance impact: (AB705, content review, etc.)

- Consent agenda: Every effort should be made to place proposals which are unlikely to need rigorous committee discussion, have been reasonably scrutinized at the DIC and Tech Committee level of review, and/or have been amended/corrected by the originator at the request of a reviewer, and \_\_\_\_\_(what else?) on the consent agenda. The CIC will periodically review the following checklist to help ensure consent agenda items have at least the following characteristics:

a. ADD CHECKLIST HERE

Katie presented the above proposal. The committee began a review and discussed adding a second bullet that proposes that reasons other than what are listed in the first bullet, be noted on the CIC agenda as informational only.

A list of backlog courses for review has been created by Karen and will be distributed to the CIC members. This and Mark's email to the department chairs will be discussed at the next agenda. Since there will be full agendas this semester, no longer than 10 minutes at the beginning of each meeting will be devoted to this subject until this item is resolved. If there is time left at the end of the meeting, more discussion will be had.

**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 September 24 in CTC-131.

Respectfully submitted by,  
Lynette Kral  
Academic Senate Office