

College Instruction Committee Minutes

Monday, January 28, 2019

Contra Costa College

CALL TO ORDER The meeting was called to order at 2:15 in CTC 131

Members in attendance:

CIC Chair: Mark Wong

Division Rep SES: Robert Webster

Division Rep LA: Mike Kilivris (alt)

Division Rep LAVA: Jessica Le (alt)

Division Reps NSAS: No representation

Members absent:

Irena Stefanova LA

Laura Salas LAVA

Jennifer Ounjian NSAS

Resource Team in attendance:

SLO Coordinator: Brandy Gibson

Senior Dean of Instruction: Tish Young

Curriculum Specialist: Karen Ruskowski

Guests in attendance: Mike Kilivris, Jessica Le, and Ben Jahn.

CONSENT AGENDA ACTION ITEMS

Agenda: January 28, 2019

Minutes: November 26 and December 10, 2018

BOT-118 Basic Communication Skills for Business

Distance Education Supplement

BOT-222 Microsoft Word for Business

Distance Education Supplement

BOT-226 Microsoft Access for Business

Distance Education Supplement

BOT-243 General Office Procedures

Distance Education Supplement

BOT-248 Business Correspondence

Distance Education Supplement

ACTION: Approve the consent agenda items with the tabling of the minutes

Motioned: Mark

Seconded: Mike

All in favor: Mark, Mike, Jessica

NON-CONSENT AGENDA ACTION ITEMS

PHILO-200 Environmental Ethics

New Course: 3 units, 54 of 0hours lecture. Discipline: Philosophy. Request CSU, UC, IGETC, CCC GE Area C. *(This course was tabled from the 12/10/18 agenda for minor edits.)*

ACTION: Approved

Motioned: Mark

Seconded: Jessica

All in favor: Mark, Mike, Jessica

PHILO-101 Introduction to Philosophy

Non-Substantial: Content review with light revisions to course description, objectives, outcomes, lecture content, methods of evaluation, and learning resources to better reflect content and instruction of course.

ACTION: Approved

Motioned: Bob
Seconded: Jessica
All in favor: Mark, Mike, Jessica, Bob

PHILO-120 Introduction to Ethics

Non-Substantial: Content Review with slight revisions to course description, objectives, outcomes, lecture content, methods of evaluation, and learning resources to better reflect content and instruction of course. Update DE supplement to new form.

ACTION: Approved

Motioned: Bob

Seconded: Jessica

All in favor: Mark, Mike, Jessica, Bob

Medical Assisting and Office Technician – A.S. Degree

Non-Substantial: Revisions to align with the CAAHEP accreditation standards.

Courses removed: MEDIC 151, 218, 219, 221, 222, 223, 224, 225, BOT-200

Courses added: MEDIC 205, 206, 208, 209, 235, 236, 237, 238, EMED-109

Courses revised: MEDIC 150, 226, 227 & HHS 114 is being revised to MEDIC 114.

Overall major units changed from 34 to 50.7 units

Changed title to Medical Assisting

ACTION: Approved

Motioned: Bob

Seconded: Mike

All in favor: Mark, Mike, Jessica, Bob

HHS-114 Introduction to Health Professions

Non-Substantial: Content review. Change course to MEDIC-114 (from HHS-114). Update the word “Intro” in title to “Introduction”. Update textbook.

ACTION: Approved

Motioned: Bob

Seconded: Mike

All in favor: Mark, Mike, Jessica, Bob

MEDIC-150 Medical Terminology

Non-Substantial: Content review with updated title (*delete roman numeral “I”*) and course description. Add Advisory ENGL-001A. Update objectives, outcomes, methods of evaluation, methods of instruction, lecture content, out of class assignments, and textbook.

ACTION: Approved

Motioned: Bob

Seconded: Mike

All in favor: Mark, Mike, Jessica, Bob

MATH-118 Elementary Algebra

Non-Substantial: Content review. Update course description, out of class assignments, methods of instruction and evaluation, and learning resources. Update DE supplement to new form.

ACTION: Removed from agenda for lack of representation

ENGL-001A Composition and Reading

Non-Substantial: Content review. Update description, objectives, outcomes, methods of evaluation, out of class assignments, lecture content, and textbooks.

ACTION: Tabled so that the department can consider additional changes to the course content.

Motioned: Bob

Seconded: Jessica

All in favor: Mark, Mike, Jessica, Bob

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

Substantial: Content review. Change TOP code (*from 120100, to 210400 Human Services*). Update SLOs, methods of instruction, out of class assignments, and learning resources.

ACTION: Tabled for lack of time

HHS-122 Spirit II-Intensive Rehabilitation and Recovery Training for Mental Health Providers

Substantial: Content review. Change TOP code (*from 120100, to 210400 Human Services*). Update SLOs, methods of instruction, out of class assignments, lecture content, and learning resources.

ACTION: Tabled for lack of time

HHS-123 SPIRIT III-Field Work in Rehabilitation and Recovery

Substantial: Content review. Change TOP code (*from 120100, to 210400 Human Services*). Update out of class assignments.

ACTION: Tabled for lack of time

DISCUSSION ITEMS

Course Families Repeatability No discussion.

PRESENTATIONS FROM THE PUBLIC

There were no presentations from the public.

ADJOURNMENT

The meeting adjourned at 4:20 p.m. The next meeting will be February 11 in CTC-131.

Respectfully submitted by,

Lynette Kral

Academic Senate Office