

**Contra Costa College DRAFT  
College Instruction Committee  
Minutes of Monday, August 24, 2020**

**CALL TO ORDER with Introduction of Guests. The online meeting was called to order at 2:15**

**CIC Chair:** Mark Wong  
**Division Rep SES:** Najia Azizi  
**Division Rep LA:** Anthony Gordon  
**Division Rep AACE:** Lucile Beatty  
**Division Reps NSAS:** Leslie Alexander, Jennifer Ounjian  
**SLO Coordinator:** Brandy Gibson  
**Senior Dean of Instruction Interim (Ex-officio):** Jason Berner  
**Curriculum Specialist:** Karen Ruskowski  
**Members not in attendance:** All members were in attendance.  
**Guests in attendance:** Andrew Kuo, Shelley Ruby, Miguel Johnson, Brianne Ayala

**CONSENT AGENDA ACTION ITEMS**

**Agenda:** August 24, 2020  
**Action:** Approved  
**Motioned:** Jennifer  
**Seconded:** Anthony Gordon  
**All in Favor:** Mark, Najia, Anthony, Lucile, Leslie, Jennifer  
**Abstained:** None

**Minutes:** May 11, 2020  
**Action:** Approved with corrections to AUSER 801N/802N. Hours corrected to 3 hrs Lec/6 hrs lab.  
**Motioned:** Leslie  
**Seconded:** Jennifer  
**All in Favor:** Mark, Najia, Anthony, Lucile, Leslie, Jennifer  
**Abstained:** None

**SOCIO-236 Sociology of Sport**

**Correction:** Update course outline to include two classic textbooks that were dropped from the course outline during the electronic data transfer from CurricUNET. (This course was on the 9/23/19 agenda for content review.)

**High-Beginning ESL – Certificate of Achievement**

**Correction:** Revert program back to local Certificate of Accomplishment. (This certificate was approved to be converted from Accomplishment to Achievement in error by CIC on 11/25/19. Although certificates of 16+ units are required per the PCAH to be submitted to the Chancellor's office for chaptering as Certificates of Achievement, this requirement excludes certificates composed entirely of ESL or basic skills courses.)

**Intermediate ESL – Certificate of Achievement**

**Correction:** Revert program back to local Certificate of Accomplishment. (This certificate was approved to be converted from Accomplishment to Achievement in error by CIC on 11/25/19. Although certificates of 16+ units are required per the PCAH to be submitted to the Chancellor's office for chaptering as Certificates of Achievement, this requirement excludes certificates composed entirely of ESL or basic skills courses.)

**High-Intermediate ESL – Certificate of Achievement**

**Correction:** Revert program back to local Certificate of Accomplishment. (This certificate was approved to be converted from Accomplishment to Achievement in error by CIC on 11/25/19. Although certificates of 16+ units are required per the PCAH to be submitted to the Chancellor's office for chaptering as Certificates of Achievement, this requirement excludes certificates composed entirely of ESL or basic skills courses.)

**Advanced ESL – Certificate of Achievement**

**Correction:** Revert program back to local Certificate of Accomplishment. (This certificate was approved to be converted from Accomplishment to Achievement in error by CIC on 11/25/19. Although certificates of 16+ units are

required per the PCAH to be submitted to the Chancellor's office for chaptering as Certificates of Achievement, this requirement excludes certificates composed entirely of ESL or basic skills courses.)

**High-Intermediate ESL – Certificate of Completion**

**Correction:** Change program type to Certificate of Competency (This noncredit certificate was approved as a Certificate of Completion by CIC on 11/25/19. It has since been advised to change this program to a Certificate of Competency, which is a better fit for ESL/basic skills.)

**MUSIC-103 Voice: History of Singing**

**Correction:** Change course number to MUSIC-104. (This new course was approved by CIC on 5/11/20 with a course number that was found to have been previously used by a course deactivated years ago.)

**ART-160 Portrait Photography**

**Correction:** Confirm SAM code as 'C'- Clearly Occupational. (This new course was approved by CIC on 4/27/20 but CB09 was left blank in proposal)

**SPCH-160A Speaking in the Community**

**Non-Substantial:** Correct course from 'repeat 3x' to 'not repeatable'. Update course description to remove reference to repeatability. (This course was on the 5/11/20 agenda to correct CB21 to 'N/A'. It was intended to correct this course to 'not repeatable' at the same time, but this item was inadvertently omitted from the proposed changes on the agenda.)

**ENGL-142B Writing: Expository-B**

**Distance Education** - New request for partially/fully online.

**Philosophy - Associate in Arts Degree for Transfer**

**Non-Substantial:** Update sentence preceding list of 'possible careers' in the program narrative.

**COMP-095A-D Computer Aided Instruction**

**Deletion:** Courses no longer offered.

**NON-CONSENT AGENDA ACTION ITEMS**

**SPCH-160B Forensics**

**Non-Substantial:** Content Review: Changing lab hours to all Lab hours by arrangement. Currently the large block of time is a hindrance to registering for the course. (*This course was tabled on the 5/11/20 CIC agenda, due to further discussion by dept.*)

**Action:** Tabled for articulation research regarding proposed changes to 18-36 lec by arrangement and 0-72 lab by arrangement.

**LIBST-110A Library and Information Research Skills**

**Non-Substantial:** Content Review. Update methods of evaluation, methods of instruction, SLOs, and out of class assignments. (*This course was tabled on the 4/27/20 CIC agenda, due to non-representation.*)

**Action:** Tabled. Department to confirm proposed changes.

**Intermediate ESL - Certificate of Competency (noncredit)**

**Non-Substantial:** Add course ESL-811N to list of required courses for the certificate. Overall certificate hours increase from 304 to 330 noncredit hours.

**Action:** Approved

**Motioned:** Lucile

**Seconded:** Anthony

**All in Favor:** Mark, Najia, Anthony, Lucile, Leslie, Jennifer

**Abstained:** None

**ART-165 Studio Photography**

**New Course:** Degree credit, 3-units, 36 hours lec/54 hours lab, prerequisite: ART-158, Discipline: Art. SLO criteria changed from 75% to 70% during meeting. Changed outside class hours to 4.

**Action:** Approved

**Motioned:** Leslie

**Seconded:** Jennifer

**All in Favor:** Mark, Najia, Anthony, Lucile, Leslie, Jennifer

**Abstained:** None

**PE-102A Beginning Fitness Training**

**Non-Substantial:** Content review. Removed Coaching from the course discipline list. Added kinesiology to the discipline list. Added two items to the methods of evaluation section. Removed assignments. Replaced text with OER. Corrected CB24 to 1-Program Applicable.

**Action:** Approved pending CR form

**Motioned:** Leslie

**Seconded:** Najia

**All in Favor:** Mark, Najia, Anthony, Lucile, Leslie, Jennifer

**Abstained:** None

**PE-102B Intermediate Fitness Training**

**Non-Substantial:** Content review. Removed coaching from the discipline list. Added kinesiology to the discipline list. Removed assignments. Replaced text with OER. Corrected CB24 to 1-Program Applicable.

**Action:** Approved pending CR form with prerequisite validation

**Motioned:** Lucile

**Seconded:** Anthony

**All in Favor:** Mark, Najia, Anthony, Lucile, Leslie, Jennifer

**Abstained:** None

**PE-102C Advanced Fitness Training**

**Non-Substantial:** Content review. Removed coaching from the discipline list Add Kinesiology to discipline list. Removed assignments. Replaced text with OER. Corrected CB24 to 1-Program Applicable.

**Action:** Approved pending CR form with prerequisite validation

**Motioned:** Leslie

**Seconded:** Jennifer

**All in Favor:** Mark, Najia, Anthony, Lucile, Leslie, Jennifer

**Abstained:** None

**PE-102D Master Level Fitness Training**

**Non-Substantial:** Content review. Removed coaching from the discipline list. Added kinesiology to the discipline list. Removed assignments. Replaced text with OER. Corrected CB24 to 1-Program Applicable. SLO Criteria corrected (removed "or better")

**Action:** Approved pending CR form with prerequisite validation

**Motioned:** Leslie

**Seconded:** Najia

**All in Favor:** Mark, Najia, Anthony, Lucile, Leslie, Jennifer

**Abstained:** None

**DISCUSSION ITEMS**

**eLumen Curriculum Update** There will be a soft launch with a few participants for teaching purposes and after all problems are resolved, eLumen will be launched to all. Courses now, with programs later.

**Curriculum Manual** Mark has updated the manual and uploaded it to Canvas. He asked that the CIC members review it. He also mentioned that he has designated all CIC members as Super Users and if you prefer not to be a Super User, just delete it from the manual or contact him.

**PRESENTATIONS FROM THE PUBLIC**

There were no presentations from the public.

**ADJOURNMENT**

The meeting adjourned at 4:00 p.m. The next meeting will be September 14.

Respectfully submitted by,  
Lynette Kral  
Academic Senate Office