

**Contra Costa College  
Curriculum Instruction Committee  
Minutes of Monday, January 23, 2023**

**ONLINE MEETING (278-133-1615) CALLED TO ORDER at 2:15 with Introduction of Guests**

**CIC Chair:** Anthony Gordon

**Division Representatives**

- **SES:** Najia Azizi (Articulation Officer)
- **LA:** Jennifer Griest
- **AACE:** Brianne Ayala, Jack Wheeler
- **NSAS:** Jennifer Ounjian, Leslie Alexander

**Non-Voting Members**

- **SLO Coordinator:** Vacant
- **Director of Admissions and Records:** Cole Moyer
- **Dean of Enrollment Services:** Rodolfo Santos
- **Sr. Dean of Instruction:** Jason Berner (acting)
- **Curriculum Specialist:** Karen Ruskowski
- **Meeting Minutes:** Lynette Kral

**Members not in attendance:** Jennifer Ounjian, Cole Moyer, and Rodolfo Santos were not in attendance.

**Guests in attendance:** Mike Kilivris, Jackie Wright, Norma Jimenez, Pam Rudy, Bashir Shah

**CONSENT AGENDA ACTION ITEMS**

**Agenda:** January 23, 2023

**Action:** Approved

**Motioned:** Brianne

**Seconded:** Leslie

**All in Favor:** No abstentions

**Minutes:** November 28, 2022

**Action:** Approved

**Motioned:** Leslie

**Seconded:** Brianne

**All in Favor:** No abstentions

**MUSIC-141 Introduction to Music Composition**

**Course number change:** This new course was inadvertently approved by CIC with a course number (MUSIC-140) that had been previously used. The course number is being changed to MUSIC-141.

**MATH-170 Finite Mathematics**

**Deactivation:** Course is not offered anymore. (Note: This course is included as an optional course in 2 ADTs, 1 AA degree, and 3 certificates in other departments. Upon deactivation, these programs should also be updated.)

**MATH-151 Teaching Fractions**

**Deactivation:** Course is not offered anymore.

**AUSER-107 Introduction to Hybrid Electric Vehicles**

**Deactivation:** During our Advisory Committee meeting and Content Review process it was recommended to delete this class and add some material to other classes.

**NON-CONSENT AGENDA ACTION ITEMS**

**PHILO-129 Introduction to Critical Thinking and Logic**

**Non-Substantial:** Update description, assignment examples, objectives, SLOs, and lecture content to align with C-ID. 40 Class max.

**Action:** Approved

**Motioned:** Leslie  
**Seconded:** Jennifer  
**All in Favor:** No abstentions

**NURS-205 Drug Dosage Calculations for Nursing Students**

**Non-Substantial:** Content review. Update textbook. Add verbiage “passing score is 75%” to notation in MOEs.  
**Action:** Approved  
**Motioned:** Jack  
**Seconded:** Najia  
**All in Favor:** No abstentions

**NURS-230 Nursing Care of Women and Newborns**

**Non-Substantial:** Content review. Update textbooks. Change request for DE to hybrid only (from both).  
**Action:** Approved  
**Motioned:** Jack  
**Seconded:** Najia  
**All in Favor:** No abstentions

**NURS-235 Maternal-Child Health Nursing**

**Non-Substantial:** Content review. Update textbooks. Change request for DE to hybrid only (from both).  
**Action:** Approved  
**Motioned:** Najia  
**Seconded:** Jack  
**All in Favor:** No abstentions

**COUNS-130 Career and Major Exploration**

**Non-Substantial:** Content review. Update assignment examples and textbook.  
**Action:** Approved  
**Motioned:** Jennifer  
**Seconded:** Brianne  
**All in Favor:** No abstentions

**COUNS-140 Job Search Strategies**

**Non-Substantial:** Content review. Update textbooks  
**Action:** Approved  
**Motioned:** Leslie  
**Seconded:** Najia  
**All in Favor:** No abstentions

**BOT-118 Basic Communication Skills for Business**

**Non-Substantial:** Content review. Update textbooks and lecture content. (This course was tabled on 11/28/22 due to non-representation.)  
**Action:** Approved  
**Motioned:** Leslie  
**Seconded:** Jennifer  
**All in Favor:** No abstentions

**BOT-200 Basic Keyboarding**

**Non-Substantial:** Content review. Update MOIs, Out of class assignment hours and examples. Add lab content and rationale for older textbook.  
**Action:** Approved  
**Motioned:** Leslie  
**Seconded:** Brianne  
**All in Favor:** No abstentions

**BOT-210A Keyboard Skills Through Word Processing**

**Non-Substantial:** Content review. No changes.

**Action:** Approved

**Motioned:** Jennifer

**Seconded:** Jack

**All in Favor:** No abstentions

**DISCUSSION ITEMS**

**Finalize draft elements of eLumen program deletion proposal template.**

CIC agrees to continue with the current College Procedure E5005.0 as written in the College Procedure Handbook. The CIC will be responsible to inform all who it concerns of the program deletion including eLumen, catalog, etc. Jason suggested that ASC remind the College Council of the process. The Brown Act will be on next agenda because meetings must be face-to-face after Feb. 28.

**PRESENTATIONS FROM THE PUBLIC**

There were no presentations from the public.

**ADJOURNMENT**

The meeting adjourned at 4:00 p.m. The next meeting is scheduled for February 13, 2023.