

Contra Costa College
Curriculum Instruction Committee
Minutes of Monday, February 13, 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: Cole Moyer and Rodolfo Santos were not in attendance.

Guests in attendance: Bashir Shah and Pam Rudy

CONSENT AGENDA ACTION ITEMS

Agenda: February 13, 2023

Action: Approved

Motioned: Najia

Seconded: Jenn G

All in Favor: No abstentions

Minutes: January 23, 2023

Action: Approved

Motioned: Leslie

Seconded: Brianne

All in Favor: No abstentions

NON-CONSENT AGENDA ACTION ITEMS

BUS-102 Business Mathematics

Non-Substantial: Content review. Update MOIs and textbooks.

Action: Approved

Motioned: Leslie

Seconded: Jenn O

All in Favor: No abstentions

BUS-109 Introduction to Business

Non-Substantial: Content review. Update MOIs and textbooks.

Action: Approved

Motioned: Najia

Seconded: Jack

All in Favor: No abstentions

BUS-120 Introduction to Management

Non-Substantial: Content review. Update MOIs and textbooks.

Action: Approved

Motioned: Jenn G

Seconded: Leslie

All in Favor: No abstentions

BUS-125 Report Writing

Non-Substantial: Content review. Update MOIs, textbooks, and out of class assignment hours and examples. Change grading option to Student Choice (from LTR).

Action: Tabled. Return to agenda after discussion between BUS and BOT.

Motioned: Leslie

Seconded: Najia

All in Favor: No abstentions

BUS-181 Applied Accounting I

Non-Substantial: Content review. Update MOIs, MOE, and textbooks.

Action: Approved

Motioned: Leslie

Seconded: Jenn O

All in Favor: No abstentions

BUS-188 Accounting with QuickBooks

Non-Substantial: Content review. Update MOIs and textbooks.

Action: Approved

Motioned: Najia

Seconded: Leslie

All in Favor: No abstentions

RE-160 Real Estate Principles

Non-Substantial: Content review. Update textbooks.

Action: Tabled. Return to originator for SLO refinement

Motioned: Brianne

Seconded: Najia

All in Favor: No abstentions

RE-161 Legal Aspects of Real Estate

Non-Substantial: Content review. Update textbooks and SLOs.

Action: Tabled. Return to originator for SLO refinement and suggested description change to include this course being the second of the series of three courses to prepare to take the certification.

Motioned: Najia

Seconded: Leslie

All in Favor: No abstentions

BOT-222 Microsoft Word for Business**BOT-224 Microsoft Excel for Business****BOT-226 Microsoft Access for Business****BOT-243 General Office Procedures****BOT-248 Business Correspondence**

Action: Tabled for lack of time

Motioned: Brianne

Seconded: Jack

All in Favor: No abstentions

DISCUSSION ITEMS

Brown Act update: The return to in-person meetings begin March 1. There must be quorum at the area that the meeting takes place. Voting members must attend meetings. Non-voting can zoom in. There was a suggestion that since this only applies to Brown Act committees, that the CIC be labeled as a workgroup and not as a Brown Committee so that they can still meet remotely. The ASC bylaws would need to be addressed and revised.

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 27, 2023.