

**Contra Costa College**  
**Curriculum Instruction Committee**  
**Minutes of Monday, February 27, 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:** Brianne Ayala, Cole Moyer, Jason Berner, and Jack Wheeler were not in attendance.

**Guests in attendance:** Sherry Sharufa, Trung Nguyen, Bashir Shah, and Pam Rudy

**CONSENT AGENDA ACTION ITEMS**

**Agenda:** February 27, 2023

**Action:** Approved

**Motioned:** Leslie

**Seconded:** Jenn O

**All in Favor:** No abstentions

**Minutes:** February 13, 2023

**Action:** Approved

**Motioned:** Jenn O

**Seconded:** Jenn G

**All in Favor:** No abstentions

**NON-CONSENT AGENDA ACTION ITEMS**

**BOT-222 Microsoft Word for Business**

**Non-Substantial:** Content review. Update MOIs and textbooks. *(This proposal was tabled on 2/23/23 due to lack of time.)*

**Action:** Approved

**Motioned:** Leslie

**Seconded:** Jenn O

**All in Favor:** No abstentions

**BOT-224 Microsoft Excel for Business**

**Non-Substantial:** Content review. Update MOIs and textbooks. *(This proposal was tabled on 2/23/23 due to lack of time.)*

**Action:** Approved

**Motioned:** Leslie

**Seconded:** Jenn G

**All in Favor:** No abstentions

**BOT-226 Microsoft Access for Business**

**Non-Substantial:** Content review. Update MOIs and textbooks. *(This proposal was tabled on 2/23/23 due to lack of time.)*

**Action:** Approved

**Motioned:** Jenn G

**Seconded:** Leslie

**All in Favor:** No abstentions

**BOT-243 General Office Procedures**

**Non-Substantial:** Content review. No changes (except for rewording of first assignment). *(This proposal was tabled on 2/23/23 due to lack of time.)*

**Action:** Approved

**Motioned:** Jenn O

**Seconded:** Leslie

**All in Favor:** No abstentions

**BOT-248 Business Correspondence**

**Non-Substantial:** Content review. Update MOIs and textbooks. *(This proposal was tabled on 2/23/23 due to lack of time.)*

**Action:** Tabled for further edits by department

**Motioned:** Leslie

**Seconded:** Jenn G

**All in Favor:** No abstentions

**MATH-121S Support for MATH-121 Success**

**New Course:** Degree Applicable. .5 unit/36 hours of laboratory. Co-requisite: MATH-121. CB26: Is a support course. Not requesting transfer. Masters Discipline: Mathematics. Requesting Distance Education: Both fully online and partially online.

**Action:** Approved (Needs to submit DE form)

**Motioned:** Leslie

**Seconded:** Najia

**All in Favor:** No abstentions

**MATH-180S Support for MATH-180 Success**

**New Course:** Degree Applicable. .5 unit/36 hours of laboratory. Co-requisite: MATH-180. CB26: Is a support course. Not requesting transfer. Masters Discipline: Mathematics. Requesting Distance Education: Both fully online and partially online.

**Action:** Approved (Needs to submit DE form)

**Motioned:** Jenn G

**Seconded:** Jenn O

**All in Favor:** No abstentions

**MATH-121 Trigonometry**

**Non-Substantial:** Content review. Add 18 lab hours and content (matching lecture content) per term. No change to units. Delete prerequisite MATH-122. Change prerequisite statement about MATH-120 to "or equivalent" (from "or placement by multiple measures"). Add prerequisite: "Placement into MATH-121" or Co-requisite: MATH-121S. Updates MOIs/MOEs. Update objectives/content using C-ID objectives/content and request C-ID MATH 851.

**Action:** Approved

**Motioned:** Najia

**Seconded:** Jenn O

**All in Favor:** No abstentions

**MATH-180 Applied Calculus**

**Non-Substantial:** Content review. Delete MATH-122 prerequisite option. Add 'or equivalent' to existing MATH-120 prerequisite option. Revise 'placement by multiple measures' prerequisite option to 'placement into MATH-180'. Add

MATH-180S as a Co-requisite option in lieu of prerequisite. Update MOEs. Updated objectives and content to match updated C-ID MATH 140.

**Action:** Approved

**Motioned:** Najia

**Seconded:** Leslie

**All in Favor:** No abstentions

#### **MATH-191 Analytic Geometry and Calculus II**

**Non-Substantial:** Content review. Add 18 lab hours per term. No change to units. Update MOIs, MOEs, Assignment examples, lab content, and textbooks.

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

#### **MATH-171 Precalculus**

**Non-Substantial:** Content review. Add 18 lab hours per term. No change to units. Delete prerequisites MATH-120/MATH-122. Add prerequisite MATH-121. Add prerequisite: "or placement by multiple measures". Update MOIs and objectives. Add lab content.

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

#### **RE-160 Real Estate Principles**

**Non-Substantial:** Content review. Update textbooks. *(Pending resubmission. This proposal was tabled on 2/23/23 for SLO edits.)*

**Action:** Tabled

#### **RE-161 Legal Aspects of Real Estate**

**Non-Substantial:** Content review. Update textbooks. *(Pending resubmission. This proposal was tabled on 2/23/23 for SLO edits.)*

**Action:** Tabled

#### **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). *(Pending resubmission. This proposal was tabled on 2/23/23 for several edits.)*

**Action:** Tabled

### **DISCUSSION ITEMS**

**Brown Act update:** The return to in-person Brown Act committee meetings begin March 1. Our next meeting is scheduled for March 13, 2023 in CTE 311. There must be quorum at the area that the meeting takes place. Voting members must attend meetings. Non-voting and guests can zoom in. Since this ruling only applies to Brown Act committees, and if the CIC is actually a workgroup of the Academic Senate, the question is whether they are actually considered Brown Act. This issue needs to be determined by the ASC, and the bylaws would need to show this.

### **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 March 13, 2023 in CTE 311.