

Contra Costa College
Curriculum Instruction Committee
Minutes of Monday, August 28, 2023

ONLINE MEETING (835-524-2819) CALLED TO ORDER at 2:15 with Introduction of Guests

CIC Chair: Leslie Alexander

Division Representatives

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

Non-Voting Members

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

Members not in attendance: Brianne Ayala was not in attendance.

Guests in attendance: Joshua Kas-Osoka, Bashir Shah, Michell Naidoo, Maritza Guerrero, Anton El Khoury, and René Sporer.

CONSENT AGENDA ACTION ITEMS

Agenda: August 28, 2023

Action: Approved

Motioned: Jenn G

Seconded: Najia

All in Favor: No abstentions

Minutes: April 24, 2023 (May 8th meeting was cancelled)

Action: Approved

Motioned: Anthony

Seconded: Najia

All in Favor: No abstentions

MATH-171 Precalculus

Correction: Add textbook that was inadvertently omitted during content review. Precalculus, by Jay Abramson, 2nd edition. Published Dec 21, 2021. Digital ISBN: ISBN-13: 978-1-951693-39-8

LARAZ-142, 220

MUSIC-100C, 100D, 100F, 100G, 100I

NURS-202, 203, 228

PE-134, 166, 169, 170, 171, 172, 100AN

PEIC-166, 167

SPCH-300

Deactivation: COCI cleanup. These courses were all end-dated/inactivated in Colleague between the years 2011–2014 and were removed from catalog, but were still active in Chancellor’s Office database.

NURS-095C, 095D

RE-299

Deactivation: COCI cleanup. Courses have been in ‘pending’ status in Colleague since 1998, have never been offered and are not in catalog, but are active in Chancellor’s Office database.

PUBSR-100

Deactivation: COCI cleanup. Course has been end-dated in Colleague since 1998 but is still in catalog and still active in Chancellor's Office database.

NON-CONSENT AGENDA ACTION ITEMS**ECHD-222 Supervision and Management (DS6)**

Non-Substantial: Content review. Add assignment examples. Update textbooks, MOE percentages, and objectives.

Action: Approved, pending content review form.

Motioned: Anthony

Seconded: Jenn G

All in Favor: No abstentions

BUS-125 Business Communications

Non-Substantial: Content review. Update course title (from Report Writing), course description, MOIs, textbooks, lecture content, and out of class assignment hours/examples. Change grading option to Student Choice (from LTR).
(This proposal was re-tabled on 3/13/23 for further edits.)

Action: Approved

Motioned: Anthony

Seconded: Jack

All in Favor: No abstentions

BUS-191 Small Business Management

Non-Substantial: Content review. Update textbook, MOIs, and MOEs/remove percentages.

Action: Approved

Motioned: Jenn G

Seconded: Anthony

All in Favor: No abstentions

RE-163 Real Estate Practice

Non-Substantial: Content review. MOIs, MOEs, textbooks, SLOs, lecture content. Change grading option to Student Choice (from Letter grade).

Action: Approved

Motioned: Jack

Seconded: Anthony

All in Favor: No abstentions

BUS-294 Business Law

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

Action: Tabled for further edits

Motioned: Jenn G

Seconded: Najia

All in Favor: No abstentions

ECON-220 Introduction to Macroeconomic Principle

Non-substantial: Content review. Update MOIs, MOEs, and textbook.

Action: Tabled for further edits

Motioned: Jenn G

Seconded: Najia

All in Favor: No abstentions

ECON-221 Introduction to Microeconomic Principle

Non-substantial: Content review. Update MOIs, MOEs, and textbook.

Action: Tabled for further edits

Motioned: Jenn G

Seconded: Najia

All in Favor: No abstentions

BUS-187 Principles of Accounting II

Non-Substantial: Content review. Update out of class assignments and hours, and textbook.

Action: Tabled for further edits

Motioned: Jenn G

Seconded: Najia

All in Favor: No abstentions

DISCUSSION ITEMS

There were no discussion items.

PRESENTATIONS FROM THE PUBLIC

Jason Berner announced that CIC updates will be given at the next Council of Chairs. This will include sharing the emergency guidelines that were established a couple of years ago.

ADJOURNMENT

The meeting adjourned at 4:00 p.m. The next meeting is scheduled for September 11, 2023 in GE 305.