Contra Costa College
Curriculum Instruction Committee
Minutes of Monday, April 8, 2024
2:15pm – 4:00pm
Location: GE-305

Zoom: https://4cd.zoom.us/j/8355242819
Meeting ID: 835 524 2819

MEETING CALLED TO ORDER at 2:15pm

CIC Chair: Leslie Alexander
Division Representatives
- **SES:** Najia Azizi (Articulation Officer)
- **LA:** Jennifer Griest, Anthony Gordon
- **AACE:** Brianne Ayala, Jack Wheeler, (Jacki Wright, alternate)
- **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: Jennifer Griest, Cole Moyer, Rod Santos
Guests in attendance: Pam Rudy, Francis Reyes, Jessica Le

CONSENT AGENDA ACTION ITEMS

Agenda: April 8, 2024
Action: Approved, with amendment to consent agenda item Liberal Arts: Communication in the English Language- A.A. Degree. JRNL 123, 222, and 223 were inadvertently omitted as degree options during 2/26/24 revisions and will be added.
Motioned: Najia Azizi
Seconded: Anthony Gordon
All in Favor: No abstentions

Minutes: March 25, 2024
Action: Approved
Motioned: Brianne Ayala
Seconded: Jacki Wright
All in Favor: No abstentions

AUSER-099, BIOSC-099, BUS-099, CIS-099, CULIN-099, ECHD-099, COOP-170
Revision: Remove the word "Occupational" from course title. Correct to repeatable. Update description to include reference to repeatability.
(Note: These courses were approved for changes to align with new Work Experience guidelines. Further clarification on the new guidelines necessitated the additional changes as noted.)

Studio Arts – Associate in Arts for Transfer Degree (AAT)
Revision: Remove ART-118 from List A options.
(Note: This is a new degree that was recently approved by CIC but we need to remove ART-118 from course options due to lack of articulation agreement AAM.)

Liberal Arts: Arts & Humanities – AA Degree   **Correction:** Add MUSIC-158A/B to degree options (inadvertently omitted during 2/26/24 revisions.)
Liberal Arts: Communication in the English Language – AA Degree   **Correction:** Add ENGL-001C to degree options (inadvertently omitted during 2/26/24 revisions.)
MATH-890N Bridge to Math 120 Success   **Deactivation:** Math 120 is not offered to general CCC students due to AB1705
MATH-115 Basic Arithmetic and Pre-Algebra   **Deactivation:** Deactivate course due to AB1705
HHS-099 Occupational Work Experience   **Deactivation:** Insufficient student demand

NON-CONSENT AGENDA ACTION ITEMS

PHILO-101 Introduction to Philosophy
Revision: Content review. Remove Advisory ENGL-142B, update MOIs, MOEs, assignments, objectives, SLOs, lecture content, and course description.
(This course was tabled on 3/11/24 due to lack of time.)
Action: Approved, added advisory "Eligibility for college composition (ENGL 001A or ENGL 001AX)."
Motioned: Anthony Gordon
Seconded: Jacki Wright
All in Favor: No abstentions

PHILO-120 Introduction to Ethics
Revision: Content review. Remove Advisory ENGL-142B, update MOEs, assignments, objectives, SLOs, lecture content, and course description.
(This course was tabled on 3/11/24 due to lack of time.)
Action: Approved, added advisory "Eligibility for college composition (ENGL 001A or ENGL 001AX)," and added "Humanities" as a Masters discipline.
Motioned: Anthony Gordon
Seconded: Najia Azizi
All in Favor: No abstentions

NURS-251 Competency in Nursing Practice (C)
Revision: Content review. Update textbooks. Add SLO%s. Class max 24.
(This course was tabled on 3/24/24 due to no representation.)
Action: Approved
Motioned: Brianne Ayala
Seconded: Anthony Gordon
All in Favor: No abstentions

ECHD-123 Creative Activities (DS3)
Revision: Content review. Update MOEs, objectives, SLOs, and lecture content.
Action: Approved
Motioned: Jacki Wright
Seconded: Anthony Gordon
All in Favor: No abstentions

BOT-242 Microsoft Outlook for Business
Revision: Content review. Update MOIs, textbooks, add SLO%s.
Action: Approved
Motioned: Brianne Ayala
Seconded: Jacki Wright
All in Favor: No abstentions

CIS-190B Windows Fundamentals
Revision: Content review. Update MOIs, textbooks, lecture content, lab content, add SLO%s.
Action: Approved
Motioned: Anthony Gordon
Seconded: Brianne Ayala
All in Favor: No abstentions

MEDIC-208 Clinical Skills I
Revision: Content review. Update MOEs and textbooks. Add SLO%s.
Action: Approved
Motioned: Jacki Wright
Seconded: Anthony Gordon
All in Favor: No abstentions

MEDIC-209 Clinical Skills II
Revision: Content review. Update MOEs and textbooks.
Action: Approved
Motioned: Anthony Gordon
Seconded: Jacki Wright
All in Favor: No abstentions

MEDIC-235 Pharmacology and Dosage Calculations for the Medical Assistant
Revision: Content review. Update textbook. Replaced pre-req MATH 115 with advisory "High recommended, algebra or higher math skills."
Action: Tabled for additional revisions.

MEDIC-238 Introduction to Medical Coding
Revision: Content review. Add prerequisite MEDIC-200 as an alternative to BIOSC-132. Update textbooks.
Action: Tabled due to lack of time.

DISCUSSION ITEMS

The Curriculum Institute will be in Pasadena, CA July 10-13. Karen and Leslie will be attending in person. Anyone who is interested should send Jason an email. Najia would like to attend as well.

The last CIC meeting will be on May 13th, which is during finals week.

Updates to the CIC Handbook: The current Canvas page will be modified and used as a "curriculum users manual" for faculty to reference. Karen and Leslie will go through the pdf of the latest CIC manual to decide what should be included in the updated version. The old version contains outdated items such as examples of paper forms. Leslie may task CIC members with reviewing sections of the CIC manual. Ultimately, the pdf will be updated and housed on the website.

PRESENTATIONS FROM THE PUBLIC

There were no presentations from the public.

ADJOURNMENT

The meeting adjourned at 4:06pm. The next meeting is scheduled for April 22, 2024

NON-CONSENT AGENDA ITEMS MUST HAVE REPRESENTATION OR NO ACTION WILL BE TAKEN