

DRAFT

**COLLEGE INSTRUCTION COMMITTEE
MINUTES OF FEBRUARY 10, 2003**

MEETING CALLED TO ORDER: The meeting was called to order at 2:15 p.m.

CHAIR: Beth Goehring

MEMBERS PRESENT: Yvonne Brisard (R3S), James Duvall (NAS.), Richard Stollings (Classified Senate)

RESOURCE TEAM: Lynda Lawrence (Senior Dean of Instruction), Kenyetta Tribble (Articulation Officer), McKinley Williams (VP)

ABSENT: Ed Greene (PE), Joy Lynch (CAH), TBA (BSSAT)

APPROVAL OF AGENDA: The agenda was approved.

ACTION ITEMS:

VARIABLE TOPICS COURSES

PE 100 - Football Coaching Strategies and Theories

ACTION: Approved

EDUC 100 - Careers in Education

ACTION: Approved

APPROVAL OF MINUTES: The minutes were approved with the correction of removing Joy Lynch from the absentee list to members present.

ANNOUNCEMENTS: A change in the curriculum process is being discussed. Joe Ledbetter is requesting that the curriculum process begin at the Department level; pass to the Division level; pass through Kenyetta Tribble (Articulation Office); and lastly, to all Department Chairs and CIC members. If there are questions, then it will be reviewed at the CIC level.

DISCUSSION ITEMS:

Training Session on CIC Course Proposal Audit Forms - Tabled.

Review New CIC Handbook Developed for Accreditation - The CIC did not approve the new CIC handbook as the formal document. The online document is considered the living document and can be downloaded and bound when needed. The manual will be updated and formatted to closer match the new handbook. The New Course/Course Revision form will become two separate forms. The Course Revision form will require a Justification Statement for the revision, an old outline, new revised outline, and revised syllabus, but not require all the documentation that a new course requires. There will also be boxes to indicate what changes have been made.

ADJOURNMENT The meeting was adjourned at 4 p.m.