

DRAFT

**COLLEGE INSTRUCTION COMMITTEE
MINUTES OF March 24, 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), Joy Lynch (CAH), Robert Chan (BSSAT), Richard Stollings (Classified Senate)

RESOURCE TEAM: McKinley Williams (VP)

GUESTS: Barbara Williams

ABSENT: Ed Greene (HSPEA)

APPROVAL OF AGENDA: The agenda was approved.

ACTION ITEMS:

VARIABLE TOPICS COURSES

CIS 100 - Street Tech - MCP Windows 2000 Server

ACTION: Approved

CHANGE TO MAJOR/CERTIFICATE

Business - Accounting Technician

CHANGE: *adding BUS 187 to options list*

ACTION: Approved

APPROVAL OF MINUTES: The minutes were approved.

ANNOUNCEMENTS: The DSPS Statement is not required to be on the syllabus.

CONDITIONALLY APPROVED ITEMS THAT HAVE NOT MET CONDITIONS

BOT 248 - Business Correspondence - Distance Ed

BUS 125 - Report Writing - Distance Ed

COUNS 86 - Adaptive Writing with Computers - Course Revision

COUNS 86 - Adaptive Computer Technology - Content Review

DISCUSSION ITEMS

New and Revised Curriculum & Instruction Procedures Proposals (Second Reading) - Approved

New/Revised Board Policy Curriculum & Instr. Procedures Proposals (Second Reading) - Approved

Reorganization of CIC Process Discussion - The Course Catalog Change proposal will be voted on at the next Council of Chairs meeting. It will be returned to the Academic Senate agenda.

The Catalog/Schedule Committee and the CIC have agreed to set **permanent** deadline dates for the Spring/Summer/Fall schedules and catalog.

The deadline for all course action items to be approved by CIC for Spring schedules will **always** be the **first** CIC meeting in **May**. Therefore, all Dept Chair/Div Dean/DIC approved materials must be in to the CIC office by the last CIC meeting in April, or two weeks previous to the first meeting in May. **No exceptions.**

The deadline for all course action items to be approved by CIC for Summer/Fall schedules and the yearly catalog will **always** be the **first** CIC meeting in **December**. Therefore, all DC/DD/DIC approved materials must be in to the CIC office by the last CIC meeting in November, or two weeks previous to the first meeting in December.

No exceptions.

CIC Form Workshop - Two flex workshops are being proposed.

ADJOURNMENT The meeting was adjourned at 3:15 p.m.