

**DRAFT**

**COLLEGE INSTRUCTION COMMITTEE  
MINUTES OF November 22, 2004**

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

**CHAIR:** Beth Goehring

**MEMBERS PRESENT:** Ed Greene, Julie Shieh (Division I), James Duvall (Division II), Joy Lynch, Kenyetta Tribble (Division III), Fred Valrey (ASU)

**RESOURCE TEAM:** Lynda Lawrence (Senior Dean of Instruction)

**GUESTS:** Rick. Ramos, Barbara McClain, Shawn Kristoferu, Barbara Grillo, Terrill Mead, Ellen Smith

**ABSENT:** Robert Chan, Richard Stollings

**APPROVAL OF AGENDA:** The agenda was approved.

**ACTION ITEMS:**

**COURSE/CATALOG CHANGES**

HHS 222 Multicultural Issues in Substance Abuse

**CHANGE:** *Title Change*

**ACTION:** Conditionally Approved

**CONDITIONS:** Syllabus needs schedule

HHS 226 Introduction to Substance Abuse Counseling

**CHANGE:** *Title Change*

**ACTION:** Approved (*Tribble abstained from vote*)

MEDIC 215 Clinical Experience

**CHANGE:** *Adding pre-reqs.*

**ACTION:** Approved

MEDIC 216 Advanced Clinical Experience

**CHANGE:** *Deleting pre-reqs.*

**ACTION:** Conditionally Approved

**CONDITIONS:** Syllabus needs schedule

CIS 152 Networking Essentials

**CHANGE:** *Description*

**ACTION:** Conditionally Approved

**CONDITIONS:** Syllabus needs Course Description

ENGL 105 Developmental Reading Workshop

**CHANGE:** *Deleted from catalog*

**ACTION:** Approved

READ 840N Reading and Writing Fundamentals for Adults

**CHANGE:** *Deleted from catalog*

**ACTION:** Approved

READ 876N Computer Assisted Tutoring – Reading

**CHANGE:** *Deleted from catalog*

**ACTION:** Approved

**VARIABLE TOPICS COURSES**

ANTHR 100 – Museum Technician Intern

**ACTION:** Approved

**NEW COURSES**

HHS 225 Ethics for Human Service Professionals

**ACTION:** Approved

**CONDITIONS:** AA Degree requirements Area D removed from proposal

CIS 172 Wireless Network Architecture (WiFi)

**ACTION:** Conditionally Approved

**CONDITIONS:** Needs a copy of CIS 152 outline for validation

ENGL 166 Technical Communication

**ACTION:** Conditionally Approved

**CONDITIONS:** All description must match

### **COURSE REVISIONS**

CIS 154 Windows Server Implementation.

**CHANGE:** *Description, title hours ,units ,delete Co-req*

**ACTION:** Conditionally Approved

**CONDITIONS:** Syllabus needs Course Description

CIS 156 Windows Network Management

**CHANGE:** *Description, title, hours, units*

**ACTION:** Conditionally Approved

**CONDITIONS:** Syllabus needs Course Description and units corrected to 4

HHS 115 Personal Development for Life and Work

**CHANGE:** *Increased hours/units*

**ACTION:** Approved

MATH 164 Introduction to Probability and Statistics

**CHANGE:** *Lecture hrs. increased*

**ACTION:** Approved

### **NEW/CHANGE TO MAJOR/CERTIFICATE**

CIS – Computer Networking

**CHANGE:** *Add CIS 171 total units from 27 to 31*

**ACTION:** Approved

MEDIC – Medical Assisting and Office Technician

**CHANGE:** *Total Unit Value increased (HHS 115 change in unit value)*

**ACTION:** Approved

ECHD–Associate Teacher Cert. of Comp.

**CHANGE:** *Title changed to Associate Teacher – Preschool*

**ACTION:** Approved

ECHD–Associate Teacher Credential for School Age Children

**CHANGE:** *New Cert. of Comp. 12 units*

**ACTION:** Approved

### **DISTANCE EDUCATION**

ADJUS 223p – Community Relations and Cultural Issues

**ACTION:** Approved

**APPROVAL OF MINUTES:** The minutes were approved.

**ANNOUNCEMENTS:** There were no announcements.

### **DISCUSSION ITEMS**

Presentation and Discussion of the College Computer Literacy Exam (Chan) – Tabled

**ADJOURNMENT** The meeting was adjourned at 4 p.m.