

**COLLEGE INSTRUCTION COMMITTEE**

Applied Arts Building AA-216 2:15 p.m.

Monday, January 30, 2006

**CONTRA COSTA COLLEGE**

2600 Mission Bell Drive

San Pablo, California 94806

**MINUTES****MEETING CALLED TO ORDER:** The meeting was called to order at 2:15 p.m.**CHAIR:** Wayne Organ**MEMBERS PRESENT:** Rick Ramos (LAVA), Robert Chan, Leverett Smith (NSAS), Joy Lynch, Kenyetta Tribble (CLASS), Kerry Farber (Classified Senate), Rachele Whitfield-Wormely (ASU)**RESOURCE TEAM:** Lynda Lawrence (Senior Dean of Instruction)**GUESTS:** McKinley Williams**ABSENT:** Saul Jones**CONSENT ACTION ITEMS:****APPROVAL OF AGENDA** The agenda was approved.**APPROVAL OF MINUTES** The minutes of November 28, 2005 were approved by email before semester break.**ACTION ITEMS:****VARIABLE TOPIC COURSE PROPOSALS**ADJUS 100C - Advanced Officer Course **DISCIPLINE:** ADJUS**HOURS:** 2 lec. **UNITS:** 2 **GRADE TYPE:** CR/NC OE/OE**ACTION:** Approved**GENERAL AGENDA ITEMS FOR INFORMATION/DISCUSSION:****Accreditation** McKinley Williams reminded the CIC that the Accreditation (self-study of each college) Visit was approaching fast – October 14 – 16, 2008. There were ten standards for the last Accreditation in 2001. This time the ten have been combined into four standards, and CIC is responsible for Part A. Instructional Programs of Standard Two. The first draft is due December 2006. The CIC members were asked to review the Standard and be ready to accept assignments by next meeting.**Course Repeatability** Wayne referred to pages 36 and 46 of the College Handbook regarding course repetition and grade remediation, whereas, it states that a course can only be repeated for furthering of skills or for study of another topic; or, if the course is eligible for grade remediation by repetition. Remediation by course repetition would allow a course to be repeated once for the purpose of improving the grade, and requires written approval of the dean of enrollment services. It was concluded that there are many courses in the catalog that are listed as repeatable in error and that this issue needs to be resolved divisionally. The CIC will consider bundling the corrections by departmental grouping. Two areas that have repeatability problems are Nursing and DSPS, where documentation is needed detailing the furthering of skills eligibility. Lynda will send a list of repeated courses to the CIC.**UNFINISHED BUSINESS:****Information Competency Checklist** This item was tabled to the next meeting when Judy Flum will be present to answer any questions.**CIC ANNOUNCEMENTS:** Kenyetta announced that the California community colleges are developing their common course numbering system and it will be called CID.**PRESENTATIONS FROM THE PUBLIC:** There were no presentations.**NEXT MEETING:** February 13, 2006**ADJOURNMENT:** The meeting was adjourned at 3:20p.m.