

**COLLEGE INSTRUCTION COMMITTEE  
MINUTES OF AUGUST 29, 2005**

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

**CHAIR:** Jim Duvall

**MEMBERS PRESENT:** Rick Ramos (LAVA), Robert Chan, Leverett Smith (NSAS), Wayne Organ, Kenyetta Tribble (CLASS)

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

**GUESTS:** David Rosenthal, Randy Watkins

**ABSENT:** Kerry Farber (Classified Senate)

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

**ACTION ITEMS:**

**COURSE/CATALOG CHANGE**

CIS 135 – Introduction to Computers and Microcomputers

**CHANGES:** 1) Title changed to “Introduction to Computers”  
2) Course description

**ACTION:** Approved with Tribble abstaining. Tribble felt that “transfer student” should be deleted from the description. CIC disagreed saying that the wording was approved in the original description.

**DISTANCE EDUCATION**

NURS 203 – Introduction to Registered Nursing

**ACTION:** Approved

**VARIABLE TOPIC**

CULIN 100 – Cooking Up Success

**DISCIPLINE:** Culinary Arts

**HOURS:** 1.5 lec/.6 hrs by arrangement    **UNITS:** 1.5    **GRADE TYPE:** CR/NC

**ACTION:** Approved

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

**ANNOUNCEMENTS:** There were no announcements.

**DISCUSSION ITEMS**

**Operational Policies** Jim asked the CIC members to bring their catalogs to the meetings. The Course Audit forms should be used by the DIC and included in the packet forwarded to the CIC. The forms will be emailed to the CIC Division reps/DIC Chairs. If a CIC member is going to be absent, please inform Jim, or the ASC secretary, in advance of their absence. Please make sure that the divisions are represented.

All materials coming into a CIC meeting must be pre-screened by the screening committee, which is composed of the CIC Chair, Dean of Instruction, and ASC Secretary. The CIC meeting calendar, which includes the screening meetings dates, will be emailed out to the faculty.

It would be best if the CIC rep and DIC Chair are one and the same. The CIC rep/DIC Chair should be fully informed as to division material being submitted to the CIC.

A lack of a quorum will result in the cancellation of a meeting. Two of the three divisions must be present to constitute a quorum. New courses tend to have effects across the board.

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