

**COLLEGE INSTRUCTION COMMITTEE**

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

Monday, November 28, 2005

**CONTRA COSTA COLLEGE**

2600 Mission Bell Drive

San Pablo, California 94806

**DRAFT 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 (NSAS), Joy Lynch (CLASS), Kerry Farber (Classified Senate), Kenneth L. T. Herndon (ASU)**GUESTS:** Intisar Shareef, Kate Levine, Felicia Perez, Bonnie Holt, Julie Shieh-Cook, Steve Greer,**ABSENT:** Saul Jones, Leverett Smith, Kenyetta Tribble**CONSENT ACTION ITEMS****AGENDA** The agenda of was approved.**MINUTES** The minutes of October 24 were approved.**VARIABLE TOPIC COURSE PROPOSALS**

PE 100K - Boot Camp Fitness

**DISCIPLINE:** PE**HOURS:** 2 lec      **UNITS:** 2      **GRADE TYPE:** SC**ACTION:** Approved

ECHD 100F – Language, Literacy and the Young Child

**DISCIPLINE:** ECHD**HOURS:** 3 LEC      **UNITS:** 3      **GRADE TYPE:** SC**ACTION:** Approved

HUMAN 100A – Mystery of Humanity: Birth, Sex, and Death

**DISCIPLINE:** Humanities**HOURS:** 3 lec      **UNITS:** 3      **GRADE TYPE:** SC**ACTION:** Approved after conditions met.**CONDITIONS:** Description grammatically incorrect.

BIOSC 100C – Mammalian Cell Culture

**DISCIPLINE:** BioSci**HOURS:** .83 lec/.5 lab      **UNITS:** 1      **GRADE TYPE:** LR**ACTION:** Approved

BIOSC 100D - GLP and GMP, Principles and Compliance

**DISCIPLINE:** BioSci**HOURS:** .83 lec/.5 lab      **UNITS:** 1      **GRADE TYPE:** LR**ACTION:** Approved

BIOSC 100E – ELISA Methodology and Assay Development

**DISCIPLINE:** BioSci**HOURS:** .83 lec/.5 lab      **UNITS:** 1      **GRADE TYPE:** LR**ACTION:** Approved

BIOSC 100F – Polymerase Chain Reaction Theory and Applications

**DISCIPLINE:** BioSci**HOURS:** .83 lec/.5 lab      **UNITS:** 1      **GRADE TYPE:** LR**ACTION:** Approved**COURSE/CATALOG CHANGE PROPOSALS**

LIBST 109 – Finding Information Online and in Print

**CHANGE:** Catalog deletion**ACTION:** Approved after conditions met.**COURSE REVISION PROPOSALS**

LIBST 110A – Library and Information Research Skills

**CHANGE:** Description, AA/AS Degree Requirements, Transfer Info., Objectives, Content, Methods of Instruction, Materials, and Evaluation, to add Information Competency to course.

**ACTION:** Approved after conditions met.

**CONDITIONS:** Course Expectations on Outline and Proposal

LIBST 110 Research Skills: Finding, Using, and Evaluating Resources

**CHANGE:** Description, AA/AS Degree Requirements, Transfer Info., Objectives and Content to add Information Competency to course.

**ACTION:** Approved after conditions met.

**CONDITIONS:** Course Expectations on Outline

### **NEW MAJOR/CHANGE TO MAJOR PROPOSALS**

ECON – Economics

**CHANGE:** Delete ECON 234, add MATH 191, Unit Value 21

**ACTION:** Approved

HHS – Human Services

**UNIT VALUE:** 24

**ACTION:** Approved

### **NEW CERTIFICATE OF ACHIEVEMENT PROPOSALS**

HHS – Human Services

**UNIT VALUE:** 24

**ACTION:** Approved

HHS – Human Services, Dual Diagnosis Specialization

**UNIT VALUE:** 41

**ACTION:** Approved

### **DISTANCE EDUCATION PROPOSALS**

LIBST 110A – Library and Information Research Skills

**ACTION:** Approved after conditions met.

**CONDITIONS:** Course Expectations on Outline

ART 118 – Multi-Cultural Survey of American Art

**ACTION:** Approved after conditions met.

**CONDITIONS:** Student Evaluation requires a research paper.

### **UNFINISHED BUSINESS**

**Relationship Between DIC and CIC** Wayne was concerned whether information from the CIC is being disseminated to the faculty properly. Information should be reported at division meetings, or to the division Dean, or in a brief note to Department Chairs after the meeting. He asked all to think about how assessable they are to the faculty.

**Implementation Date for Requiring Faculty to list SLO on Course Outline** Rick will report on this at the second meeting of the Spring 06 semester.

**CIC Course Proposal Audit Forms** The audit forms will be reviewed and implemented by next semester.

### **GENERAL AGENDA ITEMS FOR INFORMATION/DISCUSSION**

**SLO Section on Variable Topic Form** SLO will not be required on Variable Topics.

**“Reason for Change” Box on Change of Major/Certificate Form** This will be added to the form.

**Information Competency Checklist Form** This will be added to the Course Proposal form and be added to the list of CIC forms on the S Drive and website after it is returned for approval.

### **CIC ANNOUNCEMENTS and OPEN DISCUSSION**

**PRESENTATIONS FROM THE PUBLIC** There were no announcements.

**NEXT MEETING** November 28, 2005

**ADJOURNMENT** The meeting was adjourned at 4:15 p.m.