

## COLLEGE INSTRUCTION COMMITTEE

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

Monday, January 26, 2009

## CONTRA COSTA COLLEGE

2600 Mission Bell Drive

San Pablo, California 94806

### MINUTES

**MEETING CALLED TO ORDER:** The meeting was called to order at 2:30 p.m.

**CHAIR:** Jason Berner

**MEMBERS PRESENT:** Rick Ramos (LAVA), Vern Cromartie (NSAS), Manu Ampim (alt) (NSAS), Walter Masuda (CLASS), John Diestler (CLASS), Robert Webster (SS)

**RESOURCE TEAM:** Donna Floyd (Senior Dean of Instruction), Shannon Beckham (Scheduler/Classified Senate)

**ABSENT:** Robert Chan (NSAS), Kenyetta Tribble (SS)

**GUESTS:** Intisar Shareef, Joe Ledbetter

### CONSENT ACTION ITEMS:

**AGENDA:** The agenda was approved with the removal of ECHD 109 Course/Catalog Change and MUSIC Major proposal and ENGL 1A Course/Catalog Change.

**MINUTES:** The minutes of December 8 were approved.

### COURSE/CATALOG CHANGE PROPOSAL:

ENGL 1A Composition and Reading

**ACTION:** Removed from agenda at Department's request for further review.

ECHD 109 Observation, Assessment and Child Guidance

**ACTION:** Removed from agenda. Course will not be deleted from catalog.

ECHD 226 Music Pedagogy for Young Children

**CHANGE:** Remove lab hours

**ACTION:** Approved

### CHANGE TO CERTIFICATE OF ACCOMPLISHMENT PROPOSAL:

ECHD Observation, Assessment and Child Guidance

**CHANGE:** Delete from catalog

**ACTION:** Approved

### CHANGE TO MAJOR PROPOSAL:

MUSIC

**ACTION:** Removed from agenda for lack of representation.

### CIC ANNOUNCEMENTS and OPEN DISCUSSION

**Integrated Planning Process** – The committee discussed whether it was feasible that course catalog changes, or minor major or program changes only need to be reviewed by the CIC Chair, and listed on the agenda, and bundled for approval without anyone representing the proposal. A committee member could ask to review a proposal by the committee. Only new courses and Content Reviews with pre/co-requisites would need to be reviewed by the committee. A new content review form was discussed. This form could only be used if the course had already gone through this last content review cycle. At this time, the committee has only agreed that attendance is only needed for new course proposals, or if representation is requested. This will be returned to the next agenda as New Business.

**Hours By Arrangement** – Jason asked the division reps to remind their divisions that Hours By Arrangement needs to be broken down on the course outline, change them to regular scheduled lab hours, or delete them all together. "List Activities by Arrangement" will be added to the course outline form.

**Certificates of Achievement** – Rick Ramos discussed how Certificates of Accomplishment are not shown on transcripts and for students to receive financial aid, they must have a directed goal and enrolled in a state certified program of at least 12 units or above. Previously, Certificates of Achievement had to have been 18 units or above to be state approved. He is working with CTE departments to change the Certificates of Accomplishment to Achievement, or create new certificate programs.

**PRESENTATIONS FROM THE PUBLIC** There were no presentations from the public.

**NEXT MEETING** – Next meeting is scheduled for February 23.

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