

COLLEGE INSTRUCTION COMMITTEE

Applied Arts Building AA-216 2:15 p.m.
Monday, August 25, 2008

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: James Duvall

MEMBERS PRESENT: Rick Ramos (LAVA), Vern Cromartie (NSAS), Manu Ampim (NSAS), Jason Berner (CLASS), John Diestler (CLASS), Shannon Beckham (Scheduler/Classified Senate)

RESOURCE TEAM: Donna Floyd (Senior Dean of Instruction)

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

GUESTS: Tamara Green, Beth Goehring, Nader Sharkes, Mary Anne Werner-McCullough, Julie Shieh-Cook

CONSENT ACTION ITEMS:

AGENDA: The agenda was approved with NURS 202 being moved to the beginning of the agenda and the Change to Liberal Arts being moved from New Business to Action Items.

MINUTES: The minutes of May 12 were approved.

COURSE/CATALOG CHANGE PROPOSALS:

NURS 202 Certified Nurse Aide/Home Health Aide

CHANGE: Add prerequisites and Advisories

ACTION: Tabled

MATEC 100-298

CHANGE: All MATEC courses are being deleted from catalog

ACTION: Approved

INSPC 100-298

CHANGE: All INSPC courses are being deleted from catalog

ACTION: Approved

ART 103 Open Studio

CHANGE: 72-144 lab per term/1-2 units

ACTION: Approved

ECHD 119 The Autonomous Child

MEDIC 120 Intro to Medical Assisting

MEDIC 121 Orientation to Medical Assisting

MEDIC 213 Medical Office Practice

HHS 106 Holistic Health

HHS 108 Stress Management

HHS 112 Drug Abuse

CHANGE: Deleted courses from catalog

ACTION: Approved

MEDIC 215 Clinical Experience

CHANGE: Remove/add prerequisites

ACTION: Approved

HHS 114 Introduction to Health Professions

CHANGE: Title and description

ACTION: Approved

Liberal Arts Degree

CHANGE: The State Chancellor's Office sent it back because it needed more explanation as to the goal of the degree. Under Communication, English Language and Critical Thinking will be changed to Communication in the English Language. Math and Science needs to include at least one Math course as a requirement.

ACTION: Approved with the typo corrections that were discussed.

VARIABLE TOPICS PROPOSALS:

CULIN 100L Regional Spanish Cuisine

DISCIPLINE: Culinary Arts

HOURS: 1 lecture/2 lab **UNITS:** 2

GRADE TYPE: SC

ACTION Approved

MEDIC 100B Pharmacology for Health Professions

DISCIPLINE: Health Care Ancillaries

HOURS: 3 lecture **UNITS:** 3

GRADE TYPE: LG

ACTION Approved

NEW/CHANGES TO MAJOR/CERTIFICATE PROPOSALS:

INTEC Industrial Technology

CHANGE: Removed INSPC127, 130

NEW UNIT VALUE: 21.3-23.3

ACTION: Approved

COURSE TO DISCIPLINE CHANGE PROPOSALS:

PE 280 - Add Counseling discipline

PE 281 - Add Counseling discipline

PE 270 - Add Dance discipline

ACTION: Approved

CONTENT REVIEWS:

HHS 114 HHS 212 ART 232 BUS 194I

PE 265 PE 262 PE 198 PE 194

PE 122 PE 105 PE 190

ACTION: Conditionally Approved

NURS 202/204

PSYCH 140

ACTION: Tabled

NEW BUSINESS

Certification for Local Approval of Credit Courses Stand-alone courses are courses that are not part of a major, certificate, or degree. CIC can approve stand-alone courses.

CIC Revised Manual Jim asked the members to review the CIC Manual that is on the CIC website. This will be an action item at the next agenda. He reminded the committee that this is a living document and will be updated occasionally.

Computer Literacy Requirement Impact on Graduating Students A student may use any catalog published from the beginning of the student's registration to graduation. Whichever catalog they choose, they must fulfill the graduation requirements for that catalog. This year's catalog 2008-09 is the first catalog to not require Computer Literacy as a graduation requirement. The Instruction Office is encouraged to pay someone to offer the Challenge test, or the student will have to take a course to fulfill the requirement. McKinley is checking with the district's attorney to see if the requirement can be waived on an individual basis.

CIC ANNOUNCEMENTS and OPEN DISCUSSION Jim announced there are only four CIC meetings left before Accreditation, and after Accreditation is finished (October 15-17) he will be stepping down from CIC after 16 years. He is having a Standard IIA breakout session in LA207 from 1:30 – 2:30 on Tuesday, September 2. He reminded the CIC members that the CCC Self-Study is on the CCC website and to familiarize themselves with Standard IIA because the Accreditation Team may ask them questions about it. He also reminds all faculty that course-level SLOs need to be submitted for each course before Accreditation and that Content Review is just as important. All proposals submitted after today will have the effective date of 09-10.

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

NEXT MEETING – September 8

ADJOURNMENT The meeting was adjourned at 4 p.m.