

**CONTRA COSTA COLLEGE
CURRICULUM INSTRUCTION COMMITTEE MEETING
MINUTES**

Location: AA-216

Date: Monday, 1/30/12

Time: 2:15 p.m. – 3:30p.m.

Those in attendance were: Jason Berner (Chair), Shondra West (Instruction Office), Kenyetta Tribble (SS), Vern Cromartie (NSAS), Rick Ramos (LAVA), John Diestler (LA), Terence Elliott (Dean)

Absent: Bonnie Holt (LA), Manu Ampim (NSAS), Robert Webster (SS), Manal Ayyed (ASU)

Guests in attendance were: Rachel Dwiggins-Beeler

B= Bundled

A = Approved

CA = Conditionally Approved

T = Tabled

CONSENT ITEMS	ACTION	CONDITIONS/COMMENTS
Agenda	A	ADJUS 222 added to Course Revisions
Minutes of 12/12/11	A	Minutes of 12/12 were corrected to read: Revision: Add co-requisite ENGL 102 for 0.2 units to ENGL 142B. This proposal was tabled to the January 30 meeting because a co-requisite validation matrix for ENGL 102 is required by the CIC. The 0.2 units may be changed to 0.5 units. CIC concluded that the objectives of this particular course (ENGL 142B) be used for validation of Co-requisite ENGL 102 because the objectives are clearer than the course content.

Course Revisions

SPCH 120	A	Distance Ed added to course. It was discussed that 50% or more of the course had to be taught online to qualify as a Distance Ed course.
ADJUS 222	A	ADJUS 125 removed as a prerequisite; ADJUS 121 and 122 added as co-prerequisites. Added ENGL 142B or higher as a prerequisite. This change was required to meet the requirements of the AS-T degree.

New Experimental/Variable Topic (100s) Course/s:

COUNS 100E	CA	Orientation to Green Industry is the title. This is a course that was required to be written by Suzanne Huey to follow up her Sabbatical. It is being offered for 0.2 units for a total of 3 lecture hours. Conditions: Remove everything except "Careers in the Green Industry" in the third course content item. Change grading policy to P/NP. The discipline is Counseling. Remove oral presentation and attendance from Student Evaluation; evaluate only on written assignment and presentation. SLO #1 change "pursuit" to "pursue." Remove SLO#2.
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New Program:

English	T	The English AA-T degree was tabled at the last meeting for document completion.
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Announcements/Open Discussion:

Workflow chart for course/program Local, District, and State approval Shondra explained the new state forms including the conditions and required attachments.

- 501 is used for new course programs 18 units or more. (Proposed programs less than 18.0 must meet the CTE guidelines, unless the program is considered certificate of accomplishment.)
- 510 is used for Substantial Changes to an approved program.
- 511 is used for Non Substantial Changes to an approved program
- 530 is used for New Course proposals
- 580 is used for modification course change

Transfer Degree narrative and documentation guidelines Shondra presented the guidelines on how the state would

like the narrative statements for the transfer degrees to be written.

ENGL 142B During the review of the previous minutes, Jason asked if, and Shondra responded that, ENGL 142B could be offered in Fall 12, but that it would have to returned to the next CIC agenda.

CurricuNet Meeting During the review of the previous minutes, Terence mentioned that the next meeting would be Wednesday, February 1, at 1 p.m. in the LLRC.

Presentations from Public:

There were no presentations from the public.

**Respectively submitted by
Lynette Kral**