

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

Location: AA-216

Date: Monday, 8/22/11

Time: 2:15 p.m. – 3:20p.m.

Those in attendance were: Jason Berner (Chair), Shondra West, Manu Ampim (NSAS), Vern Cromartie (NSAS), Bonnie Holt (LA), John Diestler (LA), Kenyetta Tribble (SS), Rick Ramos (LAVA), Terence Elliott (Dean), and Manal Ayyed (ASU).

Absent: Robert Webster (SS), Rudy Zeller (LAVA)

Guests in attendance were: Wayne Organ

B= Bundled A = Approved CA = Conditionally Approved T = Tabled R = Removed

CONSENT ITEMS	ACTION	CONDITIONS/COMMENTS
Agenda	A	
Minutes of 05/09/11	A	

Course Inactivation:

MUSIC 855N	B/A	(eff. '11-'12 Addendum/Spring'12)
MUSIC 134A	B/A	(eff. '11-'12 Addendum/Spring'12)
MUSIC 132	B/A	(eff. '11-'12 Addendum/Spring'12)
MUSIC 134B	B/A	(eff. '11-'12 Addendum/Spring'12)
MUSIC 185	B/A	(eff. '11-'12 Addendum/Spring'12)
MUSIC 103	B/A	(eff. '11-'12 Addendum/Spring'12)

New Course/s:

COMP/COMSC-125	R	Conditionally Approved on previous agenda. Conditions met.
COMP/COMSC- 360 -259	R	Conditionally Approved on previous agenda. Conditions met.
COMP/COMSC- 380 -279	R	Conditionally Approved on previous agenda. Conditions met.

Course Revisions

MUSIC 114	A	Hours per week changed from 3 lec/1 hr lab to 3 lec/0 lab. - (eff. '11-'12 Addendum/Spring'12)
-----------	---	--

Program-Major/Certificate New & Revisions:

New-(KINES/PE): Coaching (C.A.)	R	Conditionally Approved on previous agenda. Conditions met.
New-(C.A.R.E.-COMP/COMSC): Programming Language Specialist (C.A.)	R	Tabled on previous agenda. Not returned to this agenda.
New-(C.A.R.E.-COMP/COMSC): Core Computer Science (C.A.)	R	Tabled on previous agenda. Not returned to this agenda.
New-(C.A.R.E.-COMP/COMSC): Core Computational Mathematics (C.A.)	R	Tabled on previous agenda. Not returned to this agenda.

Announcements/Open Discussion:

Order of Signatures on the CIC Form Signature Page Wayne Organ recommended that the Deans signature should be before the DIC signature. He asked if the reason the Dean signs off on the form is for notification, paperwork compliance, or approval. He feels that it is not the Dean's job to approve courses. The CIC determined that it was for notification only. This brought up the discussion of the move to CurricuNet and the determination of the workflow rotation during course approval process. After much discussion, the CIC agreed that the workflow for the CurricuNet course approval process will be as follows: 1) Originator, 2) Department Chair, 3) DIC, 4) Dean (for notification and administrative information, 5) library (notification), 6) CIC, 7) Senior Dean of Instruction. Workflow question to be discussed on the next agenda will be: 1) Does class maximum approval need to be done, 2) Who does it and at what point should it be done during the approval process, 3) Why the library signature is required. The approval of class maximum is based on safety and size of rooms. A standard English class enrollment number is 40. The standard math enrollment number is 30. Terence, Jason, Shondra, and Kenyetta are going over to Los Medanos on Friday to orient themselves with their CurricuNet program. The plan is that CCC will be using the program by Spring 12. This discussion led to the issue of online courses and degrees. Rick Ramos informed the committee that when 50% of the courses that would fulfill the AA/AS degree requirements are offered online, permission must be received from the state to offer an online degree, and that a student survey must be created for those online courses, which cannot be used to evaluate faculty. He also said that since some faculty don't have the ability to teach online, the departments need to take responsibility to mentor them.

Presentations from Public:

There were no presentations from the public.

**Respectively submitted by
Lynette Kral**