

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

**Location:** AA-216

**Date:** Monday, 9/26/11

**Time:** 2:15 p.m. – 4:30p.m.

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

**Absent:** Bonnie Holt (LA), Rudy Zeller (LAVA)

**Guests in attendance were:** Julie Shieh-Cook

**B= Bundled**

**A = Approved**

**CA = Conditionally Approved**

**T = Tabled**

**R = Removed**

CONSENT ITEMS	ACTION	CONDITIONS/COMMENTS
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Agenda	A	
Minutes of 09/12/11	A	Kenyetta would like the minutes to reflect that the CIC asked John Gregorian to take the ENGL 1A revision of increasing from 3 hours lecture to 4 hours lecture back to his department for added course content to reflect the extra hour of lecture.

**Course Inactivation:**

AUSER 200	A	(eff. '11-'12 Addendum/Spring'12)
AUSER 201	A	(eff. '11-'12 Addendum/Spring'12)

**Course Revisions**

ART 232/233	B/A	Hours per week - lab from 0-144 to 18-144 (eff. '11-'12 Addendum/Spring'12)
ART 233/232	B/A	Hours per week - lab from 0-144 to 18-144 (eff. '11-'12 Addendum/Spring'12)
ART 124/125/224/225	B/A	Hours/Units per week - lecture from 36 to 18-16, lab from 72 to 54-144, and 3 units to 2-4 (eff. '11-'12 Addendum/Spring'12)
ART 125/124/224/225	B/A	Hours/Units per week - lecture from 36 to 18-36, lab 72 to 54-144, and 3 units to 2-4 (eff. '11-'12 Addendum/Spring'12)
ART 224/124/125/225	B/A	Hours/Units per week – lecture from 36 to 18-36, lab 72 to 54-144, and 3 units to 2-4 (eff. '11-'12 Addendum/Spring'12)
ART 225/124/125/224	B/A	Hours/Units per week – lecture from 36 to 18-36, lab 72 to 54-144, and 3 units to 2-4 (eff. '11-'12 Addendum/Spring'12)
ART 158/159/258/259	B/A	Hours per week – lab from 54 to 54-144 <b>and remove HBA</b> (eff. '11-'12 Addendum/Spring'12)
ART 159/158/258/259	B/A	Hours per week – lab from 54 to 54-144 <b>and remove HBA</b> (eff. '11-'12 Addendum/Spring'12)
ART 258/259/158/159	B/A	Hours per week – lab from 54 to 54-144 <b>and remove HBA</b> (eff. '11-'12 Addendum/Spring'12)
ART 259/258/158/159	B/A	Hours per week - lab from 54 to 54-144 <b>and remove HBA</b> (eff. '11-'12 Addendum/Spring'12)
MATH 118	CA	Course description, hours/units per week, and course objective/course content – lab (eff. '11-'12 Addendum/Spring'12) <b>Description needs to be corrected to: 1 year of high school algebra to include Beginning Algebra or Algebra 1.</b>
MATH 120	CA	Course description, hours/units per week, course objective/course content, methods instruction, instructional materials, and student evaluation (eff. '11-'12 Addendum/Spring'12) <b>Description needs to be corrected to: 2 years of high school algebra to include Intermediate Algebra or Algebra 2.</b>

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

AUSER 100S	CA	Hybrid Electric Vehicles Diagnostics and Repair (eff. '11-'12 Addendum/Spring'12) <b>Description needs to be corrected to: “Students will perform... will practice...”</b>
HUMAN 100B	CA	Forms updated from previous meeting (no action required) (eff. '11-'12 Addendum/Spring'12) <b>Description needs to be corrected to: “Students will...”Title “Understanding Love” Numerous typos in Instructor Materials information.</b>

**New Course/s:**

ENGL 117	T	Reading and Writing for CTE 1-7 units/3-6 hrs of lect. And 54 hours of lab <b>CIC suggested that this course be split into two courses 117A and B. Removal of “Use effective study skills” from Writing portion of course content. Description should be corrected: “CTE classes” should read “CTE programs” and there should be a fixed number of units, not variable.</b>
Medic 220	CA	Administrative Medical Assisting & Medical Office Environment (eff. Su/Fa12) <b>Add Health as a discipline. This course will be replacing MEDIC 160. Correct typos in description and change it to match the course outline description. CSU transfer as an elective.</b>
Medic 221	CA	Practices, Procedures, and Specialties in Clinical Medical Assisting (eff. Su/Fa12) <b>Add Health as a discipline. This course will be replacing MEDIC 161. CSU transfer as an elective.</b>
Medic 222	CA	Medical Assisting and Nutrition, Pharmacology, Drug... (eff. Su/Fa 12) <b>Add Health as a discipline. This course will be replacing MEDIC 162. CSU transfer as an elective.</b>

**Program-Major/Certificate New & Revisions/ Inactivation:**

African American Studies	A	Change major by adding a new course to the major requirement – <b>move HIST 110 from the options list to the list of courses required for the major, and move Socio 225 from a required course to the optional list.</b> (eff 12-13 catalog, Summer/Fall 2012)
AUSER	A	Automotive Smog Technician - Delete entire certificate (eff 12-13 catalog, Summer/Fall 2012)
HHS	A	MEDIC Medical Assisting and Office Technician <b>Replace MEDIC 160, 161, 162 with MEDIC 220, 221, 222.</b>

**Course Content Review/s:**

ESL 189	A	Informational Item Only.
ESL 183	A	Informational Item Only.
ESL 192	A	Informational Item Only.
ESL 186	A	Informational Item Only.

**Announcements/Open Discussion:**

The workflow for CurricuNet was approved.

- 1) Faculty Originator
- 2) Department Chair
- 3) DIC/Articulation
- 4) Division Dean/Library (informational only)
- 5) CIC
- 6) Dean of Curriculum
- 7) Vice President of Instruction (Class maximum signature)

Kenyetta asked about how the outlines are being updated on the S Drive. She also said that the UC elective transfer review is open until October 15 and to contact her regarding this issue.

**Presentations from Public:**

There were no presentations from the public.

**Respectively submitted by  
Lynette Kral**