

**COLLEGE INSTRUCTION COMMITTEE**

Applied Arts Building AA-216 2:15 p.m.  
Monday, January 27, 2014

**CONTRA COSTA COLLEGE**

2600 Mission Bell Drive  
San Pablo, California 94806

**MINUTES**

**CALL TO ORDER** Meeting was called to order at 2:15 p.m.

**COMMITTEE MEMBERS IN ATTENDANCE:** Gabriela Segade (Chair), Robert Webster (SS), Norma Valdez-Jimenez (SS), Vern Cromartie (NSAS), Katie Krolkowski, Andrew Kuo (LAVA)

**RESOURCE TEAM:** Shondra West (Instructional Office), Tammeil Gilkerson (Instruction Office)

**COMMITTEE MEMBERS ABSENT:** Jennifer Ounjian (NSAS), Julie Shieh-Cook (LAVA), Roberta Kunkel (LA)

**VISITORS IN ATTENDANCE:** Trinidad Ledesma, Beth Goehring, Sandra Everhart

**ACTION ITEMS:**

**AGENDA OF JANUARY 27:** The agenda was approved with Vern abstaining because he did not agree that the Distance Ed proposals were tabled and not approved on the December 9 agenda and that they should not appear on today's agenda.

**MINUTES OF DECEMBER 9:** The minutes were approved with Vern abstaining because he did not agree that the Distance Ed proposals were tabled and not approved on the December 9 agenda.

**NEW COURSES:**

DANCE 118B Intermediate Techniques of Hip Hop and Urban Funk

**ACTION:** Not Approved because the content is not differentiated enough from DANCE 118A.

PEIC 290 Sport-Specific Training (Discipline: PE)

**ACTION:** Approved with hours corrected to 27-175 and a hyphen should join Sport and Specific (Sport-Specific) throughout the document. Tammeil also suggested that the discipline of Coaching was applicable to this course. Beth agreed and Coaching was added as a discipline to this course.

**DISTANCE ED SUPPLEMENT TO THE COR**

ADJUS 122 (Existing course currently offered in a lecture mode)

SOCIO 220 (Updated Supplement to Existing Online Course)

SOCIO 221 (Existing course currently offered in a lecture mode)

**ACTION:** Bundled and approved

NOTE: Katie will ask Judy to come to the next CIC meeting and explain the approval process for Distance Ed forms.

**COURSE OUTLINES UPDATED TO DELINEATE LAB CONTENT IN ORDER TO COMPLY WITH THE GUIDELINES FOR IGETC AND CSU GE**

CHEM 120, 121, 226, 227

BIOSC 110, 140, 141

**ACTION:** Approved (Since the changes do not affect the catalog, there is no need to submit an in-house revision form. The revised outlines will become the Course Outline of Record (COR), filed in the Instruction Office, and uploaded to the S Drive. A non-substantial change will be submitted to the state to update the state curriculum inventory. )

ENGIN 230, 240

PHYSICS 120, 120H, 121, 121H, 130, 230, 231

**ACTION:** Tabled to be included in content Reviews

**CONTENT REVIEWS**

BIOSC 148, 182, 183, 184, 185, 186, 187

ESL 135A, 135B

ADJUS 121

**ACTION:** These content reviews were previously reviewed by the Technical Review Committee, found complete and forwarded to the CIC for review and will be returned as consent items on the next agenda.

**NOTE:** Since all courses containing lecture and lab, that transfer as CSU-GE or IGETC are required to have a lab manual, Robert Webster, CCC Articulation Officer, asked for a textbox to be included on the outline for this information, under Instructional Materials. BIOSC 148 course outline was revised to include the lab manual information and to clarify the distinction between lecture and lab content.

ADJUS 120, 122, 124, 126, 130, 139, 221, 223, 225  
ANTHR 125, 130, 140, 140L, 150  
ART 132, 133, 143, 144, 145, 146, 174, 175, 190, 191  
DANCE 118A  
EMED 110, 135  
ESL 175  
GEOG 120, 126, 130, 150, 160  
HUMAN 113  
KINES 197  
MATH 101, 115, 292  
NURS 240  
PE 098, 142A, 211A, 273A, 282  
ENGL 081, 084

**ACTION:** These content reviews were tabled for lack of time. These proposals were previously reviewed by the Technical Review Committee, found complete and forwarded to the CIC for review.

**NOTE:** Only courses with pre/co-requisites/advisories will need to be reviewed by the committee. These will be returned to the agenda as non-consent items.

Courses without pre/co-requisites/advisories need only be reviewed by the CIC Chair and those will be returned to the next agenda as consent items.

## **CURRICULUM TOPICS**

**Internal Audit of Course to Discipline (Wayne Organ)** Tabled for lack of time.

**Content Review Form** It was agreed that the narrative pertaining to the verification that course content is taught consistently across sections of the same course, will be removed from Content Review.

**New/Revised Course Proposal Form** Tabled for lack of time.

## **AGENDA ITEMS TABLED FROM PREVIOUS MEETINGS**

- ACSKL 100, 200, 201

## **CONDITIONS MET FOR COURSE PROPOSALS CONDITIONALLY APPROVED PREVIOUSLY**

ENGL 081 Strategies in Reading

**CHANGES APPROVED:** Course will be listed in both English and Learning Specialist Programs.

Title is changed to "Strategies in Reading"

Course description revised.

**ACTION:** No action was required. This is an informational item only.

ENGL 084 Strategies in Writing

**CHANGES APPROVED:** Course will be listed in both English and Learning Specialist Programs.

Course description revised.

Textbook has been added.

**ACTION:** No action was required. This is an informational item only.

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

**NEXT MEETING** The next meeting will be February 10, 2014

**ADJOURNMENT** The meeting was adjourned at 4:00 p.m.

Respectfully submitted by Lynette Kral