

COLLEGE INSTRUCTION COMMITTEE

Applied Arts Building AA-216 2:15 p.m.

Monday, February 10, 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, Norma Valdez-Jimenez (SS); Vern Cromartie, Katie Krolkowski (NSAS); Julie Shieh-Cook, Andrew Kuo (LAVA), Roberta Kunkel (LA)**RESOURCE TEAM:** Tammeil Gilkerson (Instruction Office)**COMMITTEE MEMBERS ABSENT:** Jennifer Ounjian (NSAS)**VISITORS IN ATTENDANCE:** Trinidad Ledesma, Terrill Mead**REVIEW OF BROWN ACT**

- **Consent/Non-Consent Agenda** Gabriela discussed using a consent/non-consent agenda in compliance with the Brown Act. Consent action items are issues that do not require prolonged discussion, if any at all. These would include items reviewed but not approved from the previous non-consent agenda. They would be returned after the issue was resolved. Other consent action items would include Content Reviews without prerequisites reviewed previously by the CIC Chair, the agenda, and minutes. The CIC members will receive the agenda and minutes to review prior to the meeting and be prepared to accept or request revisions to the documents. At that time, if members would like further discussion on a consent item, the item will be moved to the bottom of the non-consent section of the agenda. Non-consent action items are issues that need prolonged discussion. This issue will be returned to the next agenda for further discussion and approval of the process.
- **Distance Education Supplement Forms** The committee discussed the process of approval of these forms. Currently, the form is first approved by the Distance Education Coordinator and then appears as an agenda item to be recorded in the minutes. How much review is required by the CIC is questionable since it has already been approved by the Distance Education Coordinator. It is questionable whether these proposals are listed as a consent or non-consent action item on the future agendas. This issue will be returned to the next agenda for further discussion and approval of the process.
- **SLO Plans** The committee discussed the approval process for new and revised SLO plans. The feeling was that the plans and revisions should be extensively reviewed by the SLO Committee before being approved at the CIC. This issue will be returned to the next agenda for further discussion and approval of the process.

CONSENT AGENDA ACTION ITEMS**AGENDA OF FEBRUARY 10:** Gabriela requested the removal of consent item F, Revised SLO Plans. Katie requested that consent item C, Distance Education Supplement be moved to the non-consent section. Gabriela requested non-consent item B, Content Reviews Without Prerequisites be tabled until she reviews them first.**MINUTES OF JANUARY 27** There was no discussion of the minutes.**CONTENT REVIEWS PREVIOUSLY REVIEWED AT JAN. 27 CIC MEETING**

BIOSC 183, 184, 185, 186, 187

BIOSC 148

REVISION: Outline revised to include lab manual and content differentiated between lecture and lab as required to transfer as IGETC and CSU GE.

ESL 135A, 135B

HUMAN 113

CONTENT REVIEWS W/O PRE/CO-REQUISITES/ADVISORIES REVIEWED BY CIC CHAIR

DANCE 118A

ANTHR 125, 130, 140, 140L, 150

PE 98A, 211, 142, 282

GEOG 120, 126, 130, 150, 160

ADJUS 120, 121, 122 130

MATH 115

REVISION: Grading policy changed from Letter to Student Choice

AUSER 141, 171

BIOSC 182

ENGL 081, 084

REVISED SLO PLANS Removed from agenda**APPROVAL OF CONSENT AGENDA ACTION:**

ACTION: Motioned to approve by Katie; seconded by Vern; all in favor; no abstentions.

**NONCONSENT AGENDA – ACTION ITEMS
NON-SUBSTANTIAL CHANGE PROPOSALS**

MEDIC 226 Clinical Experience I

REVISION: Course description; hours; removing pre-req .of BOT 210A and replacing it with BOT 200

ACTION: Approved with the addition of adding “or equivalent” to the prerequisite of BOT 200.

MEDIC 227 Clinical Experience II

REVISION: Lab hours changed to Lab HBA

ACTION: Approved

CONTENT REVIEWS W/ PRE/CO-REQUISITES/ADVISORIES

ESL 175

REVISION: Description has been revised

ACTION: Approved

MATH 118, 120, 164, 170, 171, 180, 191, 200, 290

REVISION: Advisory of MATH 875N removed

ACTION: Bundled and approved with the suggestion of adding “or higher” to MATH 164, 170, 180

NOTE: After further discussion with the Math department, Terrill Mead made the decision to keep the prerequisite statement as it is currently in the catalog.

MATH 185, 292

ACTION: **ACTION:** Bundled and approved.

MATH 190

REVISION: Prerequisite changed to MATH 171 or MATH 121 and 135, advisory of MATH 875N removed.

ACTION: Approved

ART 190, 191

ACTION: Approved

NURS 240

ACTION: Will be returned to next consent agenda after discussion with Nursing regarding the prerequisite statement on outline and in catalog.

CONTENT REVIEWS W/O PRE/CO-REQUISITES/ADVISORIES

AUSER 271

PE 273A

KINES 197

MATH 101

ACTION: Tabled to next agenda as a consent action item.

DISTANCE ED SUPPLEMENT TO COURSE OUTLINE OF RECORD

KINES 197

ADJUS 120, 121, 122, 124, 221, 223

ACTION: Approved

CURRICULUM TOPICS

Internal Audit of Course to Discipline Tabled to next agenda.

Staggering Content Reviews Tabled to next agenda.

AGENDA ITEMS TABLED FROM PREVIOUS MEETINGS

ACSKL 100, 200, 201

CONTENT REVIEWS PENDING COURSE REVISIONS (Informational Items Only)

EMED 110

EMED 135 (needs revision for description, change of hours and units, add pre-req. of EMED 110 or EMT certificate)

ADJUS 124, 126, 139, 221, 223, 225 (needs revision for description)

GEOG 120L (needs revision for hours)

ART 118 (Revision to add prereq), 132, 133, 135, 143, 145, 146, 174, 175 (hours and unit revision)

JRNAL 122, 123, 222, 223 (need revisions for descriptions, titles, and co-requisites)

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

NEXT MEETING The next meeting will be February 24, 2014

ADJOURNMENT The meeting was adjourned at 4:10 p.m.

Respectfully submitted by Lynette Kral, February 20, 2014.

**CIC Schedule of Meetings
Spring 14**

Agenda Items Due AA226	Technical Review Meeting	CIC Agenda Posted	CIC Meeting	Submitted to Pres. Office for Gov. Board	Govern. Board Meeting
Jan. 27	Jan. 28	Feb. 5	Feb. 10	Feb. 26	Mar. 26
Feb. 10	Feb. 11	Feb. 19	Feb. 24	Mar. 24	Apr. 23
Feb. 24	Feb. 25	Mar. 5	Mar. 10	Mar. 24	Apr. 23
Mar. 10	Mar. 11	Mar. 19	Mar. 24	Apr. 30	May 28
Mar. 31	Apr. 1	Apr. 9	Apr. 14	Apr. 30	May 28
Apr. 14	Apr. 15	Apr. 23	Apr. 28	May 27	June 25
Apr. 28	Apr. 30	May 7	May 12	May 27	June 25