

**College Instruction Committee Minutes  
Contra Costa College  
2600 Mission Bell Drive, San Pablo, California 94806**

<b>Monday, March 10, 2014</b>	<b>2:15 pm-4:10 pm</b>	<b>Location: AA216</b>
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**Call To Order with Introduction of Guests**

The meeting was called to order at 2:15. Members in attendance were: Gabriela Segade, Katie Krolikowski, Robert Webster, Norma Valdez-Jimenez, Andrew Kuo, Julie Shieh-Cook, Kathleen Donlan and Tammeil Gilkerson. Members absent were: Vern Cromartie, and Robbie Kunkel. Guests in attendance were: Jason Berner, Trinidad Ledesma, and Terrill Mead.

**CurricUNET Training**

Steve Thyberg, from GoverNET, gave a presentation of CurricUNET by conference call. He started with the CCC workflow and said that changes could be made later if needed. He went through the process of creating a course. Course Search has both inactive and active courses (color coded red and blue). A course revision will bring up the current course information. When you are finished with a screen, remember to save your work before proceeding to the next page. There will be prompts when needed. Edit Courses will take you to the List of Courses. Course Modification is used to revise the course. CCC will have access to the CurricUNET database. He also gave a presentation of the SLO/Assessment module. After the presentation ended, Tammeil discussed a start date for implementing CurricUNET. Training will begin April 1 with flex workshops during summer, and becoming “live” beginning Fall 2014. Discussion will continue at the next CIC meeting.

**CONSENT AGENDA ACTION ITEMS**

**March 10 Agenda**

**February 24 Minutes**

**ADJUS 124** Content Review

**REVISION:** Description

**ADJUS 126** Content Review

**REVISION:** Description

**ADJUS 139** Content Review

**REVISION:** Description

**ADJUS 221** Content Review

**REVISION:** Description

**ADJUS 223** Content Review

**REVISION:** Description

**ADJUS 225** Content Review

**REVISION:** Description

**ADJUS** Powers of Arrest Certificate of Accomplishment

**REVISION:** Inactivation (If Governing Board approved, students will not be able to apply after Spring 14)

**ADJUS** Security Guard Basic Certification Certificate of Accomplishment

**REVISION:** Inactivation (If Governing Board approved, students will not be able to apply after Spring 14)

**ADJUS** Security Guard Intermediate Certification Certificate of Accomplishment

**REVISION:** Inactivation (If Governing Board approved, students will not be able to apply after Spring 14)

**MATH 880 and 890** SLOs

**REVISION:** SLOs corrections

**ACTION:** Katie motioned to approve consent agenda items; Robert seconded; all in favor; no abstentions.

**NON-CONSENT ACTION ITEMS**

**MATH 185**

**REVISION:** Description, prerequisites, objectives, content for C-ID acceptance

**MATH 190**

**REVISION:** Description, objectives, content for C-ID acceptance

**MATH 191**

**REVISION:** Description, objectives, content for C-ID acceptance

**MATH 200**

**REVISION:** Description, objectives, content for C-ID acceptance

**MATH 290**

**REVISION:** Description, objectives, content for C-ID acceptance

**MATH 292**

**REVISION:** Description, prerequisites, objectives, content for C-ID acceptance

**ACTION:** Katie motioned to bundle; Norma seconded; all in favor; no abstentions. Norma motioned to approve; Katie seconded; all in favor; no abstentions. (If Governing Board approved, these revisions will be listed in the Spring 15 addendum to the 2014-15 catalog.)

**AUSER 100T**

**AUSER 100V**

**ACTION:** Katie motioned to table both courses; Robert seconded; all in favor; no abstentions. (Corrections need to be made to the AUSER 100T student evaluation, course content, and methods of instruction.)

**AUSER SLO statements and plan revisions**

**ACTION:** No action was taken.

**INFORMATION/DISCUSSION**

**DIC Roles on Curriculum Review Process**

Kathleen Donlan was introduced as a member of the DIC for the LA division. Katie would like to see a schedule set up for the NSAS DIC with weekly meetings. Andrew (LAVA DIC) said he is the only one who reviews the proposals. He would like Julie to help review them. The question of whether all DIC members must attend CIC meetings was asked. Discussion will continue at the next CIC meeting.

**Internal Audit of Course to Discipline**

No action was taken to discuss the process we have now in determining how disciplines are attached to courses. This discussion will be continued at the next CIC meeting.

**OPEN DISCUSSION**

**Presentations from the Public/CIC Announcements**

MATH 880N and 890N will not be offered as Distance Ed courses.

**Adjournment** Norma motioned to approve adjourning the meeting at 4:10 p.m.; Andrew seconded; all in favor; no abstentions. Next meeting will be March 24.