

COLLEGE INSTRUCTION COMMITTEE

Applied Arts Building AA-216 2:15 p.m.
Monday, August 26, 2013

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: Kenyetta Tribble (Chair), Shondra West (Instruction Office), Tammeil Gilkerson (CCC Vice President), Robert Webster (SS), Andrew Kuo (LAVA), Vern Cromartie (NSAS), Bonnie Holt (LA), Jason Berner (LA).

ABSENT: Jennifer Ounjian (NSAS) and Norma Valdez-Jimenez (SS)

VISITORS: Leslie Alexander (CHEM), Joe DeTorres (BUS/RE), Beth Goehring (PE), Terence Elliott (Dean of NSAS)

STAND-ALONE COURSE TRAINING CERTIFICATION Kenyetta gave a brief definition of Stand Alone courses and provided information about the purpose of the training. The Chancellor's Office provided all the training materials and the training is required for all new CIC members. Tammeil suggested the committee review the materials on their own time and the committee agreed. All committee members are responsible for completing the Stand Alone Training by reading the information provided on the PowerPoint as well as the accompanied handouts no later than Tuesday, September 3rd. Upon completion, she asked if they would please send her and Tammeil an email certifying that they have read the training materials, so the appropriate certification can be sent to the Chancellor's Office.

REVISED COURSE PROPOSAL FORM FOR NEW / SUBSTANTIAL CHANGE / NON-SUBSTANTIAL CHANGE / INACTIVATION The committee reviewed and discussed the new proposed form that will be one form used for any new course (credit and non-credit), Variable Topic course, revision, reactivation, or inactivation of a course. The library signature is missing from approval block. A deadline for submission to appear in the catalog statement needs to be added. The Catalog Committee uses this information to publish curriculum changes in the addendum. The "Outside of Class Assignment" section has been changed. An example of the assignment must be submitted in addition to the hours. Kenyetta asked the division reps to notify their colleagues of this requirement.

CONSENT ACTION ITEMS

AGENDA The Agenda was approved.

MINUTES OF MAY 13 The minutes were approved with a minor correction (semi-colon after ENGL 139).

NON-SUBSTANTIAL CHANGES TO A COURSE:

ACSKL 100, 200, 201

CHANGE: Courses are being moved from the ACSKL to the ENGL department

ACTION: Tabled – ACSKL 100 is not listed in the 2013/14 catalog and ENGL 100 already exist; ACSKL 200 and 201 are Training Certification and not specific to ENGL; Jason will look into an alternative discipline/TOP Code.

ACSKL 875N

CHANGE: Courses are being moved from the ACSKL to the ENGL department

ACTION: Approved

ENGL 092, 102, 103, ENGL 110A, ENGL 129, 139, ENGL 142A

CHANGE: Courses are being moved from the ACSKL to the ENGL department

ACTION: Approved

MATH 101, 115

CHANGE: Courses are being moved from the ACSKL to the MATH department

ACTION: Approved

COURSE REACTIVATION

RE 163

CONDITIONS: Reasons for Reactivation; needs to be explained. (reactivated because it is required for licenses.) To be offered Spring 14. Only the textbook has been changed since the last content review.

Under course objectives: "Satisfy a portion of the D.R.E. licensing requirements," spell out what D.R.E stands for. Outside of class assignments: add examples. Needs Vice Presidents signature for class max. Verify last content review. (Verified- 2008)

ACTION: Conditionally approved

REVISED MAJORS/CERTIFICATES/DEGREES:

Academic Skills Program

CHANGE: Program has been deleted and courses merged with the Math and English programs.

ACTION: Approved- Note: ACSKL 200 and 201 to return before this action can be taken.

Real Estate Change of Major

CHANGE: Remove RE 262 / Add RE 163 with no change in unit value (19)

ACTION: Conditionally Approved- Conditions for reactivation of RE 163 (above) must be met first before this action can be taken.

VARIABLE TOPIC COURSES:

DANCE 100B – Directed Dance Activities

ACTION: Not Approved. This course is not specific enough; doesn't have enough detail, and has no connection to the program.

PE 100AO – Directed Physical Educational Activities

ACTION: Not Approved. This course is not specific enough; doesn't have enough detail, and has no connection to the program.

COURSE INACTIVATIONS:

MATH 101C

MATH 115C

ACTION: Approved

CIC ANNOUNCEMENTS and OPEN DISCUSSION:

Accreditation Update Kenyetta submitted the first rough draft of the Accreditation Report Standard IIA to Donna Floyd. Jason Berner is reviewing it. This will remain a standing agenda item and participation from the committee is needed.

CurricUNET Update Tammeil Gilkerson gave an update on CurricUNET. The college has invested a lot of money in the program (The initial cost was \$25K to set it up, with an annual fee of \$8K and we just paid for year three.) It is not usable yet. \$5K was spent on a data dump during Summer 2012; and now there is an issue with the data being out of date.

Tammeil has asked the company to fix some problems with its appearance. She is recommending a sub-committee be formed to look at it carefully (setting benchmarks) before we get it up and running. This issue will be discussed at the Council of Chairs.

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

ADJOURNMENT Meeting was adjourned at 4:15 p.m.