

COLLEGE INSTRUCTION COMMITTEE

Applied Arts Building AA-216 2:15 p.m.
Monday, September 9, 2013

CONTRA COSTA COLLEGE

2600 Mission Bell Drive
San Pablo, California 94806

MINUTES

CALL TO ORDER – Meeting was called to order at 2:20 p.m.

COMMITTEE MEMBERS IN ATTENDANCE: Kenyetta Tribble (Chair), Shondra West (Instructional Office), Tammeil Gilkerson (Instructional Office), Robert Webster (Student Services), Norma Valdez-Jimenez (Student Services), Andrew Kuo (LAVA), Julie Shieh-Cook (LAVA), Vern Cromartie (NSAS), Jennifer Ounjian (NSAS), Bonnie Holt (LA), and Jason Berner (LA)

VISITORS: Beth Goehring (PE/LAVA), Terence Elliott (Dean of NSAS)

AGENDA of September 9 was approved.

MINUTES of August 26 were approved with changes to add titles to members in attendance; correct wording in action item C. Revised Course Proposal; change CIC Orientation Topics to CurricUNET Update; remove “College Vice President” from in front of Tammeil’s name; and to add that the reason for DANCE 100B and PE 100AO were not being approved was that the courses were not specific enough, didn’t have enough detail, and had no connection to program.

STAND-ALONE COURSE TRAINING Kenyetta asked if there were any questions pertaining to the training. It was stated that the training will no longer be required after January 2014, so we expect the State to send information about new procedures sometime this semester.

REVISED COURSE PROPOSAL FORM FOR NEW / SUBSTANTIAL CHANGE / NON-SUBSTANTIAL CHANGE / INACTIVATION The committee generally felt that the administrative information previously required by the division deans should become part of the form with the responsibility for these sections falling to the faculty in consultation with the dean. The wording Course Basic Elements will be used consistently throughout the form. It was decided to table this as an action item and return the previous form, with the Course Basic codes included on the form. The committee will to continue the review the updated form next week. It was agreed that training on the Course Basic Elements is needed by the faculty and division deans so as to not trigger substantial changes by mistake.

CIC TRAINING The discussion of the new proposal form led into the CIC training that Kenyetta had planned to offer by using the new form as training along with the proposal and outline that contained errors, but a long discussion ensued about the process of conditionally approving courses at CIC. Tammeil didn’t understand why the CIC conditionally approved courses. She felt that it was confusing and made more work for other people. She suggested a Tech committee be formed that the proposal goes to before being seen by the CIC. If corrections needed to be made, the paperwork would be returned to the faculty who initiated the change, and then returned to the Tech committee for review once more before being placed on the agenda. Beth said that at one time the CIC had a steering committee that reviewed the courses before they were placed on the agenda, but it was hard to find a time everyone was available. Kenyetta suggested that the DIC (Division Instruction Committee) become the Tech committees. Any small grammatical errors or formatting problems could be made at CIC using the electronic forms. Vern would like to continue using conditional approvals and then have them listed on the agenda as a reminder that the course has not been approved.

Tammeil asked the committee to review the catalog and send any errors they see to her. When the subject of Content Review came up, she said that courses should not be offered if they do not go through Content Review.

Shondra added that when programs are conditionally approved, the faculty expect the programs to be offered the following year, but that if the program’s conditions are not met for a month or two, and gets rejected by the state for any other errors, the program misses the deadline to be offered, with one example being the MUSIC AA, which had been tabled for months. The faculty should not wait until the end of the semester to submit their requests for new programs and expect to meet the deadline. Norma suggested that there be an earlier cutoff date for submitting program proposals and asked whether CTE programs need to be approved by their consortiums before CIC approval. A motion was made and approved (Jennifer and Beth abstained) to eliminate conditional approvals and Kenyetta will take this issue of conditional approval to the Academic Senate.

The committee discussed whether it is necessary to get the VP of Instruction’s signature for class max since it is in the UF contract by discipline. Shondra brought up the point that the class max depends on the size of the classroom.

Kenyetta asked the committee to look at the sample outline distributed and to review the CIC manual for the next meeting.

CIC ANNOUNCEMENTS and OPEN DISCUSSION:

ADT (Associate Degree for Transfer) Update Tabled for lack of time.

Families of Classes Update Tabled for lack of time

Accreditation Fall 2014 Update Tabled for lack of time

Agenda Items tabled from previous meetings Tabled for lack of time

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

ADJOURNMENT Meeting was adjourned at 4:05 p.m.