

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

Monday, January 26, 2015

Location: AA-216

Call To Order with Introduction of Guests

The meeting was called to order at 2:25.

Members in attendance were: Gabriela Segade, Andrew Kuo, Elisabeth Schwarz, Katie Krolkowski, Vern Cromartie, Robert Webster and Norma Valdez-Jimenez.

Members absent:

Resource Team in attendance were: Lori Rohleder and Tammeil Gilkerson.

Guests in attendance were: Teresa Williams, Jon Celesia, and Joe DeTorres.

CONSENT AGENDA ACTION ITEMS

January 26 Agenda

December 8 Minutes

AUSER 102 – Brakes, Suspension and Steering

Non-Substantial Change: Course deletion

HED 115 – Applied Nutrition DE Supplement

BUS 102 – Business Mathematics: Content Review

ASTRO 120 – Elementary Astronomy: Content Review

ENGIN 112 – Introduction to Engineering: Content Review

GEOL 120 – Physical Geology: Content Review

PHYS 110 – Descriptive Physics: Content Review

COUNS 120 – Managing College Successes and Life Transitions DE Supplement

ACTION: Andrew motioned to approve consent agenda items; Katie seconded; Andrew, Elisabeth, Katie, Vern, Norma and Robert were all in favor; no abstentions.

NON-CONSENT AGENDA ACTION ITEMS

ADJUS Security Specialist Program

Non-Substantial Change: ADJUS 251 (3 units) added to certificate. New unit value is 15.

ACTION: Robert motioned to approve; Norma seconded; Norma, Robert, Andrew, Elisabeth, Katie, and Vern were all in favor; no abstentions.

NOTE: Program Requirements Criteria 3 of the narrative must be submitted.

MEDIA 165 Motion Graphic Design and Animation

Non-Substantial Change: Course description

ACTION: Norma motioned to approve; Katie seconded; Norma, Robert, Andrew, Elisabeth, Katie, and Vern were all in favor; no abstentions.

CHEM 119 Introductory Chemistry

Non-Substantial Change: Removed “or one year of high school algebra” from prerequisite of MATH 118 to satisfy a C-ID issue; hours changed from 72 lecture/36 lab to 54 lecture/54 lab

ACTION: Robert motioned to approve; Andrew seconded; Norma, Robert, Andrew, Elisabeth, and Vern were all in favor; Katie was opposed to it being approved since there was no representation in attendance; there were no abstentions.

NOTE: Tammeil said that internally, the local college can determine the equivalent.

BUS 102 Business Mathematics

Substantial Change: ND to DG

ACTION: Elisabeth motioned to approve; Vern seconded; Norma, Robert, Andrew, Elisabeth, Katie, and Vern were all in favor; no abstentions.

NOTE: The Business Management Certificate of Achievement needs to be updated to remove, or replace MATH 118 with MATH 120 since MATH 118 is ND applicable. This change was requested by Admissions because degree audit does not use non-degree applicable courses.

ENGIN 230 – Introduction to Circuit Analysis Content Review

ACTION: Robert motioned to approve with the authors names (Wieber, Don, et al) added to the lab manual information; Vern seconded; Norma, Robert, Andrew, Elisabeth, Katie, and Vern were all in favor; no abstentions.

ENGIN 240 – Properties of Engineering Materials Content Review

Non-Substantial Change: Hours changed from 72 lecture/36 lab to 54 lecture/54 lab.

ACTION: Vern motioned to approve with the authors names (Wong, Mark, et al) added to the lab manual information; Katie

seconded; Norma, Robert, Andrew, Elisabeth, Katie, and Vern were all in favor; no abstentions.

ENGIN 255 – Statics Content Review

ACTION: Andrew motioned to approve; Vern seconded; Norma, Robert, Andrew, Elisabeth, Katie, and Vern were all in favor; no abstentions.

GEOL 120L – Physical Geology Lab Content Review

Non-Substantial Change: Lecture hours and content removed from 18 lecture/36 lab to 54 lab.

ACTION: Andrew motioned to approve; Vern seconded; Norma, Robert, Andrew, Elisabeth, Katie, and Vern were all in favor; no abstentions.

NOTE: This change was previously approved in April 2014 but was submitted too late to have been reflected in the 2014-15 catalog.

PHYS 110L – Descriptive Physics Lab Content Review

ACTION: Elisabeth motioned to approve with the authors names (Wieber, D., Celesia J., Wong, M., et al) added to the lab manual information; Vern seconded; Norma, Robert, Andrew, Elisabeth, and Vern were all in favor; no abstentions.

NOTE: A critical thinking assignment needs to be included in outside assignment section. Tammeil said that “or may be taken concurrently” wording in regards to pre/co-requisites is now being accepted by Colleague. Gabriela said that advisories do not need to be validated and should be removed from the validation form.

PHYS 120 – General College Physics I Content Review

Non-Substantial Change: Hours changed from 90 lecture/36 lab to 54 lecture/72 lab with change in objectives and content.

ACTION: Norma motioned to approve; Vern seconded; Norma, Robert, Andrew, Elisabeth, Katie, and Vern were all in favor; no abstentions.

PHYS 120H – General College Physics I (Honors) Content Review

Non-Substantial Change: Hours changed from 90 lecture/36 lab to 54 lecture/72 lab with change in objectives and content.

ACTION: Vern motioned to approve; Elisabeth seconded; Norma, Robert, Andrew, Elisabeth, Katie, and Vern were all in favor; no abstentions.

PHYS 121 – General College Physics II Content Review

Non-Substantial Change: Hours changed from 90 lecture/36 lab to 54 lecture/72 lab with change in objectives and content.

ACTION: Andrew motioned to approve; Vern seconded; Norma, Robert, Andrew, Elisabeth, Katie, and Vern were all in favor; no abstentions.

PHYS 121H – General College Physics II (Honors) Content Review

Non-Substantial Change: Hours changed from 90 lecture/36 lab to 54 lecture/72 lab with change in objectives and content.

ACTION: Elisabeth motioned to approve; Vern seconded; Norma, Robert, Andrew, Elisabeth, Katie, and Vern were all in favor; no abstentions.

PHYS 130 – General Physics I Content Review

Non-Substantial Change: Hours changed from 90 lecture/36 lab to 54 lecture/72 lab with change in objectives and content.

ACTION: Norma motioned to approve; Andrew seconded; Norma, Robert, Andrew, Elisabeth, Katie, and Vern were all in favor; no abstentions.

PHYS 230 – General Physics II Content Review

Non-Substantial Change: Hours changed from 90 lecture/36 lab to 54 lecture/72 lab with change in objectives and content.

ACTION: Vern motioned to table this proposal until the objectives and content were corrected on the validation forms ; Norma seconded; Norma, Robert, Andrew, Elisabeth, Katie, and Vern were all in favor; no abstentions.

PHYS 231 – General Physics III Content Review

Non-Substantial Change: Hours changed from 90 lecture/36 lab to 54 lecture/72 lab with change in objectives and content.

ACTION: Vern motioned to table this proposal until the objectives and content were corrected on the validation forms; Elisabeth seconded; Norma, Robert, Andrew, Elisabeth, Katie, and Vern were all in favor; no abstentions.

NOTE: It was suggested that the validation forms be checked on the preceding proposals to be sure the objectives and content were correct.

DISCUSSION ITEMS

CurricUNET update The CurricUNET team is hand loading the program information. The course outlines have been uploaded. This is a statewide issue. Katie suggested reporting this to the legislature.

Representatives from the LA Division Robbie (LA) has excused herself from participating on the CIC, but is still working as a DIC. Elisabeth (LAVA) will be leaving the CIC after February. Andrew said he sent an email out to the LAVA division asking for a rep to replace Julie. An agenda item will be placed as an action item on the next CIC agenda to recommend that if there is no rep from the LA division, the proposals from that division will not be reviewed by the CIC.

Curriculum Review Process A faculty member asked why there is a challenge policy when there is already a district challenge policy. Gabriela is looking to remove the challenge policy from the pre/co-requisite validation. Title V requires a challenge policy if the course is not being offered, for health and safety reasons, or discrimination, or if the student feels they are knowledgeable enough to succeed in the course despite not meeting the prerequisite. This faculty member would like the students to be able to challenge any prerequisite and also suggests that the Dean be removed from the challenge approval process. The CIC recommends establishing a challenge for a pre-requisite, but it is not required. During the summer, the instructor may not be available to approve a challenge, so that is why there is a need for a dean’s signature.

OPEN DISCUSSION

Presentations from the Public/CIC Announcements There were no presentations from the public or CIC announcements or open discussion.

Adjournment The meeting adjourned at 4:15 p.m. Next meeting will be February 9, 2015.