

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

Monday, February 9, 2015

Location: SSC Conf. Room A

Call To Order with Introduction of Guests

The meeting was called to order at 2:30.

Members in attendance were: Gabriela Segade, Andrew Kuo (LAVA), Katie Krolikowski (NSAS), Vern Cromartie (NSAS - arrived late), and Norma Valdez-Jimenez (SS).

Members absent: Robert Webster (SS) and Rudy Zeller (LAVA),

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

Guests in attendance were: Elisabeth Schwarz.

CONSENT AGENDA ACTION ITEMS

February 9 Agenda

January 26 Minutes

ADJUS 251 Terrorism and Mass Destruction Weaponry: Distance Ed Form

ACTION: Tammeil said that according to the Brown Act, the Curriculum Chair and any ex officio could vote on matters concerning curriculum. Katie motioned to allow Gabriela to be accepted as a fourth rep to meet the quorum; Andrew seconded; Gabriela, Andrew, Katie, Norma, and Tammeil were all in favor; no abstentions. Katie motioned to approve consent agenda items with the removal of ADJUS 251 because it had been previously approved on the October 27 agenda, and to move the discussion of the LA division CIC reps to the beginning of the non-consent agenda action items; Norma seconded; Gabriela, Andrew, Katie, Norma, and Tammeil were all in favor; no abstentions.

NON-CONSENT AGENDA ACTION ITEMS

Representatives from the LA Division

ACTION: Katie motioned to approve, that after Gabriela has approached and tried to recruit faculty from the LA division for CIC division representation with no response, the CIC will not vote on proposals from the LA division until the division has representation at the CIC ; Andrew seconded; Gabriela, Andrew, Katie, Norma, and Tammeil 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: Andrew motioned to approve with the addition of the authors' names to the lab manual; Katie seconded; Gabriela, Andrew, Katie, Norma, and Tammeil 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: Norma motioned to approve with the addition of the authors' names to the lab manual; Andrew seconded; Gabriela, Andrew, Katie, Norma, and Tammeil were all in favor; no abstentions.

A.A. Liberal Arts: Arts & Humanities

Non-Substantial Change: New courses added and inactive courses deleted from degree.

ACTION: Norma motioned to approve; Katie seconded; Gabriela, Andrew, Katie, Norma, and Tammeil were all in favor; no abstentions.

A.A. Liberal Arts: Communication in the English Language

Non-Substantial Change: New courses added and inactive courses deleted from degree.

ACTION: Katie motioned to approve; Norma seconded; Gabriela, Andrew, Katie, Norma, and Tammeil were all in favor; Vern abstained since he arrived after the discussion began.

A.A. Liberal Arts: Math & Science

Non-Substantial Change: New courses added and inactive courses deleted from degree.

ACTION: After much discussion on whether PSYCH 150, 205B, and SOCIO 222 contained quantitative statistics; the determination that SOCIO 234 did contain quantitative statistics; and, confirmation that BIOSC 145 and 147 were indeed transferable, Norma motioned to table; Katie seconded; Gabriela, Andrew, Katie, Norma, Vern, and Tammeil were all in favor; no abstentions.

A.A. Liberal Arts: Social & Behavioral Sciences

Non-Substantial Change: New courses added and inactive courses deleted from degree.

ACTION: Norma motioned to table; Katie seconded; Gabriela, Andrew, Katie, Norma, Vern, and Tammeil were all in favor; no abstentions.

CULIN 120 Introduction to Fundamentals in Food Service

Non-Substantial Change: Lab hours changed from 306 to 324

ACTION: Norma motioned to approve; Andrew seconded; Gabriela, Andrew, Katie, Norma, Vern, and Tammeil were all in

favor; no abstentions.

DISCUSSION ITEMS

CurricUNET Training by Governet Trainer The training was presented through conference call with the CurricUNET trainer. It uses a different format as before.

- “My Courses” show all proposals that are being worked on.
- Under “Curriculum” is access to “Course” and “Program” with sub areas “Approval” and “Create”.
- Active and drafts can be seen at the same time.
- It will show if a course is a pre/co-requisite to another and whether the course is a part of any degree or certificate.
- The trainer stressed not to use the back button.
- Tammeil said that this training will be video archived.
- All courses that were active and uploaded to Datatel by November were sent to CurricUNET to be uploaded.
- Lori will upload the additional documents that are required.
- Problems should be reported to Lori.
- There will be a maximum of ten working days to review the proposal before the proposal is forwarded to the next reviewer in the workflow review process.
- Tammeil is hopeful to begin using CurricUNET live in March.

OPEN DISCUSSION

Presentations from the Public/CIC Announcements There were no presentations from the public or open discussion. Andrew announced that Rudy Zeller would be the CIC replacement for Julie for the LAVA division.

Adjournment The meeting adjourned at 4:30 p.m. Next meeting will be February 23, 2015.

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Respectfully submitted by,
Lynette Kral
Academic Senate Office