

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

Monday, August 25, 2014

Location: AA216

Call To Order with Introduction of Guests

The meeting was called to order at 2:20. Members in attendance were: Gabriela Segade, Andrew Kuo, Katie Krolikowski, Vern Cromartie, and Robbie Kunkel. Members not present were: Robert Webster and Norma Valdez-Jimenez. Guests in attendance were: Tammeil Gilkerson and Wayne Organ.

CONSENT AGENDA ACTION ITEMS

August 25 Agenda

May 22 Minutes

Course to Discipline Change (MEDIA 130, 152, 153, 161, 165)

Add Broadcasting Technology/Media Production/Multimedia; remove Mass Communications

Rationale: These courses were erroneously placed under the “Mass Communications” discipline. Since these courses are hands-on, not theory, courses, the disciplines to teach them require professional experience and should be listed under non-masters disciplines. Wayne said that courses cannot have disciplines of both masters and non-masters attached to them.

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

NON-CONSENT AGENDA ACTION ITEMS

PSYCH 120 Human Sexuality

REVISION: Change to course objectives and description per the C-ID descriptor for approval.

PSYCH 128 Lifespan Development

REVISION: Change to grading policy and course description to remove reference to telecourse.

DISCUSSION: The proposals require the COR to be on the current form. The state has been rejecting COR that do not have examples of outside of classroom assignments listed.

ACTION: Andrew motioned to bundle to table the non-consent agenda items; Robbie seconded; Robbie, Vern, and Andrew were all in favor; no abstentions.

DISCUSSION ITEMS

CIC Bylaws – Gabriela would like to create simple bylaws to include the CIC process which would cover technical review, DIC, etc. and use a standardized form for reporting errors and/or comments and questions. She would like to see a template for the technical and subcommittees to use to review the proposals that would list what should be reported to the CIC.

Technical Review – Gabriela, Tammeil, and Lynette will comprise the Technical Review Committee. Gabriela would like a list of guidelines that would be used to help audit the proposals. The Technical Review Committee will contact the faculty originator as to whether they will be required to attend the CIC, or designate a delegate to represent the proposal. After the committee reviews the documents, they will set the agenda for the upcoming CIC meeting.

Tammeil informed the CIC that the state has been rejecting COR because Title 5, section 55002(a) 2F establishes that coursework calls for critical thinking and the understanding and application of concepts determined by the curriculum committee to be at college level.

- For degree applicable courses: List one example of critical thinking homework
- For degree applicable courses: List critical thinking example(s) of methods of evaluation

Critical thinking needs to be taught, practiced, and evaluated, and needs to be explained how this is accomplished. These statements will be added to the COR under “Outside of Class Weekly Assignments” and “Student Evaluation”. The DIC and Technical Review committees will need to be vigilant in reviewing these sections for the critical thinking components.

CurricUNET – Tammeil reported that there has been some problems within the company we are working with in regards to CurricUNET. We should be in the data import process now, but there has been some delays. She is hoping for the end of September.

Process of DIC review - The DIC should meet with the initiating faculty member. They should use the template for reviewing the proposals, and include explanations as to why the corrections are required, such as catalog, state requirements, etc. The name of the chair of the DIC should be changed to DIR (Division Instruction Reviewer), with the possibility of co-chairs. The DIC members could alternate attending the CIC meetings.

Using subcommittees for proposal review - The division deans should use review templates. The department chairs’ template would include the answer as to why the course is necessary and beneficial to the department, and that the chair agrees with the justification that offering the new course aligns with the department goals as defined in the department mission statement.

Training for a uniform review process – Not discussed.

OPEN DISCUSSION

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

Adjournment – Vern motioned to adjourn; Robbie seconded; Robbie, Vern, and Andrew were all in favor; no abstentions. The meeting adjourned at 4:05. The next meeting will be September 8 in LLRC-125.

Respectfully submitted by Lynette Kral

CIC Schedule of Meetings for Fall 2014

Agenda Items Due AA226	Technical Review Meeting	CIC Agenda Posted	CIC Meeting	Due to President's Office Deadline	Due to District Office Deadline	Gov. Board Meeting
Aug. 11	Aug. 12	Aug. 20	Aug. 25	Sept. 9	Sept. 16	Oct. 8
Aug. 25	Aug. 26	Sept. 3	Sept. 8	Oct. 13	Oct. 20	Nov. 12
Sept. 8	Sept. 9	Sept. 17	Sept. 22	Oct. 13	Oct. 20	Nov. 12
Sept. 29	Sept. 30	Oct. 8	Oct. 13	Nov. 7	Nov. 13	Dec. 10
Oct. 13	Oct. 14	Oct. 22	Oct. 27	Nov. 7	Nov. 13	Dec. 10
Nov. 10	Nov. 11	Nov. 19	Nov. 24	Dec. 11	Dec. 16	Jan. 28
Nov. 24	Nov. 25	Dec. 3	Dec. 8	Jan. 29	Feb. 3	Feb. 25