

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

Monday, September 8, 2014

Location: AA21

Call To Order with Introduction of Guests

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

CONSENT AGENDA ACTION ITEMS

September 8 Agenda

August 25 Minutes

Distance Education Supplement Proposals

MATH 118, 120
SOCIO 236
HED 115, 120, 133
KINES 190, 191, 194, 198, 199, 201, 205, 225
SPCH 120
BUS 125, 294
NURS 205, 212
DANCE 101
CHEM 119
SPAN 120, 121
PSYCH 120, 126, 128, 130, 132, 150, 170, 205B, 220, 222, 237

AFRAM 110 Content Review

HIST 122 Content Review

HIST 123 Content Review

Course to Discipline Change (MEDIA 100, 298)

Add Broadcasting Technology/Media Production/Multimedia; remove Mass Communications (Removed from agenda)

ACTION: Vern motioned to approve consent agenda items with the removal of B7 MEDIA 100, 298 Course to Discipline Change; Norma seconded; Vern, Norma, Robert, Elizabeth, and Andrew were all in favor; no abstentions.

NON-CONSENT AGENDA ACTION ITEMS

ADJUS 135 Law and Democracy (New course)

ACTION: Robert motioned to approve with the removal of IGETC because the course is not UC transferable, a change in wording on the first SLO, and adding the discipline of Law which seems appropriate to teach this course; Norma seconded; Katie, Vern, Norma, Robert, Elizabeth, and Andrew were all in favor; no abstentions.

Liberal Arts AA Degree Liberal Arts: Arts and Humanities Revision

- **Revision:** Adding DRAMA 102, 103, 104, 107, 108, 109, 122, 123, 125, 230

Liberal Arts AA Degree Liberal Arts: Communications in the English Language Revision

- **Revision:** Adding DRAMA 102, 103, 104, 107, 108, 109, 122, 123, 125, 230

Liberal Arts AA Degree Liberal Arts: Social and Behavioral Sciences Revision

- **Revision:** Adding SOCIO 130, 142

ACTION: It was established that the process for courses to be included as part of a LA Degree is that the faculty facilitator first determines if the course logically fits the criteria, (which requires the courses be IGETC and GE approved) and if so, gets approval from the Chair of the Counseling department and Articulation Officer. Katie motioned to bundle and table these three proposals until Robert and Norma review the courses to confirm that they meet the criteria for inclusion in the Liberal Art Degree; Andrew seconded; Katie, Vern, Norma, Robert, Elizabeth, and Andrew were all in favor; no abstentions.

During this discussion, it was determined that the STEM certificate be included in the Liberal Arts: Math and Science AA Degree and the Liberal Arts: Social and Behavioral Sciences AA Degree.

CIC Process Gabriela discussed the levels of review beginning with the Department Chair. A statement will be added that says that they approve and found it consistent with the department's mission statement; and that it will be offered in the near future. A comment box will also be added. The Division Dean's section will include a statement that they have reviewed the proposal and found it compliant with Title 5. The DIC can have more than one DIR who would be responsible for only the departments assigned. That conversation should be done at the division-level. The audit forms should have an explanation of the requirement. Gabriela would like the members to bring feedback regarding the CIC process to the next meeting.

DISCUSSION ITEMS

Deadline for course approval for Spring UC Articulation and for course to be included in new catalog and Fall schedule will now be the second meeting in September In order to support our articulation function, and the development of the catalog and fall schedule, the deadline for course approval for Spring 2015 UC Articulation and inclusion in the 2015-16 catalog and Fall 2015 schedule will be September 8, 2014. These deadlines will be added to the CIC home page.

Deadline for course approval for Fall UC Articulation and for course to be included in the Spring addendum and Spring schedule will now be the second meeting in February In order to support our articulation function, and the development of the spring addendum and schedule, the deadline for course approval for Fall UC Articulation and inclusion in the 2016 Spring addendum and Spring 2016 schedule will be February 9, 2015. These deadlines will be added to the CIC home page.

Update on State Chancellor's Office enforcing hours-to-units ratio Gabriela reiterated that the hours-to-unit ratio is 48-54 hours of lecture, study, and/or lab is equal to 1 unit value.

Update on critical thinking on assignments and methods of evaluation (slight revision to COR form) The state is now kicking back course outlines that do not list critical thinking assignments in the "Outside of Class Assignment" section. It was suggested that these instructions be placed in a shadowed box on the course outline to bring attention to the requirement.

OPEN DISCUSSION/Presentations from the Public/CIC Announcements

There was no further discussion, announcements, or presentations from the public.

Adjournment – Vern motioned to adjourn at 4:05 p.m.; Katie seconded Katie, Vern, Norma, Robert, Elizabeth, and Andrew were all in favor; no abstentions. The next meeting will be September 22.

Respectfully submitted by Lynette Kral

CIC Schedule – 2014-2015 academic year

***Want to offer a new course or program in FA 2015? → Submit materials to CIC no later than September 8, 2014**

****Want to offer a new course or program in SP 2016? → Submit materials to CIC no later than February 9, 2015**

Proposals due to CIC	CIC agenda posted	CIC MEETING	Materials due to Instruction Office	Materials due to District Office	Governing Board Meeting
August 11	August 20	August 25	September 9	September 16	October 8
August 25	September 3	September 8	October 13	October 20	November 12
September 8*	September 17	September 22*			
September 29	October 8	October 13	November 7	November 13	December 10
October 13	October 22	October 27			
November 11	November 19	November 24	December 11	December 16	January 28
November 24	December 3	December 8	January 29	February 3	February 25
January 12	January 21	January 26	February 24	March 3	March 25
January 26	February 4	February 9			
February 9**	February 18	February 23**	March 24	March 31	April 22
February 23	March 4	March 9			
March 9	March 25	March 30	April 28	May 5	May 27
March 30	April 8	April 13			
April 13	April 22	April 27	May 27	June 2	June 24
April 27	May 6	May 11			