

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

Monday, September 22, 2014

Location: AA-216

Call To Order with Introduction of Guests

The meeting was called to order at 2:15. Members in attendance were: Gabriela Segade, Elisabeth Schwarz, Katie Krolkowski, Vern Cromartie, Robbie Kunkel, Robert Webster and Norma Valdez-Jimenez. Members not present were: Andrew Kuo. Guests in attendance were: Tammeil Gilkerson and Lucile Beatty.

CONSENT AGENDA ACTION ITEMS

September 22 Agenda

September 8 Minutes

May 12 Agenda and Minutes amended to include DRAMA 125

AUSER 102 Brakes, Suspension and Steering

NON-SUBSTANTIAL CHANGE TO COURSE: Course deletion

ACTION: Removed from agenda.

ACTION: Katie motioned to approve consent agenda items; Vern seconded; Vern, Katie, Norma, Robert, and Elizabeth were all in favor; no abstentions. Katie motioned to rescind the approval of the consent agenda items and reapprove it with the removal of AUSER 102; Robbie seconded; Vern, Katie, Norma, Robert, Robbie, and Elizabeth were all in favor; no abstentions.

NON-CONSENT AGENDA ACTION ITEMS

Liberal Arts AA Degree Liberal Arts: Arts and Humanities Revision

NON-SUBSTANTIAL CHANGE TO PROGRAM: Add DRAMA 102, 103, 104, 107, 108, 109, 122, 123, 125, 230

ACTION: After review by the Articulation Officer, Katie motioned to approve with the removal of 107, 108, 109, and 230 from the proposal because they are not academic courses; Vern seconded; Vern, Katie, Norma, Robert, Robbie, and Elizabeth were all in favor; no abstentions.

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

NON-SUBSTANTIAL CHANGE TO PROGRAM: Adding DRAMA 102, 103, 104, 107, 108, 109, 122, 123, 125, 230

ACTION: After review by the Articulation Officer, Katie motioned to reject the proposal because these courses do not fit into this degree; Bob seconded; Vern, Katie, Norma, Robert, Robbie, and Elizabeth were all in favor; no abstentions.

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

NON-SUBSTANTIAL CHANGE TO PROGRAM: Adding SOCIO 130, 142

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

PSYCH AA-T

SUBSTANTIAL CHANGE TO PROGRAM: BIOSCI 134 removed; PSYCH 132 moved from List B TO List C; PSYCH 122 moved from List C to List B (local articulation issues)

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

PSYCH 120 Human Sexuality

NON-SUBSTANTIAL CHANGE TO COURSE: Change to course objectives and description per the C-ID descriptor for approval.

ACTION: Katie motioned to approve with the "&" changed to "and" throughout the document; Norma seconded; Vern, Katie, Norma, Robert, Robbie, and Elizabeth were all in favor; no abstentions.

PSYCH 128 Lifespan Development

NON-SUBSTANTIAL CHANGE TO COURSE: Change to grading policy and course description to remove reference to telecourse.

ACTION: Katie motioned to approve with the removal of the last sentence in the description, removal of capitalization from Content, and change "text" to "test" on outside assignments; Vern seconded; Vern, Katie, Norma, Robert, Robbie, and Elizabeth were all in favor; no abstentions.

AUSER 104

SUBSTANTIAL CHANGE TO COURSE: Course number changed to **AUSER 203** title/ units/ description/ grade option/ hours/ prerequisite

ACTION: Katie motioned to approve with the addition of a challenge policy for the prerequisite, correction to outside assignments, and abbreviations spelled out; Vern seconded; Vern, Katie, Norma, Robert, Robbie, and Elizabeth were all in favor; no abstentions.

AUSER 106**NON-SUBSTANTIAL CHANGE TO COURSE:** Course number changed to **AUSER 115**/grade option/ description**ACTION** Vern motioned to approve; Katie seconded; Vern, Katie, Norma, Robert, Robbie, and Elizabeth were all in favor; no abstentions.**AUSER 111 Automotive Brakes (New Course)****ACTION:** Norma motioned to approve with the removal of the advisory, and addition of a challenge policy for the prerequisite; Vern seconded; Vern, Katie, Norma, Robert, Robbie, and Elizabeth were all in favor; no abstentions.**Agenda items C7, 8, 12-24, D1, 2 were tabled for lack of time.****OPEN DISCUSSION****Presentations from the Public** There were no presentations from the public.**CIC Announcements** Tammeil said that her contact person for CurricUNET is now the president of the company. They have scheduled a meeting for this Wednesday. Fresh material is being pulled from Collogue, which will take at least a week to finish. The State Chancellor's Office has been approving courses without assigning the course control numbers. She is hoping to get CurricUNET in place by the end of November. HBA and TBA is not being accepted by the State Chancellor's Office. She said to expedite the approval process, it would be best to just make it all lab and then schedule it as HBA locally. Inside class assignments do not need to be listed. The Music local degree just got bounced back because of the mention of a transfer degree in the narrative. A better justification for having a local degree is needed.**Adjournment** The meeting adjourned at 4:10 p.m. The next meeting will be October 13.**AGENDA ITEMS MUST HAVE REPRESENTATION OR NO ACTION WILL BE TAKEN****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			