

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

Monday, November 24, 2014

Location: AA-216

Call To Order with Introduction of Guests

The meeting was called to order at 2:30.

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

Members absent: Elisabeth Schwarz and Robbie Kunkel.

Resource Team in attendance were: Lori Rohleder

Guests in attendance were: Aminta Mickles, Terrill Mead, Ed Cruz, Lucile Beatty, and Carlos Chavarria.

CONSENT AGENDA ACTION ITEMS

November 24 Agenda

October 27 Minutes

ECHD 290

Proposal: Content Review

MEDIA 158

Non-substantial Change: Delete from catalog

ADJUS 164 Security Academy Level I

Proposal: Distance Education Supplement

PE 140A Beginning Figure Control

Proposal: Content Review

PE 152A Beginning Intramurals

Proposal: Content Review

PE 157A Beginning Aerobics

Proposal: Content Review

BUS 102 Business Mathematics (Content Review)

Substantial Change: ND to DG

BUS 125 Report Writing

Proposal: Content Review

ART 132, 133, 158, 159, 232, 233, 258,259

Non-substantial Change: removing materials fee

MEDIA 161 Digital Film Editing

Non-substantial Change: course description

MEDIA 165 Motion Graphic Design & Animation

Non-substantial Change: course description

ACTION: Vern motioned to approve consent agenda items with the removal of ECHD 290 and BUS 102 and to limit discussion for each non-consent agenda item to five minutes with a vote for five-minute extensions; Katie seconded; Andrew, Katie, Vern, Norma, and Robert were all in favor; no abstentions.

NON-CONSENT AGENDA ACTION ITEMS

HHS 099 Occupational Work Experience

Proposal: New Course

ACTION: Norma motioned to approve with the removal of the last sentence in the description, corrections to objectives and SLO Assessment Methods and Assessment Criteria, and replacing the Student Learning Outcomes with those on the COR; Andrew seconded; Andrew, Katie, Vern, Norma, and Robert were all in favor; no abstentions.

AUSER Auto Hybrid Technology

Proposal: New Program

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

AUSER Auto Chassis Technology

Proposal: New Program

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

AUSER Auto Powertrains Technology

Proposal: New Program

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

ADJUS Security Specialist Certificate of Achievement

Non-substantial Change: Adding 3 units of ADJUS 251. Unit value of major changed from 12 units to 15 units.

ACTION: Katie motioned to table for lack of representation; Vern seconded; Andrew, Katie, Vern, Norma, and Robert were all in favor; no abstentions.

MATH 170 Finite Mathematics

Non-substantial Change: Course description and removal of advisory MATH 875N

ACTION: Katie motioned to approve with the removal of “or two years of high school algebra” from the prerequisite; Norma seconded; Andrew, Katie, Vern, Norma, and Robert were all in favor; no abstentions.

MATH 180 Applied Calculus

Non-substantial Change: Course description, removal of advisory MATH 875N and removal of prerequisite of MATH 170, and addition of prerequisite MATH 120.

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

MATH ADT/AS

Non-substantial Change: Revising degree to match the TMC curriculum resulting in unit change from 25 to 21-22, program description, and possible careers.

ACTION: Katie motioned to approve using the correct program description used in narrative; Bob seconded; Andrew, Katie, Vern, Norma, and Robert were all in favor; no abstentions.

MATH 125 Algebra for Statistics

Non-substantial Change: Course number from MATH 100A to MATH 125

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

DRAMA 125 Acting on Camera

Non-substantial Change: Hours changed from 54 lecture to 36 lecture and 54 lab.

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

COUNS 108 Introduction to Educational Planning

Non-substantial Change: Course description

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

DISCUSSION ITEMS

CurricUNET Update Gabriela said that there are only minor changes to CurricUNET and that it should be up running soon.

Curriculum Review Process The five-minute limit on course discussion today went overtime in a couple instances but the committee feels that it keeps them on track better. Gabriela sent out the work-flow piece out to faculty last week. Today she presented the work list that parallels CurricUNET.

Criteria for Including Courses in CCC GE Breadth, CSU GE Breadth, and IGETC Requirements Tabled for lack of time.

OPEN DISCUSSION

Presentations from the Public/CIC Announcements There were no presentations from the public. Katie voiced that the difference between the description of the program and description of the department is confusing on the New Program/Change of Program form and should be listed separately on the form; and, what goes in the catalog under program description is clarified. It was also discussed to set a half-hour limit for discussion items.

Adjournment The meeting adjourned at 4:00 p.m. The next meeting will be December 8.

Respectfully submitted by

Lynette Kral

Academic Senate Office Assistant