

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

**Monday, February 8, 2016**

**Location: LLRC**

**Call To Order with Introduction of Guests**

The meeting was called to order at 2:15 p.m.

**Members in attendance were:** Rick Ramos, Robert Webster, Rudy Zeller, Irena Stefanova, and Mark Wong.

**Resource Team:** Donna Floyd and Karen Ruskowski.

**Members absent:** Norma Valdez-Jimenez, and Paul DeBolt.

**Guests in attendance were:** Beth Goehring, Judy Flum, and Shelley Ruby.

**CONSENT AGENDA ACTION ITEMS**

**February 8 Agenda**

**November 23 Minutes**

**ACTION:** Rudy motioned to approve the minutes; Mark seconded; Rudy, Mark, Irena, and Robert were all in favor; Rick was not in attendance at the last meeting so he abstained.

**ADJUS 163A Security Guard Certification-Powers of Arrest**

**Content Review**

**Non-substantial Change:** Update textbook, course description, objectives, and content.

**BOT 095A-D Computer Laboratory Course Deletions**

**BOT 118 Basic Communication Skills for Business**

**Content Review**

**Non-substantial Change:** Change to content; SLO section completed; text updated.

**BOT 210A Keyboard Skills Through Word Processing**

**Content Review**

**Non-substantial Change:** Change to description, objectives, content, Methods of Evaluation (The statement that this course fulfills the computer literacy requirement is no longer relevant since there is no computer literacy requirement for graduation.)

**ACTION:** Rudy motioned to approve the agenda and course proposals; Mark seconded; Rick, Rudy, Mark, Irena, and Robert were all in favor; no abstentions.

**NON-CONSENT AGENDA ACTION/DISCUSSION ITEMS**

**Change to CurricUNET Workflow** There are a large number of courses waiting review and approval that have not moved through CurricUNET smoothly due to action issues in the workflow. Courses that have been returned to the originator for requested changes have been caught in a loop and have not gotten forwarded to the next level. To get this backlog of courses through, all "Request Change" action controls will be removed and only the Technical Review Committee will be able to request changes if the issues cannot be resolved by email. The levels will still be able to comment on the problems they feel need attention. The levels need to be reviewed to make sure the correct department chair, new faculty, and DIC names are included and retired faculty are removed.

**Reviewing Proposals on CurricUNET by CIC members** CIC members are asked to respond to the notifications they will receive from CurricUNET to review courses. There will be at least one week allowed to review the proposals that will be included on the next agenda. No proposals will be listed on an agenda that CIC members have not had the opportunity to review. The comments made during the review of the courses will be addressed at the meeting. It is Rick's intent to only discuss those comments, and then "call for the question" on course approval. The proposals will not be projected on screen.

**Removal of Second Approval of Distance Ed Form** Judy said that the Distance Ed Committee passed a resolution to require only the DE Coordinator to sign off on distance education approvals in the CurricUNET workflow and asked the CIC to approve this resolution.

**ACTION:** Rudy motioned to approve the change; Irena seconded; Rick, Rudy, Mark, Irena, and Robert were all in favor; no abstentions.

**Entering Distance Ed Information on CurricUNET** Currently, the section in CurricUNET regarding distance education is not compliant to Title 5 because the language that was given to CurricUNET was not entered correctly. There is also no easy way to print or save the distance education section to the folder in the S Drive. CurricUNET will be contacted regarding this issues. The compliant DE forms that are in the S Drive folder will be attached to the DE courses in CurricUNET.

**Presentations from the public**

There were no presentations from the public or CIC announcements.

**Adjournment**

The meeting adjourned at 4:00 p.m. The next meeting will be February 22, 2016.