

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

Monday, September 14, 2015

Location: AA216

Call To Order with Introduction of Guests

The meeting was called to order at 2:15.

Members in attendance were: Gabriela Segade, Andrew Kuo, Norma Valdez-Jimenez, Robert Webster, Paul DeBolt, Irena Stefanova, and Katie Krolikowski.

Members absent: Rudy Zeller

Guests in attendance were: Joe DeTorres, Stephanie Austin, and Rick Ramos.

CONSENT AGENDA ACTION ITEMS

September 14 Agenda

August 24 Minutes

ACTION Andrew motioned to approve with the addition of BUS 294 that was left off the agenda in error and the removal of EMED 109, ART 190 and ART 191; Irena seconded; Andrew, Norma, Paul, and Irena were all in favor; no abstentions. Robert and Katie arrived after this motion was approved.

NON-CONSENT AGENDA ACTION ITEMS

ADJUS 121 Concepts of Criminal Law

Course to Discipline Change: Remove the discipline of JRNAL that was mistakenly entered in CurricUNET and include the discipline of Law. The disciplines attached to this course are ADJUS and Law.

ACTION: Norma motioned to approve; Andrew seconded; Andrew, Norma, Robert, Paul, and Irena were all in favor; no abstentions. Katie arrived after this motion was approved.

ADJUS 122 Criminal Procedures

Course to Discipline Change: Remove the discipline of JRNAL that was mistakenly entered in CurricUNET and include the discipline of Law. The disciplines attached to this course are ADJUS and Law.

ACTION: Norma motioned to approve; Irena seconded; Andrew, Norma, Robert, Paul, and Irena were all in favor; no abstentions. Katie arrived after this motion was approved.

ADJUS 221 Legal Aspects of Evidence

Non-substantial Change: Remove pre-requisite of ADJUS 121

ACTION: Norma motioned to approve; Paul seconded; Andrew, Norma, Robert, Paul, and Irena were all in favor; no abstentions. Katie arrived after this motion was approved.

ADJUS 222 Basic Investigations

Non-substantial Change: Remove pre-requisite of ADJUS 121

ACTION: Robert motioned to approve; Andrew seconded; Andrew, Norma, Robert, Paul, and Irena were all in favor; no abstentions. Katie arrived after this motion was approved.

MUSIC 163 Beginning Choir

Substantial Change: Units increased to 1-5. HBA Lecture hours changed to 18-54. HBA lab hours stayed the same (0-108).

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

MUSIC 167 Vocal chamber Music: CC Singers

Substantial Change: Units increased to 1-5. HBA Lecture hours changed to 18-54. HBA lab hours stayed the same (0-108). Description changed to clarify the unit registration needed for the AA-T.

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

MUSIC 176 Vocal Jazz Music: Jazz Singers/JazzNova

Substantial Change: Units increased to 1-5. HBA Lecture hours changed to 18-54. HBA lab hours stayed the same (0-108).

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

MUSIC 177 Commercial ensemble: Jazz-ology

Substantial Change: Units increased to 1-5. HBA Lecture hours changed to 18-54. HBA lab hours stayed the same (0-108).

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

BUS 294 Business Law

Content Review w/non-substantial change: course description, grading policy, objectives, and content to align with C-ID.

ACTION: Norma motioned to approve; Paul seconded; Andrew, Norma, Robert, Katie, Paul, and Irena were all in favor; no

abstentions.

DISCUSSION ITEMS

Curriculum Process

- **Attachments to CurricUNET** should include:
 - Old outline until the outlines are populated in CurricUNET
 - Pre/co-requisite validation form
 - Narrative for program
 - BACCCT form (CTE)
 - TMC template
 - Credit by Exam statement/exam
 - How do courses get on the list?
 - How should the list of courses be displayed in the catalog?
 - Should a request to be on the list be done as a course revision since CIC is required to approve the exam?
- **Revised Proposal Creation/Review Checklist** Gabriela is still working to add the hyperlinks to the document.
- **Revision of Content Review form** Gabriela submitted a revised version of the Content Review signature page that will include a revised matrix that shows the relationship between pre-co-requisites and the course under review. It was suggested that a box be included on the form to indicate that the department has reviewed the outline and found it satisfactory.

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

Adjournment

ACTION: Paul motioned to adjourn at 4:00 p.m.; Katie seconded; Andrew, Norma, Robert, Paul, Irena, and Katie were all in favor; no abstentions. The next meeting will be September 28, 2015 in AA 216.

Respectfully submitted by,
Lynette Kral
Academic Senate Office