

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

**Monday, September 28, 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, Rudy Zeller, Norma Valdez-Jimenez, Robert Webster, Paul DeBolt, Irena Stefanova, Mark Wong, and Katie Krolkowski.

**Members absent:** Andrew Kuo.

**Guests in attendance were:** Ellen Coatney, Sandra Moore, and Intisar Shareef.

**CONSENT AGENDA ACTION ITEMS**

**September 28 Agenda**

**September 14 Minutes**

**EMED 109 CPR for the Health Care Provider**

**Non-substantial change:** Hours changed to 2.5 lecture/2.5 lab (Course added to CurricUNET)

**BIOSC 184 Elisa Methodology and Assay Development - Deactivation**

**BIOSC 185 Polymerase Chain Reaction, Theory And Application - Deactivation**

**BIOSC 187 DNA Manipulation and Cloning- Deactivation**

**BIOSC 132 Human Anatomy**

**Non-substantial change:** Adding clarification to objectives to obtain C-ID approval (Course added to CurricUNET)

**BIOSC 147 Cell and Molecular Biology**

**Non-substantial change:** SLO revision (Course added to CurricUNET)

**BIOSC 148 General Microbiology**

**Non-substantial change:** SLO revision (Course added to CurricUNET)

**BIOSC 159 Foundations in Biotechnology Laboratory**

**Non-substantial change:** Hours to 66 lab, SLO's, methods of instruction, methods of evaluation, assignments. (Course added to CurricUNET)

**BIOSC 172 Introduction to Biotechnology**

**Non-substantial change:** SLO revision (Course added to CurricUNET)

**BIOSC 172L Introduction to Biotechnology Lab**

**Non-substantial change:** SLO revision (Course added to CurricUNET)

**ACTION** Rudy motioned to move EMED 109 to the consent agenda; Irena seconded; Paul, Rudy, Irena, Mark, and Robert were all in favor; no abstentions. Irena motioned to approve the consent agenda; Rudy seconded; Paul, Rudy, Irena, Mark, and Robert were all in favor; no abstentions. Norma and Katie arrived after this motion was approved.

**NON-CONSENT AGENDA ACTION ITEMS**

**ECHD 101 A-E Workshops in Early Childhood Education**

**Content Review with Non-substantial change:** Course number changed to ECHD 101 A-J

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

**BIOSCI 157 Foundations in Biotechnology**

**Substantial change:** Units changed to 2

**Non-substantial changes:** SLO's, methods of instruction, assignments, methods of evaluation, hours to 44 lecture (Course added to CurricUNET)

**ACTION:** Rudy motioned to approve; Katie seconded; Paul, Rudy, and Irena, Mark, Robert and Katie were all in favor; Norma abstained.

**BIOSC 182 GLP and GMP; Principles and Compliance**

**Substantial change:** Units changed to 2

**Non-substantial changes:** Objectives, content, SLO's, course description, hours to 36 lecture (Course added to CurricUNET)

**ACTION:** Norma motioned to approve with the addition of GLP and GMP to the description; Rudy seconded; Norma, Paul, Rudy, and Irena, Mark, Robert and Katie were all in favor; no abstentions.

**BIOSC 183 Mammalian Cell Culture**

**Substantial change:** Units changed to 2

**Non-substantial changes:** Content, objectives, course description, SLO's, hours to 18 lecture/54 lab (Course added to CurricUNET)

**ACTION:** Norma motioned to approve; Katie seconded; Norma, Paul, Rudy, and Irena, and Katie were all in favor; Robert abstained.

**BIOSC 186 Protein Purification and Analysis**

**Substantial change:** Units changed to 2

**Non-substantial changes:** Course description, objectives, content, SLO's, hours to 18 lecture/54 lab (Course added to CurricUNET)

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

**Biotechnology Technician – Certificate of Achievement**

**Non-substantial changes:** Courses added and removed from certificate with no change in unit value (Program added to CurricUNET)

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

**Biotechnology Assistant – Certificate of Achievement**

**Non-substantial changes:** Course added as an option; unit value changed to 12.5-14 value (Program added to CurricUNET)

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

**Biological Science - Associate of Science Transfer Degree (ADT)**

**ACTION:** Removed from agenda. This program was approved previously.

**Biotechnology - Associate of Science Degree**

**Non-substantial changes:** Courses added and removed from certificate with change in unit value. Total units are now 29.5-31. (Program added to CurricUNET)

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

**DISCUSSION ITEMS**

**DIC Review** Course revisions that do not require the Library and Distance Ed approval in the CurricUNET approval/review workflow are being held up until someone notices and advances the courses to the next approval/review level. Gabriela said that the other campuses do not have the DIC as part of the approval/review workflow. Should the DIC approval/review be removed from the workflow?

**Curriculum Proposal Guide Review** Tabled

**Revised Content Review Form** Tabled

**OPEN DISCUSSION**

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

**Adjournment**

The meeting adjourned at 4:00 p.m. The next meeting will be October 12, 2015 in AA 216.

Respectfully submitted by,  
Lynette Kral  
Academic Senate Office