

College Instruction Committee Minutes
Monday, August 27, 2018
Contra Costa College CTC-131
2600 Mission Bell Drive, San Pablo, California 94806

CALL TO ORDER

Members in attendance: Mark Wong (Chair), Laura Salas (LAVA), Robert Webster (SS), and Katie Krolikowski (NSAS)

Members absent: Irena Stefanova (LA).

Resource Team in attendance: Tish Young (Senior Dean of Instruction) and Karen Ruskowski (Curriculum Specialist).

Guests in attendance: There were no guests in attendance.

CONSENT AGENDA ACTION ITEMS

August 27, 2018 Agenda

May 14, 2018 Minutes

ACTION: Katie motioned to approve the consent agenda action items; Bob seconded; Mark, Laura, Robert, and Katie were all in favor; no abstentions.

NON-CONSENT AGENDA ACTION ITEMS

There were no non-consent action items.

DISCUSSION ITEMS

2018/19 CIC Schedule and Timeline:

- **Adding two extra CIC meetings for 5-week months (October 29 and April 29)**
There were no objections by the members present to add the extra two meetings.
- **Clarification on types of course/program changes that are allowable for Spring semester**
There were no objections.

Further Discussion:

- It was discussed that the BACCC paperwork should be processed before the proposal is scheduled for CIC.
- The schedule front page is not faculty friendly and should be more generic.
- Karen confirmed that requests for Distance Ed become effective the day of CIC approval, subject to deadline of scheduling timeline.
- It was reported that there are over 100 Content Reviews and 50-75 CR unrelated proposals in the CIC approval queue.
- There was discussion on how the Technical Review team will perform. The team will meet on a Wednesday afternoon. Tuesday morning, Karen will send out a list of all possible proposals to be reviewed by the team that will consist of proposals that have been reviewed and approved by the DIC by noon of the Monday two-weeks prior to the next CIC meeting. the draft will be created by Monday and the final agenda will go out by Thursday. Proposals will be listed on the agenda by date approved by DIC and by Content Review due date.
- It was proposed to generate a list of the backlog of courses that need Content Review and are the furthest behind, and whether the department chairs have been contacted.
- Mark will craft a draft email indicating which Content Reviews are behind and assigning a "helper"
- Possibility of non-compliance consequences resulting in course not being scheduled and/or no new courses being approved until Content Review compliance is met.
- Priorities for approval:
 - Impact on student
 - DIC approval
 - Content Reviews that are required for degrees
 - Sections offered
 - Articulation deadlines
 - Response to questions by Technical Review Committee
- Katie will draft a proposal for the process of prioritization of proposals for the next agenda.

CIC Training No discussion

Adding Spring 2019 flex week CIC meeting of "Curriculum Workshop" No discussion

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 September 10 in CTC-131.

Respectfully submitted by,
Lynette Kral
Academic Senate Office