

College Instruction Committee Minutes

Monday, February 11, 2019

Contra Costa College

CALL TO ORDER The meeting was called to order at 2:20 in CTC 131

Members in attendance:

CIC Chair: Mark Wong

Division Rep SES: Robert Webster

Division Rep LA: Anthony Gordon

Division Rep LAVA: Laura Salas LAVA

Division Reps NSAS: Jennifer Ounjian

Members absent: Irena Stefanova LA

Resource Team in attendance:

SLO Coordinator: Brandy Gibson

Senior Dean of Instruction: Tish Young

Curriculum Specialist: Karen Ruskowski

Guests in attendance: Jack Wheeler.

CONSENT AGENDA ACTION ITEMS

Agenda: February 11, 2019

Minutes: January 28, 2019

MATH-171 Elementary Functions and Coordinate Geometry

Distance Education: New supplement for hybrid and fully online

MATH-190 Analytic Geometry and Calculus I

Distance Education: New supplement for hybrid and fully online

PHILO-200 Environmental Ethics

Correction: This new course was approved at CIC 1/28/19, but the SAM code was inadvertently entered as Possibly Occupational. It is being corrected to Non-Occupational.

MATH-120S Support for MATH-120 Success

Correction: This new course was approved at CIC 11/26/18, but the Top code was inadvertently entered as 'Supervised Tutoring'. It is being corrected to 'Mathematics, General'.

ACTION: Consent agenda items approved.

Motioned: Laura

Seconded: Mark

All in favor: Mark, Robert, Anthony, Laura, and Jennifer.

Abstained: None

NON-CONSENT AGENDA ACTION ITEMS

ENGL 001A Composition and Reading

Non-Substantial: Content review. Update description, objectives, outcomes, methods of evaluation, out of class assignments, lecture content, and textbooks.

(This course was tabled at the 1/28/19 meeting for lecture content edits.)

ACTION: Tabled for lack of representation.

HHS-121 Spirit I-Intensive Rehabilitation and Recovery Training for Mental Health Providers

Substantial: Content review. Change TOP code *(from 120100, to 210400 Human Services)*. Update SLOs, methods of instruction, out of class assignments, and learning resources.

(This course was tabled at the 1/28/19 meeting due to lack of time)

ACTION: Approved

Motioned: Robert

Seconded: Laura

All in favor: Mark, Robert, Anthony, and Laura.

Abstained: Jennifer left before approval because of lack of representation for courses on agenda.

HHS-122 Spirit II-Intensive Rehabilitation and Recovery Training for Mental Health Providers

Substantial: Content review. Change TOP code (*from 120100, to 210400 Human Services*). Update SLOs, methods of instruction, out of class assignments, lecture content, and learning resources.

(This course was tabled at the 1/28/19 meeting due to lack of time)

ACTION: Tabled for lack of representation.

HHS-123 SPIRIT III-Field Work in Rehabilitation and Recovery

Substantial: Content review. Change TOP code (*from 120100, to 210400 Human Services*). Update out of class assignments.

(This course was tabled at the 1/28/19 meeting due to lack of time)

ACTION: Tabled for lack of representation.

HHS-228 Introduction to Psychosocial Rehabilitation

Non-Substantial: Content review. Update course objectives, out of class assignments, textbook. Change grading policy from SC to LR.

ACTION: Tabled for lack of representation.

MATH 118 Elementary Algebra

Non-Substantial: Content review. Update description, out of class assignments, methods of instruction & evaluation, and learning resources. Update DE supplement to new form.

(This course was tabled at the 1/28/19 meeting due to non-representation.)

ACTION: Tabled for lack of representation.

CULIN-130 Introduction to Commercial Baking

Substantial: Content Review. Lecture/Lab hours changed (units unchanged). Update course description, out of class assignments, lab content, objectives, SLOs, assignments, and textbook. Remove three of the co-requisite options. Change SAM code from 'possibly' to 'clearly' occupational.

ACTION: Tabled for lack of representation.

CULIN-275 Fundamentals of Cooking

Non-Substantial: Content review. Only change is to correct (CB24) to 'stand-alone' from program applicable.

ACTION: Tabled for lack of representation.

CULIN-095A – Catering Laboratory

Non-Substantial: Change title (from Culinary Arts Laboratory). Change to degree applicable. Change hours from laboratory, to lab by arrangement. Update description, objectives, SLOs, remove out of class assignments. Add co-requisite: CULIN-120

ACTION: Tabled for lack of representation.

CULIN-095B – Catering Laboratory

Non-Substantial: Change title (from Culinary Arts Laboratory) Change to degree applicable. Change hours from laboratory, to lab by arrangement. Update description, objectives, SLOs, remove out of class assignments. Add co-requisite: CULIN-241A

ACTION: Tabled for lack of representation.

CULIN-095C – Catering Laboratory

Non-Substantial: Change title (from Culinary Arts Laboratory) Change to degree applicable. Change hours from laboratory, to lab by arrangement. Update description, objectives, SLOs, remove out of class assignments. Add co-requisite: CULIN-241B

ACTION: Tabled for lack of representation.

CULIN-095D – Catering Laboratory

Substantial: Change title (from Culinary Arts Laboratory). Change to degree applicable. Change hours from laboratory, to lab by arrangement. Update description, objectives, SLOs, remove out of class assignments. Add co-requisite: CULIN-130

ACTION: Tabled for lack of representation.

DISCUSSION ITEMS

Course Families Repeatability The CIC chairs from the three colleges met last semester and again February 7 to approve changes made to the Course Families list. All the CCC changes including deletions and title changes have

been corrected on the spreadsheet, there were no additions. Mark will contact the departments chairs before removing the deleted courses.

Co-requisites vs. Prerequisites As we move into eLumen, the department chairs need to look at the pre/co-requisites to make sure that they are hard or soft (co-req. that could be taken previously) requisites and then approved as a bundled batch through CIC. For example, ECHD 133 is listed in the catalog without any pre-requisites, but is a co-requisite of ECHD 290. The course can't be repeated as a co-req. if already taken once.

PRESENTATIONS FROM THE PUBLIC

There were no presentations from the public.

OPEN DISCUSSION

eLumen The CurricUNET contract runs through June 30, 2020 but CCC is in negotiations to buy out in June 2019 and use the buyout money to extract all the course data in CurricUNET to an Excel file. It will take CurricUNET 6-8 weeks to respond to this request. That extraction, along with the Colleague and state data will become the secondary dump file for eLumen. The Tech Team will look for all errors in eLumen before that faculty can begin to use it. The process to implement eLumen will take about six months. If it begins now, it should be ready by August 2019. The distance education approval form will be added to eLumen.

ADJOURNMENT

The meeting adjourned at 4:00 p.m. The next meeting will be February 25 in CTC-131.

Respectfully submitted by,
Lynette Kral
Academic Senate Office