

## College Instruction Committee Minutes

Monday, March 25, 2019

Contra Costa College

<b>CALL TO ORDER/Introduction of Guests</b> The meeting was called to order at 2:15 in CTC 131
<b>Members in attendance:</b> CIC Chair: Mark Wong Division Rep SES: None in attendance Division Rep LA: Anthony Gordon Division Rep LAVA: Laura Salas Division Reps NSAS: Jennifer Ounjian <b>Members absent:</b> Robert Webster <b>Resource Team in attendance:</b> SLO Coordinator: Brandy Gibson Senior Dean of Instruction: Tish Young Curriculum Specialist: Karen Ruskowski <b>Guests in attendance:</b> Katie Krolikowski (by phone), Carol Stanton, Jessica Le, Jennifer Griest, Susan Kincade
<b>CONSENT AGENDA ACTION ITEMS</b>
<b>Agenda:</b> March 25, 2019
<b>Minutes:</b> March 11, 2019
<b>COMP-280 Computer Structure and Organization</b> <b>Distance Education:</b> New request for existing course. Fully online/hybrid.
<b>ESL-123 Listening/Speaking I</b> <b>Non-Substantial:</b> Content review. Updated outcomes, assignments, lecture content, and textbook. <i>(This course was approved by Tech Review, with originator in attendance.)</i>
<b>ESL-126 Listening/Speaking II</b> <b>Non-Substantial:</b> Content review. Updated outcomes, assignments, and textbook. <i>(This course was approved by Tech Review, with originator in attendance.)</i>
<b>ESL-129 Listening/Speaking III</b> <b>Non-Substantial:</b> Content review. Updated outcomes, assignments, and textbook. Correct typo in Title. <i>(This course was approved by Tech Review, with originator in attendance.)</i>
<b>ESL-132 Oral Communication for Advanced ESL students</b> <b>Non-Substantial:</b> Content review. Updated outcomes, assignments, and textbook. <i>(This course was approved by Tech Review, with originator in attendance.)</i>
<b>ESL-143 English Fluency and Vocabulary I</b> <b>Non-Substantial:</b> Content review. Updated outcomes, description. <i>(This course was approved by Tech Review, with originator in attendance.)</i>
<b>BOT-222 Microsoft Word for Business</b> <b>Substantial:</b> Update SAM code from D (possibly occupational) to C (clearly occupational). <i>(This course was tabled on 3/11/19, due to lack of time. Then approved by Tech Review.)</i>
<b>BOT-226 Microsoft Access for Business</b> <b>Substantial:</b> Update SAM code from D (possibly occupational) to C (clearly occupational). <i>(This course was tabled on 3/11/19, due to lack of time. Then approved by Tech Review.)</i>
<b>ENGL 01A Composition and Reading</b> <b>Non-Substantial:</b> Methods of Evaluation minor change
<b>ACTION:</b> Consent agenda items approved. Motioned: Laura Seconded: Jennifer All in favor: Mark, Anthony, Jennifer, and Laura. Abstained: None
<b>DISCUSSION ITEM</b>

**Guidelines/Criteria on Hours and Units** Mark stated that the position of the faculty is that they support adding extra hours if it increases student success.

VP Susan Kincade also shared the administration's perspective on this issue. There is not really a process that CIC uses to address adding extra lab hours to a course when the hours don't trigger a unit increase. Now that CCC is on a compressed calendar, adding extra hours can interfere with students scheduling more classes. She would like to see the following: Increase CIC committee participation; CIC take some time to discuss and put a process in place; and if the CIC approves extra lab hours, to add a condition that after the fourth time the course is offered, the course comes back for review to see whether there is increased student success.

Tish said that attention must be given to the Title 5 Carnegie guideline of 54 hours (3 hours of lab per week, or 1 hour lecture and 2 hours of outside assignments) equal one unit.

AB705 required extra support for Math and English. Math added hours but not unit value. The college gets paid but the student doesn't receive credit. Funding is now based on student success.

**eLumen Implementation** Guidelines, processes, and forms for transitional curriculum period April 1. There was no discussion on this item.

#### **NON-CONSENT AGENDA ACTION ITEMS**

##### **BIOSC-157 Foundations in Biotechnology**

**Non-Substantial:** Add 18 lab hours (and lab content) to allow time for group work essential to preparation for BIOSC-159. *(This course was tabled on 3/11/19, pending further discussion.)*

**ACTION:** Approved with the condition that after two terms an analysis will be made to determine student success in comparison to current using pass rate and SLO measures as Katie feels fit. This analysis will be required during the next two-year content review cycle.

**Motioned:** Jennifer

**Seconded:** Tony

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

**Abstained:** None

##### **MATH-191 Analytic Geometry and Calculus II**

**Non-Substantial:** Due to AB705, add 18 hours of lab time (and lab content). Update methods of instruction, methods of evaluation, assignments, and textbook. *(This course was tabled on 3/11/19, pending further discussion.)*

**ACTION:** Tabled until increased lab hours are discussed

##### **MATH-290 Analytic Geometry and Calculus III**

**Non-Substantial:** Due to AB705, add 18 hours of lab time (and lab content). Update methods of instruction, methods of evaluation, assignments, and textbook. *(This course was tabled on 3/11/19, pending further discussion.)*

**ACTION:** Tabled until increased lab hours are discussed

##### **MEDIC-210 Medical Law and Ethics**

**Non-Substantial:** Content review. Update course title (from Medical Law, Ethics and Economics), description, objectives, outcomes, assignments, and textbook. Distance Ed added. *(This course was tabled on 3/11/19, due to lack of time.)*

**ACTION:** Approved

**Motioned:** Jennifer

**Seconded:** Tony

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

**Abstained:** None

##### **MEDIC-226 Clinical Practicum Experience I**

**Non-Substantial:** Title changed (from Clinical Experience I). Updated prerequisites to reflect new MEDIC course numbers. *(This course was tabled on 3/11/19, due to lack of time.)*

**ACTION:** Tabled to next consent agenda after validation forms approved by the Tech Review

**Motioned:** Jennifer

**Seconded:** Tony

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

**Abstained:** None

<p><b>AUSER-099 Occupational Work Experience</b>  <b>Non-Substantial:</b> Content review. Updated objectives, outcomes, method of evaluation, methods of instruction, assignments, Lecture Content to match Cooperative Work Experience Education Plan, Corrected repeatability and total course hours. <i>(This course was tabled on 3/11/19, due to lack of time.)</i>  <b>ACTION:</b> Tabled for lack of time</p>
<p><b>La Raza Studies – Associate in Arts Degree</b>  <b>Non-Substantial:</b> Add optional courses LARAZ-165/DRAMA-165 (cross listed courses)  <b>ACTION:</b> Approved  <b>Motioned:</b> Tony  <b>Seconded:</b> Laura  <b>All in favor:</b> Mark, Anthony, Jennifer, and Laura.  <b>Abstained:</b> None</p>
<p><b>MUSIC-158 Beginning Guitar</b>  <b>Non-Substantial:</b> Content Review. Updated course outcomes, content, outside class hours and assignments, and textbook.  <b>ACTION:</b> Tabled for lack of time</p>
<p><b>MUSIC-159 Intermediate Guitar</b>  <b>Non-Substantial:</b> Content Review. Updated course outcomes, content, outside class hours and assignments, and textbook edition.  <b>ACTION:</b> Tabled for lack of time</p>
<p><b>MUSIC-258 Advanced Guitar</b>  <b>Non-Substantial:</b> Content Review. Updated course outcomes, content, outside class hours and assignments, and textbook edition.  <b>ACTION:</b> Tabled for lack of time</p>
<p><b>MUSIC-259 Advanced Guitar Ensemble (Performance)</b>  <b>Non-Substantial:</b> Content Review. Updated course outcomes, content, outside class hours and assignments, and textbook edition.  <b>ACTION:</b> Tabled for lack of time</p>
<p><b>MUSIC-130 Home Recording Studio</b>  <b>Non-Substantial:</b> Content Review. Slight revisions to methods of evaluation, course objectives, content, assignments, SLO update, and removed 'four-track' from recording techniques in course description to reflect current technological trends.  <b>ACTION:</b> Tabled for lack of time</p>
<p><b>MUSIC 272 Vocal Duet and Trio Ensemble</b>  <b>New Course</b>  <b>ACTION:</b> Tabled to discuss Lab hours and Lab HBA  <b>Motioned:</b> Jennifer  <b>Seconded:</b> Tony  <b>All in favor:</b> Mark, Anthony, Jennifer, and Laura.  <b>Abstained:</b> None</p>
<p><b>PRESENTATIONS FROM THE PUBLIC</b></p>
<p>There were no presentations from the public.</p>
<p><b>ADJOURNMENT</b></p>
<p>The meeting adjourned at 4:00 p.m. The next meeting will be April 8 in CTC-131.</p>

Respectfully submitted by,  
Lynette Kral  
Academic Senate Office