

**College Instruction Committee Minutes**

Monday, August 26, 2019

Contra Costa College

**CALL TO ORDER/Introduction of Guests** The meeting was called to order at 2:15 in GE-305

**Members in attendance:**

**CIC Chair:** Mark Wong

**Division Rep SES:** Najia Azizi

**Division Rep LA:** Anthony Gordon

**Division Rep LAVA:** Laura Salas, Lucile Beatty

**Division Reps NSAS:** None

**Members absent:** Jennifer Ounjian, Leslie Alexander

**Resource Team in attendance:**

**Senior Dean of Instruction:** Tish Young

**Curriculum Specialist:** Karen Ruskowski

**Guests in attendance:** Nooshi Borhan, Shelly Ruby, Katie Krolikowski

**CONSENT AGENDA ACTION ITEMS**

**Agenda: August 26, 2019**

**Minutes: May 13 2019**

**Action:** Approved

**Motioned:** Laura

**Seconded:** Anthony

**All in Favor:** Mark, Najia, Anthony, Laura, Lucile

**Abstained:** None

**Minutes: May 16, 2019**

**Action:** Approved

**Motioned:** Anthony

**Seconded:** Mark

**All in Favor:** Mark, Najia, Anthony, Laura, Lucile

**Abstained:** None

**BUS-102 Business Mathematics**

**Distance Education:** New DE request for existing course. Partially/fully online.

**BUS-125 Report Writing**

**Distance Education:** Updated DE request. Partially/fully online.

**BUS-181 Applied Accounting**

**Distance Education:** New DE request for existing course. Partially/fully online.

**BUS-188 Accounting with QuickBooks**

**Distance Education:** New DE request for existing course. Partially/fully online.

**BUS-191 Small Business Management**

**Distance Education:** New DE request for existing course. Partially/fully online.

**RE-160 Real Estate Principals**

**Distance Education:** New DE request for existing course. Partially/fully online.

**RE-161 Legal Aspects of Real Estate**

**Distance Education:** New DE request for existing course. Partially/fully online.

**RE-163 Real Estate Practice**

**Distance Education:** New DE request for existing course. Partially/fully online.

**RE-164 Real Estate Finance**

**Distance Education:** New DE request for existing course. Partially/fully online.

**RE-168 Property Management**

**Distance Education:** New DE request for existing course. Partially/fully online.

**ESL-183 Writing I**

**Distance Education:** Update to current DE form.

**ESL-186 Writing II**

**Distance Education:** Update to current DE form.

**ESL-189 Writing III**

**Distance Education:** Update to current DE form.

**ESL-192 Introduction to Essay Writing**

**Distance Education:** Update to current DE form.

**ESL-195 Reading and Composition for Advanced ESL Students**

**Distance Education:** Update to current DE form.

**INTEC-801N Warehouse Operations**

**Correction:** Correct CB11 from J: workforce preparation enhanced funding, to K: non-enhanced funding. *(This new noncredit course was approved by CIC on 4/22/19. But was returned by the State Chancellor's office to correct CB11)*

**INTEC-802N Forklift Operations**

**Correction:** Correct CB11 from J: workforce preparation enhanced funding, to K: non-enhanced funding. *(This new noncredit course was approved by CIC on 4/22/19. But was returned by the State Chancellor's office to correct CB11)*

**INTEC-803N OSHA 10-Hour General Industry Occupational Safety**

**Correction:** Correct CB22 from: workforce preparation, to: short term vocational. *(This new noncredit course was approved by CIC on 4/22/19. This correction is being made prior to submission to the State)*

**COMP-265 Assembly Language Programming/Computer Organization**

**Correction:** Correct Top code from 070600 Computer Science (transfer), to 070710 Computer Programming. *(This new course was approved by CIC on 4/22/19 with the wrong Top code)*

**ART-132 Photoshop 1**

**Non-Substantial:** Add disciplines: Media; Film Studies

**ART-232 Photoshop 2**

**Non-Substantial:** Add disciplines: Media; Film Studies

**ART-117 Appreciation of Art & Architecture**

**Non-Substantial:** Add disciplines: Media; Film Studies

**Action:** Consent agenda item approved

**Motioned:** Anthony

**Seconded:** Laura

**All in Favor:** Mark, Najia, Anthony, Laura, Lucile

**Abstained:** None

**NON-CONSENT AGENDA ACTION ITEMS****ESL-829N Listening/Speaking III**

**New Course:** Noncredit. 72 lecture hours. It is the non-credit version of an existing course, ESL-129. Discipline: ESL. *(This course was tabled on 5/13/19 due to lack of time)*

**Action:** Bundled and Approved pending review that the existing and non-credit course outlines match

**Motioned:** Lucile

**Seconded:** Laura

**All in Favor:** Mark, Najia, Anthony, Laura, Lucile

**Abstained:** None

**ESL-849N Academic and Professional ESL III**

**New Course:** Noncredit. 72 lecture hours. It is the non-credit version of an existing course, ESL-149. Discipline: ESL. *(This course was tabled on 5/13/19 due to lack of time)*

**Action:** Bundled and Approved pending review that the existing and non-credit course outlines match

**Motioned:** Lucile

**Seconded:** Laura

**All in Favor:** Mark, Najia, Anthony, Laura, Lucile

**Abstained:** None

### **ESL-869N Grammar III**

**New Course:** Noncredit. 72 lecture hours. It is the non-credit version of an existing course, ESL-169. Discipline: ESL.  
(*This course was tabled on 5/13/19 due to lack of time*)

**Action:** Bundled and Approved pending review that the existing and non-credit course outlines match

**Motioned:** Lucile

**Seconded:** Laura

**All in Favor:** Mark, Najia, Anthony, Laura, Lucile

**Abstained:** None

### **ESL-889N Writing III**

**New Course:** Noncredit. 90 lecture hours. It is the non-credit version of an existing course, ESL-189. Discipline: ESL.  
(*This course was tabled on 5/13/19 due to lack of time*)

**Action:** Bundled and Approved pending review that the existing and non-credit course outlines match

**Motioned:** Lucile

**Seconded:** Laura

**All in Favor:** Mark, Najia, Anthony, Laura, Lucile

**Abstained:** None

## **DISCUSSION ITEMS**

**eLumen Updates** The eLumen team worked over the summer but ran into a couple problems that slowed the process. The Organizational Chart (Divisions/Departments/ Programs, etc.) required many changes. Some department codes such as the Art, as example, had to be listed as Parent department and separated into sub departments (3001-Art, 3001-A Fine Arts, and 3001-B Media Arts). Some department codes have course groupings in eLumen such as HIST, AFRAM, LARAZ, etc. Colleague also had to be cleaned up. Goal date for implementation is SP20.

eLumen only has check boxes for Methods of Evaluation and Methods of Instruction, whereas, CurricUNET had only text boxes for the MOE, and both choices for the MOI. So, because the text boxes won't map over, the team had to go through all the text box methods for both the MOI and MOE and create wording options that covered multiple definitions and added them to the choices that will be available when mapping the MOI and MOE in the course outlines once eLumen is up and running. This will need to be done manually. The Instruction Office is planning on hiring a couple hourlies to do this mapping. The CIC will send the MOI and MOE lists out to the Department Chairs and CIC reps to review and will give them two weeks to send back any suggested edits.

When CurricUNET closed down on June 30, there were over a hundred proposals still in the queue at some level to be listed on a CIC agenda. Until eLumen is up, proposals will need to be done on paper. Forms will be created with information required by eLumen. CIC will only accept those proposals that are listed as priority and have a catalog deadline of February 2020/FA2020. The priority list is as follows:

- 1) AB705 Non-Credit
- 2) Non-Credit Certificates
- 3) Contractual Obligations (i.e. AUSER's T-10)
- 4) Funding
- 5) Student Impact (Pathway, Articulation, Courses that are way over due for Content Review, etc.)

## **PRESENTATIONS FROM THE PUBLIC**

There were no presentations from the public.

## **ADJOURNMENT**

The meeting adjourned at 4:10 p.m. The next meeting will be September 9 in GE-305.

Respectfully submitted by,  
Lynette Kral  
Academic Senate Office