

**Contra Costa College**  
**College Instruction Committee**  
**Minutes of Monday, May 11, 2020**

**CALL TO ORDER with Introduction of Guests The online meeting was called to order at 2:15**

**CIC Chair:** Mark Wong  
**Division Rep SES:** Najia Azizi  
**Division Rep LA:** Anthony Gordon  
**Division Rep LAVA:** Lucile Beatty  
**Division Reps NSAS:** Leslie Alexander  
**SLO Coordinator:** Not available  
**Senior Dean of Instruction (Ex-officio):** Not available  
**Curriculum Specialist:** Karen Ruskowski  
**Members not in attendance:** Jennifer Ounjian  
**Guests in attendance:** Elisabeth Schwarz, Jennifer Griest, Francis Reyes

**CONSENT AGENDA ACTION ITEMS**

**Agenda:** May 11, 2020  
**Action:** Approved  
**Motioned:** Leslie Alexander  
**Seconded:** Lucile Beatty  
**All in Favor:** Mark, Najia, Anthony, Lucile, Leslie  
**Abstained:** None

**Minutes:** April 27, 2020  
**Action:** Approved  
**Motioned:** Najia Azizi  
**Seconded:** Leslie Alexander  
**All in Favor:** Mark, Najia, Anthony, Lucile, Leslie  
**Abstained:** None

**ART-101, 120, 124, 158, 174, 222, 224, 258, and 274**  
**Distance Education:** New DE Supplement to request partially/fully online.

**SOCIO-220, 221, and 236**  
**Distance Education:** Update request to add fully online to existing DE Supplement.

**SOCIO-130, 142, 222, 234, 245, and 250**  
**Distance Education:** New DE Supplement to request partially/fully online.

**SOCSC-140, 141, and 296**  
**Distance Education:** New DE Supplement to request partially/fully online.

**MUSIC-119 Basic Music**  
**Distance Education:** New DE Supplement to request partially/fully online.

**Business Management – Associate in Science Degree**  
**Non-Substantial:** Correct units for required course CIS-110 from variable 1.5-4 units, to fixed 2-units. Overall program units change from 19.5-25 units, to 20-23 units.

**Business Management – Certificate of Achievement**  
**Non-Substantial:** Correct units for required course CIS-110 from variable 1.5-4 units, to fixed 2-units. Overall program units change from 19.5-25 units, to 20-23 units.

**SPCH-160A Speaking in the Community**  
**Substantial:** Correct CB21 from One Level Below Transfer to N/A.  
*(This course was approved by CIC for content review changes on 4/13/20. No changes to CB21 were included in the content review. Although originally approved by the State in 2010 as 'One Level Below Transfer'-CB21 must now be corrected to 'N/A'.)*

**JAPAN-120, 121** Distance Education: New DE Supplement to request partially/fully online

**NON-CONSENT AGENDA ACTION ITEMS**

**SPCH-160B Forensics**

**Non-Substantial:** Content Review: Changing lab hours to all Lab hours by arrangement. Currently the large block of time is a hindrance to registering for the course. *(This course was tabled on the 4/27/20 CIC agenda, due to further discussion by dept.)*

**Action:** Tabled due to further discussion by dept.

**MUSIC-171A Continuing Voice: Diction**

**Non-Substantial:** Content review. Textbook updated, prerequisite of MUSIC-102 added, assignments updated, and content review form attached. *(This course was tabled on the 4/27/20 CIC agenda, due to non-representation.)*

**Action:** Approved

**Motioned:** Lucile

**Seconded:** Leslie

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

**Abstained:** None

**AUSER-801N Snap-on Scanner Operation**

**New Course:** Noncredit. Hours corrected at this meeting from (8 lab) to 3 hrs Lec/6 hrs lab. Discipline: Automotive. Course is part of a planned non-credit certificate in VERUS scan tool operation. TOP Code 094800 *(This course was tabled on the 4/27/20 CIC agenda, due to lack of time.)*

**Action:** Approved

**Motioned:** Leslie

**Seconded:** Najia

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

**Abstained:** None

**AUSER-802N Snap-on Lab Scope Operation**

**New Course:** Noncredit. Hours corrected at this meeting from (8 lab) to 3 hrs Lec/6 hrs lab. Discipline: Automotive. Course is part of a planned non-credit certificate in VERUS scan tool operation. TOP Code 094800 *(This course was tabled on the 4/27/20 CIC agenda, due to lack of time.)*

**Action:** Approved

**Motioned:** Najia

**Seconded:** Anthony

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

**Abstained:** None

**LIBST-110A Library and Information Research Skills**

**Non-Substantial:** Content Review. Update methods of evaluation, methods of instruction, SLOs, and out of class assignments. *(This course was tabled on the 4/27/20 CIC agenda, due to non-representation.)*

**Action:** Tabled for lack of representation

**MUSIC-103 Voice: History of Singing** (Note: This course number is a duplicate, and will be changed to MUSIC-104 at the next CIC meeting on 8/24/20.)

**New Course:** Credit Degree Applicable. 3-4 Units. 54 hours of lecture, 0-54 hours lab by arrangement. Discipline: Music. Requesting CSU/UC transfer. TOP Code 100400 *(This course was tabled on the 4/27/20 CIC agenda, due to non-representation.)*

**Action:** Approved

**Motioned:** Leslie

**Seconded:** Lucile

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

**Abstained:** None

**CULIN-131 Introduction to Pastry Product Preparation**

**Non-Substantial:** Content review. Added lab content. Changed co-requisite to CULIN-095E (from one of any CULIN-095A-D courses). Adjust out of class assignment hours. *(This course was tabled on the 4/27/20 CIC agenda, due to lack of time.)*

**Action:** Approved

**Motioned:** Lucile

**Seconded:** Leslie

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

**Abstained:** None

**Information Technology – Associate in Science Degree**

**New Program:** 22 units. Program goal CTE; Topcode 0701.00. Dept: BICT (BOT/CIS/CCT)

**Action:** Approved

**Motioned:** Lucile

**Seconded:** Leslie

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

**Abstained:** None

**Information Technology – Certificate of Achievement**

**New Program:** 22 units. Program goal CTE; Topcode 0701.00. Dept: BICT (BOT/CIS/CCT)

**Action:** Bundled with AS Degree and Approved

**Motioned:** Lucile

**Seconded:** Leslie

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

**Abstained:** None

**Computer User Support Specialist – Certificate of Achievement**

**New Program:** 10 units. Program goal CTE; Topcode 0701.00. Dept: BICT (BOT/CIS/CCT)

**Action:** Approved

**Motioned:** Lucile

**Seconded:** Anthony

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

**Abstained:** None

**Network and Security Specialist – Certificate of Achievement**

**New Program:** 10 units. Program goal CTE; Topcode 0701.00. Dept: BICT (BOT/CIS/CCT)

**Action:** Approved

**Motioned:** Lucile

**Seconded:** Leslie

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

**Abstained:** None

**DISCUSSION ITEMS**

**CIC plan for Emergency Distance Education Approvals** Faculty have until December 30 to get courses that were and will be taught remotely approved at the state level. Therefore, the DE forms need to be submitted no later than the last CIC meeting in December. Please remember that the DE committee needs some process time also. The deans and the Academic Senate will be the leads in getting this accomplished. CIC will not have any responsibility for making this happen other than approving the forms. DE forms submitted in Fall should hopefully come through eLumen, with emergency DE forms coming through on paper. CIC will try to space them out throughout semester. The CIC manual needs to be updated for Accreditation so Mark will be working on it this summer. Super User training for eLumen will be available this summer and if you are interested, please contact Mark.

**PRESENTATIONS FROM THE PUBLIC**

There were no presentations from the public.

**ADJOURNMENT**

The meeting adjourned at 4:00 p.m. The next meeting will be August 24 via TBA.

Respectfully submitted by,

Lynette Kral  
Academic Senate Office