



CURRICULUM & INSTRUCTION COUNCIL

October 4, 2013
8:30 – 11:30 A.M.
IWV LRC Room 631

MINUTES

Committee Members in Attendance:

Bill Locke (Chair), Corey Marvin (V.P. Academic Affairs)
Heather Ostash (V.P. Student Affairs), Vivian Baker, April Browne,
Julie Cornett, Cliff Davis, Annette Hodgins, Sarah King, Jan Moline,
Mary Peoples, Joe Slovacek

Approval of Minutes

Minutes Dated: September 20, 2013

Recommendations: None.

Action: Approved.

Requisite Group

Presenter: Cliff Davis

Description: Update

Discussion: The group referred the action plan to the Academic Senate and had a brief discussion with the intension to have a sub-committee. Julie Cornett, Matthew Crow, Jan Moline, April Brown and Cliff Davis are part of the Ad Hoc committee. Annette Hodgins volunteered to be added to this committee.

Corey will have this as a spring 2014 discussion during flex and in fall 2014 as a flex activity.

Recommendations: It was recommended to have a site representative on the committee.

Action: The group will return with a plan.



ART C111 Two Dimensional Design

Presenter: Loren Sandvik

Description: Revision

Review: Second

Discussion: All recommendations confirmed as completed.

Recommendations: None.

Action: Approved for a final review.

ART C115 Three Dimensional Design

Presenter: Loren Sandvik

Description: Revision

Review: Second

Discussion: All recommendations confirmed as completed.

Recommendations: None.

Action: Approved for a final review.

BSAD C100 Introduction to Business

Presenter: Matthew Hightower

Description: Revision

Review: Second

Discussion: This proposal had no recommendations at the first review.

Recommendations: None.

Action: Approved for a final review.

BSAD C110 Introduction to Personal Finance

Presenter: Matthew Hightower

Description: Revision

Review: Second

Discussion: Update the C-ID area and spelled out the course title as recommended. Also added examples to the methods of evaluation area.

Recommendations: None.

Action: Approved for a final review.

BSAD C131 Business Law

Presenter: Matthew Hightower

Description: Revision

Review: Second

Discussion: This proposal had no recommendations at the first review.

Recommendations: None.

Action: Approved for a final review.

BSAD C222 Problem Solving, Decision Making, and Computer Applications in Business

Presenter: Matthew Hightower

Description: Revision

Review: Second

Discussion: Revised the content review justification as recommended.

Recommendations: None.

Action: Approved for a final review.

BSAD C251 Principles of Management & Organization

Presenter: Matthew Hightower

Description: Revision

Review: Second

Discussion: Added examples to the methods of evaluation and out of class assignments as recommended.

Recommendations: None.

Action: Approved for a final review.

LIT C060 Special Topics in Library Research

Presenter: Julie Cornett

Description: Deletion

Review: Second

Discussion: There were no recommendations at the first review for this course no longer offered.

Recommendations: None.

Action: Approved for a final review.

**CHDV C080 Child Development Conference
CHDV C122 Community CPR and First Aid**

Presenter: Vivian Baker for Mary O’Neal

Description: Deletions

Review: Second



Discussion: This proposal had no recommendations at the first review.
Recommendations: None.
Action: Approved for a final review.

EDUC C201 Educational Field Experience
EDUC C262 Fundamental Online Teaching and Learning
EDUC C263 Technology and Online Course Design

Presenter: Vivian Baker for Mary O’Neal
Description: Deletions
Review: Second
Discussion: This proposal had no recommendations at the first review.
Recommendations: None.
Action: Approved for a final review.

ENGL C235 Introduction to Shakespeare
ENGL C235H Introduction to Shakespeare: Honors

Presenter: Cliff Davis
Description: Revision
Review: Second
Discussion: All recommendations have been completed in the C-ID area for this course.

The Honors course is the same as the main course. All Honor courses must be proposed with the main course.
Recommendations: None.
Action: Approved for a final review.

DMA C113 Accessibility and Usability

Presenter: Suzie Ama

Description: Revision

Review: Second

Discussion: This proposal had no recommendations at the first review. This course will not be considered for iTV delivery.

Recommendations: None.

Action: Approved for a final review.

DMA C211 Web Scripting with JavaScript

Presenter: Suzie Ama

Description: Revision

Review: Second

Discussion: As recommended added non-applicable to the C-ID area so it will not be questioned. This was the only recommendation.

Recommendations: None.

Action: Approved for a final review.

PHIL C101 Introduction to Philosophy

Presenter: Mary Peoples

Description: Revision

Review: Second

Discussion: The only recommendation was to the C-ID area.

Recommendations:

- Spell out course title
- Add C-ID number

- The description needs to be in present tense.
- Add Hybrid as a delivery method.

Action: All recommendations were made by Mary Peoples during the meeting. The committee reviewed and confirmed recommendations complete and approved for a final review.

CHEM C101 Introduction to Chemistry

Presenter: John Stenger-Smith

Description: Revision

Review: Second

Discussion: This course does have a C-ID, so have added the number to the course outline and added a student learning outcome necessary from the C-ID. All recommendations from the first review have been completed.

Recommendations: A minor correction to the detailed topical outline area needed.

Action: Recommendation to the Detailed Topical Outline area was completed by the CIC Chair directly into CurricUNET with the guidance of the committee and proposer during the meeting, then approved for a final review.

CHEM C113 General Inorganic Chemistry II

Presenter: John Stenger-Smith

Description: Revision

Review: Second

Discussion: Correction to the C-ID area has been completed by removing the C from the number. Cut and pasted the laboratory information into the lab section of the Detailed Topical Outline. The Student Learning Outcome recommendations have been completed. The textbooks are updated and this course can only be offered face to face. There were no recommendations to the content review.

Recommendations: It was questioned if the conditions of enrollment need more detail. The content review needs to list specific skills from the requisite for the student to be successful in the course. The requisite listed for this course

is not outside of the subject area. More detail *is* necessary for advanced courses and requisites listed from outside of the subject area.

Action: Recommendation to the requisite justification was completed by the proposer during the meeting, confirmed, and approved for a final review.

CHEM C113H General Inorganic Chemistry II: Honors

Presenter: John Stenger-Smith

Description: Revision

Review: Second

Discussion: All recommendations from the first review have been completed.

Recommendations: Move detail to the requisite listed was completed by the proposer during the meeting.

Action: Recommendations confirmed as completed and approved for a final review.

ENGL C111 Introduction to Types of Literature

Presenter: Gary Enns

Description: Revision

Review: Second

Discussion: There were no recommendations at the first review.

Recommendations: None.

Action: Approved for a final review.

HMSV C101 Introduction to Human Services

Presenter: Debra Rundell

Description: Revision

Review: Second

Discussion: All recommendations from the first review have been completed.

Recommendations: None.

Action: Approved for a final review.

HMSV C102 Cultural Competence in Human Services

Presenter: Debra Rundell

Description: Revision

Review: Second

Discussion: All recommendations from the first review have been completed. This course is not appropriate for online delivery.

Recommendations: None.

Action: Approved for a final review.

HMSV C103 Preparation for Field Work in Human Services

Presenter: Debra Rundell

Description: Revision

Review: Second

Discussion: All recommendations from the first review have been completed.

Recommendations: None.

Action: Approved for a final review.

HMSV C104 Field Work in Human Services

Presenter: Debra Rundell

Description: Revision

Review: Second

Discussion: All recommendations from the first review have been completed.

Recommendations:

- In the Detailed Topical Outline laboratory area, what is the student expected to complete that is a required part of this course? Annette Hodgins will assist you in revising this area.
- Correct detailed topical laboratory #7 to kept not keep.

Action: Approved for a final review pending recommendations.

HCRS C140 Introduction to Health Care
HCRS C241 Nursing Learning Laboratory

Presenter: Annette Hodgins for Cheryl Gates

Description: Deletions

Review: Second

Discussion: There were no recommendations at the first review.

Recommendations: None.

Action: Approved for a final review.

HCRS C150 Medical Terminology for Health

Presenter: Cheryl Gates

Description: Revision

Review: Second

Discussion: All recommendations from the first review have been completed

Recommendations: Course title needed to be spelled out. Correction was made by Annette Hodgins and confirmed during the meeting.

Action: Approved for a final review.

MATH C040 Pre-Algebra

Presenter: Steve Rogers for Bob Phung

Description: Revision

Review: Second

Discussion: Removed the Masters in Education from the minimum qualification area and reworded the soft skills to be more general for instructors as recommended. Student Learning Outcomes have been corrected as requested.

No proctored testing is necessary for this basic skills course.

Recommendations: In the distance delivery methods “other” was unchecked during the meeting.

Action: Approved for a final review.

MATH C050 Elementary Algebra

Presenter: Steve Rogers

Description: Revision

Review: Second

Discussion: All recommendations have been completed for this course.

Recommendations: None.

Action: Approved for a final review.

HCRS C136 Clinical Medical Assisting I

Presenter: Annette Hodgins

Description: Revision

Review: Second

Discussion: All recommendations from the first review have been completed.

Recommendations: None.

Action: Approved for a final review.

HCRS C137 Clinical Medical Assisting I

Presenter: Annette Hodgins

Description: Revision

Review: Second

Discussion: All recommendations from the first review have been completed.

Recommendations: None.

Action: Approved for a final review.

HCRS C139 Laboratory Procedures

Presenter: Annette Hodgins

Description: Revision

Review: Second

Discussion: All recommendations from the first review have been completed.

Recommendations: None.

Action: Approved for a final review.

PARA C101 Introduction to Paralegal Studies

Presenter: Suzie Ama

Description: Revision

Review: Second

Discussion: All recommendations from the first review have been completed, including removal of the CSCI course as a requisite.

Recommendations: None.

Action: Approved for a final review.

PARA C112 Legal and Research Writing

Presenter: Suzie Ama

Description: Revision

Review: Second

Discussion: All recommendations from the first review have been completed, including removal of the CSCI course as a requisite.

Recommendations: None.

Action: Approved for a final review.

PARA C122 Legal Research and Writing II

Presenter: Suzie Ama

Description: Revision

Review: Second

Discussion: All recommendations from the first review have been completed.

Recommendations: Student Learning Outcome corrected to "...legal issue..."

Action: [Confirmed recommendation completed.] Approved for a final review.

PARA C130 Civil Litigation and Procedure I

Presenter: Suzie Ama

Description: Revision

Review: Second

Discussion: All recommendations from the first review have been completed.
Recommendations: None.
Action: Approved for a final review.

PARA C140 Civil Litigation and Procedure II

Presenter: Suzie Ama
Description: Revision
Review: Second
Discussion: All recommendations from the first review have been completed.
Recommendations: None.
Action: Approved for a final review.

PARA C150 Law Office Management

Presenter: Suzie Ama
Description: Revision
Review: Second
Discussion: All recommendations from the first review have been completed.
Recommendations: None.
Action: Approved for a final review.

PARA C190 Legal Ethics

Presenter: Suzie Ama
Description: Revision
Review: Second

Discussion: All recommendations from the first review have been completed. This is a capstone course so PARA C101 is listed as a requisite.

Recommendations: None.

Action: Approved for a final review.

PARA C220 Bankruptcy Law

Presenter: Suzie Ama

Description: Revision

Review: Second

Discussion: All recommendations from the first review have been completed; only needed to add N/A to the C-ID area.

Recommendations: None.

Action: Approved for a final review.

PARA C250 Family Law

Presenter: Suzie Ama

Description: Revision

Review: Second

Discussion: All recommendations from the first review have been completed.

Recommendations: None.

Action: Approved for a final review.

PARA C260 Personal Injury and Tort Litigation

Presenter: Suzie Ama

Description: Revision

Review: Second

Discussion: All recommendations from the first review have been completed.
Recommendations: None.
Action: Approved for a final review.

PARA C270 Real Property Law

Presenter: Suzie Ama
Description: Revision
Review: Second
Discussion: All recommendations from the first review have been completed.
Recommendations: None.
Action: Approved for a final review.

PARA C280 Worker’s Compensation Law

Presenter: Suzie Ama
Description: Revision
Review: Second
Discussion: All recommendations from the first review have been completed.
Recommendations: Correction to *workers’* from worker’s was completed during the meeting. Also corrected the textbook date.
Action: Approved for a final review.

PARA C290 Paralegal Studies Internship

Presenter: Suzie Ama
Description: Deactivation
Review: Second



Discussion: There was a review of the revision proposal of the program to verify this course is no longer listed.

Recommendations: This course is currently attached to an active program and needs to remain active until the program revision removing this course is approved.

Action: This deactivation is deferred until the program revision is approved.

CSCI C129 Microsoft Outlook

Presenter: April Browne

Description: Revision

Review: Second

Discussion: All recommendations from the first review have been completed.

Recommendations: None.

Action: Approved for a final review.

CSCI C135 Beginning Adobe Acrobat

Presenter: April Browne

Description: Revision

Review: Second

Discussion: All recommendations from the first review have been completed.

Recommendations: None.

Action: Approved for a final review.

CSCI C140 A+ Essential Skills for Computers

Presenter: April Browne

Description: Revision



Review: Second
Discussion: All recommendations from the first review have been completed.
Recommendations: None.
Action: Approved for a final review.

CSCI C141 A+ Standard Skills for IT Technician

Presenter: April Browne
Description: Revision
Review: Second
Discussion: All recommendations from the first review have been completed.
Recommendations: None.
Action: Approved for a final review.

CSCI C143 Network and Fundamentals of Network Technologies

Presenter: April Browne
Description: Revision
Review: Second
Discussion: All recommendations from the first review have been completed.
Recommendations: None.
Action: Approved for a final review.

CSCI C146 Security & Fundamentals of Network Security

Presenter: April Browne
Description: Revision

Review: Second

Discussion: All recommendations from the first review have been completed.

Recommendations: Correction to the last sentence of the description was completed during the meeting and confirmed.

Action: Approved for a final review.

CSCI C171 Introduction to the Internet

Presenter: April Browne

Description: Revision

Review: Second

Discussion: The department has not had a discussion yet regarding incorporating it into other courses. Currently this course is an elective in the Computer Information Systems Associate of Science Degree Program. It is also a red course that cannot continue to be offered if not approved.

Recommendations:

- This course needs further discussion by the department and review with the program.
- The justification for the prerequisites was expanded during the meeting.

Action: Approved for a final review.

CSCI C265 Introductory C++ Programming

Presenter: April Browne

Description: Revision

Review: Second

Discussion: All recommendations from the first review have been completed.

Recommendations: None.

Action: Approved for a final review.

CSCI C285 Extensible Markup Language XML

Presenter: April Browne

Description: Deletion

Review: Second

Discussion: There were no recommendations at the first review for this Stand-Alone course deletion.

Recommendations: None.

Action: Approved for a final review.

Associate of Science in Child Development for Transfer

Presenter: Mary O’Neal

Description: Revision to CHDV AA

Review: First

Discussion: The committee reviewed the completed Narrative and Transfer Model Curriculum (TMC) template for this program. The department currently has a Child Development Associate of Arts degree that should be an Associate of Science degree. This error was made at the State level. The courses listed on the TMC template have been approved by C-ID. There are no electives in this program. This AS-T will replace the AA degree on file.

Recommendations: None.

Action: Approved for a first review.

Master Teacher Certificate of Achievement

Presenter: Mary O’Neal

Description: Revision

Review: First

Discussion: This is an existing Certificate of Achievement that is being updated. Specializations have been added to the program to identify the various areas of specialty that students need for employment. Students cannot double count any of the courses.

The students do not need to have a degree to apply for the permit. It is in the best interest for the students to have these *Cap-8* courses listed.

The assessments are currently being developed for this program. These are not necessary for this program proposal as in the courses.

Recommendations:

- List all of the courses in the Teacher Certificate required.
- CHDV C125 is listed twice even though students cannot double count any of the courses. Could remove the Diversity specialization and add the Human Services course to the Exceptional Needs Specialization.
- Remove the statement “Other specializations can be developed...”

Action: Approved for a first review.

Teacher Certificate of Achievement

Presenter: Mary O’Neal

Description: Revision

Review: First

Discussion: This proposal is coming forward since there was an error where students could not do what was necessary. This is aligned with Cap-8. All of the Cap-8 courses are listed in this certificate.

Recommendations:

- List all of the courses in the Associate Teacher Certificate required.
- Remove Pass/No pass from the description area.

Action: Approved for a first review.

Paralegal Associate of Science Degree

Presenter: Susie Ama

Description: Revision

Review: First

Discussion: The revision to this program is removing the internship course and adding PARA C210. The matrix has been updated according to the changes made in the courses.

Recommendations: There are no Pass/No pass courses in this degree. Remove the Pass/No pass statement from the description area.

Action: Approved for a first review.

Paralegal Certificate of Achievement

Presenter: Susie Ama

Description: Revision

Review: First

Discussion: This certificate has the same changes as the Associate of Science degree.

Recommendations: There are no Pass/No pass courses in this degree. Remove the Pass/No pass statement from the description area.

Action: Approved for a first review.

Vocational Nursing Associate of Science Degree

Presenter: Annette Hodgins

Description: Revision

Review: First

Discussion: The C6 Grant goal is to get students out into the workforce faster. This program is aligned with Central Valley at West Hills and Bakersfield College.

All of the theory was previously in one course and is now broke-out into new courses that have been approved by CIC, the Board, and the State. The department is now revising the program with the new and revised courses and to align with the compression into a twelve month program.

The required hours by the Board of Vocational Nursing and Psychiatric Technicians is listed in the program description.

Recommendations:

- There is a missing "R" in HCRS C070.
- Add appropriate conditions to the electives.

Action: Approved for a first review.

Vocational Nursing Certificate of Achievement

Presenter: Annette Hodgins

Description: Revision

Review: First

Discussion: This Certificate has the same revisions as in the Degree proposal.

Recommendations:

- Not necessary to indicate *and* to all of the core courses since they are all required.
- Remove *Certification* from the certificate title.
- Add appropriate conditions to the electives.

Action: Approved for a first review.

EDUC C004 Supervised Tutoring

Presenter: Bonita Robison

Description: New

Review: Second

Discussion: All recommendations from the first review were confirmed as completed.

Recommendations: None.

Action: Approved for a final review.

CIC Business

Proposals: CIC members need to review proposals in the CurricUNET area “All Proposals” for their areas, to insure all recommendations have been completed. The CIC Chair will again double check that all recommendations have been completed prior to placing proposals on the agenda.

The CIC procedures need to require the proposer to be present for questions during the review process. CCCConfer is always available.

It was questioned if there are any suggestions to stream line the process. The proposers need to monitor their proposals to insure all of the recommendations are completed in CurricUNET prior to CIC reviews.

Any recommendations at the second review need to be completed prior to the end of the meeting, so this committee can confirm all changes are completed.

Red Courses: This meeting completes the review of red course proposals submitted by the October deadline. Any courses that did not come forward in the Red list will not be scheduled due to an expired course outline of record.

Next Meeting: The next meeting will be the second review of today's' Programs.

This group needs to have a conversation to identify what constitutes a laboratory component versus an activity at the next meeting. This conversation is needed for guidelines for proposals coming forward. There is a need to research best practices. The PACAH does not reference.

Also we need to research and define externship versus internship.

Meeting Time: Future meetings will have a start time of 8:45 A.M. and a maximum end time of 11:30 A.M.

Next Meeting: Friday, October 18, 2013, in IWV LRC 631

Adjournment: Time: 11:35 A.M.

Note taker: Magi Mauldin

The activities and function of this Curriculum Committee are associated with the following 2012-15 Cerro Coso Community College Strategic Goals:

Cerro Coso Community College Strategic Goal One:

Foster student success through sustained continual quality improvement of instruction and student services.

Cerro Coso Community College Strategic Goal Three:

Improve our response to community needs through transfer programs, area workforce development, quality student services, and provision of customized educational opportunities.

Cerro Coso Community College Strategic Goal Four:

Operate at the level of continual quality improvement for strengthening institutional effectiveness.