CERRO COSO COMMUNITY COLLEGE / **KCCD** KERN COMMUNITY COLLEGE DISTRICT **MINUTES**	**CURRICULUM & INSTRUCTION COUNCIL** April 17, 2015 9:00 – 10:20 A.M. IWV LRC 631 & via CCCConfer

Committee Members in Attendance:

Sarah King (Chair), Vivian Baker, Dean Bernsten, Ben Beshwate, Julie Cornett, Cliff Davis, Tom Heck, Jan Moline, David Villicana, Matthew Wanta

Minutes

Presenter:	Sarah King
Description:	April 3, 2015
Review:	Recommended for approval.
Recommendations:	None.
Action:	Motion by Cliff Davis, second by Ben Beshwate. Ayes: Sarah King, Vivian Baker, Dean Bernsten, Ben Beshwate, Julie Cornett, Cliff Davis, Tom Heck, Jan Moline, David Villicana, Matthew Wanta Approved with no recommendations.

ET C105   Electrical Circuit Analysis

Presenter:	David Villicana
Description:	Deletion
Review:	Second
Discussion:	There are no plans to offer this course. There is another course in place that covers this topic.
Recommendations:	None.
Action:	Motion by Vivian Baker, second by Jan Moline Ayes: Sarah King, Vivian Baker, Dean Bernsten, Ben Beshwate, Julie Cornett, Cliff Davis, Tom Heck, Jan Moline, David Villicana, Matthew Wanta Final review approved with no recommendations.

Automotive Technology Certificate of Achievement

Presenter: David Villicana

Description: Deletion

Review: Second

Discussion: The program is deleted and the certificate was overlooked for deletion. The courses are no longer in our catalog.

Recommendations: None.

Action: Motion by Cliff Davis, second by Vivian Baker
Ayes: Sarah King, Vivian Baker, Dean Bernsten, Ben Beshwate, Julie Cornett, Cliff Davis, Tom Heck, Jan Moline, David Villicana, Matthew Wanta
Final review approved with no recommendations.

Central Valley Higher Education Consortium Transfer Degree

Presenter: Sarah King

Description: Deletion

Review: Second

Discussion: This is an old program that is not offered.

Recommendations: None.

Action: Motion by Jan Moline, second by Cliff Davis
Ayes: Sarah King, Vivian Baker, Dean Bernsten, Ben Beshwate, Julie Cornett, Cliff Davis, Tom Heck, Jan Moline, David Villicana, Matthew Wanta
Final review approved with no recommendations.

Computer Science Associate of Science Degree

Presenter: Matthew Hightower

Description: Deactivation

Review: Second

Discussion: According to the State Chancellor, if we have a traditional degree on file that has a *For Transfer Degree* available for submission, the college had until December 2014 to have the *For Transfer Degree* submitted and approved. Our Associate in Science in Computer Science for Transfer Degree did not receive State approval due to too many units.

Recommendations:
- May need to have an unofficial pathway for students.

Action: Motion by Matt Wanta, second by Cliff Davis.
Ayes: Sarah King, Vivian Baker, Dean Bernsten, Ben Beshwate, Julie Cornett, Cliff Davis, Tom Heck, Jan Moline, David Villicana, Matthew Wanta
Final review approved.

Data Analyst I Certificate of Achievement

Presenter: Matthew Hightower

Description: New Program

Review: Second

Discussion: All recommendations from the first review have been completed. The courses pertaining to each program learning outcome have been added and cleaned up the course title in CurricUNET.

Recommendations:
- The Matrix was fixed during the meeting.

Action: Motion by Cliff Davis, second by Matthew Wanta.
Ayes: Sarah King, Vivian Baker, Dean Bernsten, Ben Beshwate, Julie Cornett, Cliff Davis, Tom Heck, Jan Moline, David Villicana, Matthew Wanta
Final review approved.

Associate in Arts in History for Transfer Degree

Presenter: Ben Beshwate

Description: New Program

Review: Second

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

Recommendations: None.

Action: Motion by Jan Moline, second by Cliff Davis.
Ayes: Sarah King, Vivian Baker, Dean Bernsten, Ben Beshwate, Julie Cornett, Cliff Davis, Tom Heck, Jan Moline, David Villicana, Matthew Wanta
Final review approved with no recommendations.

CHDV Site Supervisor Certificate of Achievement

Presenter: Vivian Baker

Description: Modification

Review: Final

Discussion: This certificate needed the initial courses listed at the second review. The courses are now listed.

Recommendations: None.

Action: Motion by Matthew Wanta, second by David Villicana.
Ayes: Sarah King, Vivian Baker, Dean Bernsten, Ben Beshwate, Julie Cornett, Cliff Davis, Tom Heck, Jan Moline, David Villicana, Matthew Wanta
Final review approved with no recommendations.

PHSC C131   Introduction to Meteorology Lecture

Presenter: Scott Cameron

Description: Revision/Distance Education

Review: Final

Discussion: At the second meeting, it was recommended for this course to return with a modified rigor statement in the Distance Education area. This was the only recommendation from the second review.

Recommendations: None.

Action: Motion by Julie Cornett, second by Cliff Davis.
Ayes: Sarah King, Vivian Baker, Dean Bernsten, Ben Beshwate, Julie Cornett, Cliff Davis, Tom Heck, Jan Moline, David Villicana, Matthew Wanta
Final review approved with no recommendations.

POLS C103   Introduction to Political Theory

Presenter: Matthew Jones

Description: New Course/Distance Education

Review: Second

Discussion: This course is coming forward for a second review. The first review was on March 6, 2015. All of the recommendations from the first review have been completed.

Recommendations were completed during the meeting:

- Student Learning Outcome #3: Separate author and work. Use a colon or the word "and". Also Burke should be possessive: Burke's.
- Textbooks: Need more of a justification for the use of dated texts.
- Distance Education: Need more rigor in justification.

Action: Motion by Julie Cornett, second by Jan Moline.
Ayes: Sarah King, Vivian Baker, Dean Bernsten, Ben Beshwate, Julie Cornett, Cliff Davis, Tom Heck, Jan Moline, David Villicana, Matthew Wanta
Final review approved.

Associate in Arts in Political Science for Transfer Degree

Presenter: Matthew Jones

Description: New Program

Review: First

Discussion: This is a new transfer degree for students with this major. Heather Ostash has reviewed the TMC Template. Julie Cornett reviewed the library resource area and Vivian Baker reviewed the program learning outcomes.

Recommendations:
- Description: Remove the word, "use".
- Description A: Correct typo, *Completion of 60 semester units…*
- Description: Remove the word, "exciting".
- Course List – List A: Delete, "Select 3 courses…"
- Program Learning Outcome Assessment: Add course numbers pertaining to the outcome and assessment.
- Program Learning Outcome #3: Reword.
- Also include all of these recommended changes in your Narrative.

Action: Motion by Cliff Davis, second by Vivian Baker.
Ayes: Sarah King, Vivian Baker, Dean Bernsten, Ben Beshwate, Julie Cornett, Cliff Davis, Tom Heck, Jan Moline, David Villicana, Matthew Wanta
First review approved.

Associate in Arts in Economics for Transfer Degree

Presenter: Norman Stephens

Description: New Program

Review: First

Discussion: This is *not* a career technical education transfer degree. Vivian Baker has reviewed the program learning outcomes, Heather Ostash reviewed the TMC Template, and Julie Cornett reviewed the Library Resource area.

Recommendations:
- List A and B: List the courses so the unit total is correct.
- T.O.P. Code: Add decimal.
- TMC Template: Correct typo to BSAD C101.

Action: Motion by Cliff Davis, second by Jan Moline.
Ayes: Sarah King, Vivian Baker, Dean Bernsten, Ben Beshwate, Julie Cornett, Cliff Davis, Tom Heck, Jan Moline, David Villicana, Matthew Wanta
First review approved.

Web Fundamentals Certificate of Achievement

Presenter: Suzie Ama

Description: New Program

Review: First

Discussion: This is a subset of the larger Web Professional Certificate of Achievement. Students can get work with this certificate, but the larger certificate gives them more information. This would attract the same cohort of students but will have more completers.

Recommendations:
- Program Learning Outcomes: Add the course numbers relating to each assessment.

Action: Motion by Vivian Baker, second by Jan Moline.
Ayes: Sarah King, Vivian Baker, Dean Bernsten, Ben Beshwate, Julie Cornett, Cliff Davis, Tom Heck, Jan Moline, David Villicana, Matthew Wanta
First review approved.

CIC BUSINESS

❖ Laboratory Definition

Sarah King provided the committee with a hand-out of information gathered regarding laboratories from other institutions. The committee was questioned if any of these items need to be considered for our guidelines, keeping in mind the different types of labs offered in the different subject areas. For example, an Art laboratory versus a Science laboratory. The committee agreed to use the Illinois information as a base.

Some laboratories require specialized equipment in order to complete the laboratory component listed in the course. In some of the computer science courses they use special virtual software and the Art courses send their online students packages for completion. The Art students are required to upload photographs, during the process, to the instructor to show the different stages of the project.

All rigor statements need to include how instructor feedback for laboratory is conducted. They cannot have a significant lapse of time. In the face-to-face laboratory students are in the line-of-site of the instructor for input during their laboratory process. So for online laboratory, they need to validate they are having this in the hours listed. We need to define the faculty role in the laboratory.

This document will be helpful for proposals coming forward. There will be computer science courses coming forward with laboratory, even though C-ID and other institutions do not have a laboratory component for the same course. This committee needs to be consistent. Proposals need to be consistent. Departments need to demonstrate that other community colleges have a laboratory included in their comparable courses.

This committee needs to develop guidelines for proposals and clear CIC requirements. This will assist during the proposal and review process of what this committee requires.

Sarah wants to return with updated information to include in a handbook for consistency. In the guidelines, the more descriptive the better, in order to be clear for the proposers and the CIC members.   The chair would like to have these guidelines completed and ready for the next 2015-2016 fiscal year.

Any other suggestions need to be e-mailed to Sarah King.

Next Meeting: Friday, May 1, 2015 in LRC Room 631 & via CCCConfer
This is the last meeting for the fiscal year. Will be reviewing second
readings only.

Adjournment: Time: 10:20 A.M.

Note taker: Magi Mauldin