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

Review and approval of CIC meeting minutes for the following date:

Minutes Dated: January 25, 2013
Recommendation: None.
Action: Approved.

ENGL C042 Preparation for Introductory Composition

Presenter: Laura Vasquez
Description: New – First Review
Discussion: This course is to fast track ENGL C030 and C040 so students can get through the semester with one unit of lecture, which is will be 1 hour per week. SARS will track the required student lab hours indicated. Students have the opportunity to attend the lab that is convenient. The lab allows students flexibility. This is an open lab so indicated non-standard hours. This is compatible to ENGL C040. The focus of this course is on writing strategies. Recommendation to have a standard lab after discussion; this would avoid instructors needed to have in the lab for excess hours.

Recommendation:
- Change the lab to standard hours
- Conditions of Enrollment: Content Review indicates ENGL C030
- Content Review: Correct into Narrative.
- Student Learning Outcomes: Fix format.
- Detailed Topical Outline: Under lab indicate what is covered in the laboratory component. It may duplicate some of the lecture area.
Action: Approved for a first review.

ADMJ C049  Arrest & Control IV – Tactic Communications
ADMJ C049D  Driving and Force Optimum Simulator Training
ADMJ C049E  Domestic Violence Symposium
ADMJ C049K  Sub-Machine Gun Instructor
ADMJ C049L  Advanced Tactical Handgun
ADMJ C049M  Gangs & California Gang Computer System
ADMJ C049N  Court & Temporary Holding Facility
ADMJ C049P  Firearms Perishable Skills
ADMJ C049R  Gang Awareness
ADMJ C049S  Advanced Training for Detentions
ADMJ C049T  Baton Instructor Course
ADMJ C049U  National Incident Management System
ADMJ C049W  Firearms & Long Rifle Instructor Training
ADMJ C049X  Electronic Weapons Certification
ADMJ C049Y  Hazardous Material & Waste Management Disposal: 1st Responder
ADMJ C49A  Tactical Rifle
ADMJ C060  Special Topics in Administration of Justice 3.0 Units
ADMJ C061  Special Topics in Administration of Justice 2.0 Units
ADMJ C099  Firearms: Tactical Shotgun Instruction
ADMJ C099A  Standard Training Class: Corrections Core Course
ADMJ C099I  Drug Influence: Health & Safety Code 11550
ADMJ C099P  Tactical Rifle Course
ADMJ C099R  Field Training Officer
ADMJ C099U  Defensive Tactics Instructor
ADMJ C099V  Impact Weapon Instructor Update Course
ADMJ C099W  Perishable Skills: Advanced Officer
ADMJ C99  Basic Academy Modular Form III
ADMJ C99AA  Corrections Core Course
ADMJ C99B  Academy Instructor Certification
ADMJ C99CC  P.O.S.T. Basic Peace Office Academy
ADMJ C230  Forensic Crime Scene Investigation

Presenter: Annette Hodgins for Cheryl Gates

Description: Deletions – Second Review

Discussion: These experimental courses are no longer offered. ADMJ C230 is a stand-alone course and no longer offered.
Recommendation: None.
Action: Approved for a final review.

Administration of Justice Associate of Science Degree
Presenter: Annette Hodgins for Cheryl Gates
Description: Deletion – Second Review
Discussion: This program has been replaced with the Associate in Science in Administration of Justice for Transfer.
Recommendation: Certificate of Achievement needs to come forward as a deletion.
Action: Approved for a final review.

HCRS C061 Administrative Medical Assistant: Receptionist
HCRS C062 Administrative Medical Assistant: Finance Management/Ins
HCRS C064 Clinical Medical Assisting
HCRS C160 Rehabilitative Career Choices
HCRS C245 Complementary & Alternative Therapy
Presenter: Annette Hodgins for Cheryl Gates
Description: Deletions – Second Review
Discussion: With the reorganization of the program with model curriculum, these courses will no longer be offered.
Recommendation: None.
Action: Approved for a final review.

CHDV C100 Principles & Practices of Teaching
Presenter: Vivian Baker
Description: Revision – Second Review
Discussion: All of the recommendations from the first review have been completed except for the SCANS form.
### CSCI C001  Computer Skills Lab

**Presenter:** Claudia Sellers for Karen O’Connor  
**Description:** Deletion – Second Review  
**Discussion:** This is an old laboratory course that was considered necessary in the past. We no longer can offer this stand-alone course.  
**Recommendation:** None.  
**Action:** Approved for a final review.

### ENGL C010  English Boot Camp

**Presenter:** Cliff Davis  
**Description:** Deactivations – Second Review  
**Discussion:** The department is not currently offering this course, but may decide to bring it back at a later time.  
**Recommendation:** None.  
**Action:** Approved for a final review.

### ENGL C241  Survey of American Literature I: Beginnings to 1865

**Presenter:** Cliff Davis  
**Description:** Deactivations – First Review  
**Discussion:** The department has decided not to deactivate this course.  
**Recommendation:** None.  
**Action:** Proposal withdrawn.

### ENGL C102  Critical Thinking through Literature
**Presenter:** Cliff Davis

**Description:** Revision – First Review

**Discussion:** The course is due for a cyclic review. The textbook has been updated.

**Recommendation:** Will correct the content review to a narrative format.

**Action:** Approved for a first review.

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**ENGL C102H Critical Thinking through Literature: Honors**

**Presenter:** Cliff Davis

**Description:** Revision – First Review

**Discussion:** This honors section is also due for a cyclic review. An updated textbook is listed. Student Learning Outcome #5 is specific for this honors course.

**Recommendation:**
- Content Review: Will correct to a narrative format.
- Questioned if there is a later version of the textbook. The textbook section is just suggestions.

**Action:** Approved for a first review.

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**GEOG C131 World Regional Geography**

**Presenter:** Mary Peoples

**Description:** Deletion – Second Review

**Discussion:** The department is no longer teaching cultural anthropology. So this will eliminate all of the cultural geography courses from the Social Science Department. There are other courses in this area that are necessary for students.

The Proposal was questioned, since this is a popular course at other institutions and would give more General Education options. The current full time instructor has a full load with current assignments.

**Recommendation:** None.

**Action:** Approved for a final review.
### GEOG C131H  World Regional Geography: Honors

**Presenter:** Mary Peoples  
**Description:** Deletion – First Review  
**Discussion:** This honors section that is no longer offered.  
**Recommendation:** None.  
**Action:** Approved for a first review.

### INST C210  Diversity and Film

**Presenter:** Mary Peoples  
**Description:** Deletion – First Review  
**Discussion:** These deletions will eliminate all of the Interdisciplinary Study courses from the catalog. We are removing the cross-listing and have requested a revision of Sociology C210.  
**Recommendation:** None.  
**Action:** Approved for a first review.

### INST C220  Perspectives on Race, Class and Gender

**Presenter:** Mary Peoples  
**Description:** Deletion – First Review  
**Discussion:** These deletions will eliminate all of the Interdisciplinary Study courses from the catalog. We are removing the cross-listing and have requested a revision of Sociology C220.  
**Recommendation:** None.  
**Action:** Approved for a first review.
PHIL C101H  Introduction to Philosophy: Honors

Presenter: Mary Peoples

Description: Deletion – First Review

Discussion: This honors course is no longer offered. PHIL C101 will be coming forward for a cyclic review.

Recommendation: Leave this course as an inactivation.

Action: This proposal is withdrawn and the course will remain inactive.

PHIL C215  History of Western Philosophy

Presenter: Mary Peoples

Description: Deletion – First Review

Discussion: This course is no longer offered.

Recommendation: None.

Action: Approved for a first review.

POLS C204  United States Foreign Policy

Presenter: Mary Peoples

Description: Deletion – Second Review

Discussion: This is not a course the department is interested in offering and has not been offered in years.

Recommendation: None.

Action: Approved for a second review.

PSYC C071  Psychology for Life

Presenter: Mary Peoples
Description: Deletion – First Review

Discussion: This is not a course the department is interested in offering and has not been offered in years.

Recommendation: None.

Action: Approved for a first review.

PSYC C221  Elementary Statistics for Behavior Sciences

Presenter: Mary Peoples

Description: Deletion – First Review

Discussion: This is not a course the department is interested in offering and has not been offered in years.

Recommendation: None.

Action: Approved for a first review.

PSYC C231  Health Psychology

Presenter: Mary Peoples

Description: Deletion – First Review

Discussion: This is not a course the department is interested in offering and has not been offered in years.

Recommendation: None.

Action: Approved for a first review.

SOCI C121  Chicanos of the Southwest

Presenter: Mary Peoples

Description: Deletion – First Review
Discussion: Heather indicated this course is part of Ethnic Studies in General Education.

Recommendation: Need to define what is required for a course to be approved as fulfilling Diversity in General Education.

Action: Approved for a first review.

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**SOCI C101**  
**Introduction to Sociology**

**Presenter:** Sarah King

**Description:** Revision – First Review

**Discussion:** The department did Student Learning Outcomes and found they needed to be changed and went forward with a revision to clean-up the course outline of record.

**Recommendation:**
- Description: Reward sections to, “…sociology; this includes ….the peer group, the work group …mass behavior, and culture.
- SLO-2: Reword remove etc.

**Action:** Approved for a first review.

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**Small Business Management and Entrepreneurship Associate of Science Degree**

**Small Business Management and Entrepreneurship Certificate of Achievement**

**Presenter:** Matthew Hightower

**Description:** Deactivations – Second Review

**Discussion:** Have not had very many completers. Students are really just taking individual courses from the program.

**Recommendation:** None.

**Action:** Approved for a final review.

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**CSCI C251**  
**Introduction to Visual Basic Programming**

**Presenter:** April Browne
Description: Revision – First Review

Discussion: The proposal is a cyclic review. Added lab detailed topical outline information and out of class assignments have been flushed out.

Recommendation:  
- Description: Capitalize Integrated Development Environment
- Out of Class Assignment C: Capitalize Psuedocode.
- Content Review: “…software and understand…”
- Distance Education: Add iTV as part of Other Contact

Action: Approved for a final review.

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DMA C102  Digital Imaging  
DMA C111  Fundamentals of Web Development  

Presenter: Suzie Ama  

Description: Revision – First Review  

Discussion: Presenter not available due to illness.  

Recommendation: None.

Action: Deferred to the next meeting.

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CIC Business

- Curriculum Check-off Sheet: A second draft was presented to the committee for additional suggestions. All recommendations from the first review have been incorporated.
  - Basic Course Information: Add rationale; full statement needed.
  - Texts and Readings: Should indicate (Example)
  - Minimum Qualifications: A discussion regarding qualifications to list.
  - Topical Outline: Outline must show connection to SLOs. “Match to SLOs.”

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Next Meeting: Friday, February 22, 2013  
Adjournment: Time: 11:00 A.M.  
Note taker: Magi Mauldin