Instructional Policies/Curriculum Committee

Official Minutes of February 12, 2013


Absent: None

Guests: A. McCall, B. Campbell, R. Levesque, L. McCallum

I. Call to Order
The meeting was called to order by Linda Meyer, at 1:37 p.m., in the Library Videoconference Room, #L307.

II. Adoption of Agenda
Kishan Vujjeni moved for approval of the agenda; Terri Oberg seconded the motion.

Action: Motion carried: 5-0-0
The motion to approve the agenda was unanimously approved.

III. Approval of Minutes
A. Terri Oberg moved to approve the minutes of February 12, 2013; Mary Conroy seconded the motion.

Action: Motion carried: 4-0-1
The minutes of February 12, 2013 were unanimously approved.

IV. Curriculum/Articulation
A. C-ID Request Chart – Marc Sola shared a table created with Laura Garcia, and in collaboration with Tammeil Gilkerson, to track courses eligible for C-ID (Course Identification) numbers. Once courses are equated and approved these C-ID numbers can be used to facilitate creation of transfer degrees based on Transfer Model Curriculum (TMC). The College is mandated by the State to have converted 100 percent of eligible exiting AA/AS degrees to new transfer degrees by fall 2014.

Marc explained that courses are being evaluated based on descriptors and must also comply with prescribed prerequisite minimums, and 5-year course and textbook currency. Deans and faculty are being contacted and workshops are scheduled to assist in the update of courses. Additionally, General Major degrees that are currently under the direction of the Counseling Division will be inactivated unless discipline specific interest is taken in their oversight. Progress towards compliance on this state mandate will be closely monitored. IPCC will be kept apprised of the progress towards the fall 2014 target.

Communication to Students, Title 5 Repeatability Changes – Tammeil Gilkerson asked members for suggestions on how to best communicate changes by the Board of Governors limiting course repeatability. As of fall 2013, repeat enrollment in active participatory classes will be restricted to one enrollment only. Several faculty have been working to create courses “in families” to lessen the impact on enrollment in areas such as dance. In addition, DSP & S
(Disabled Students Program and Services) courses which are identified as special courses will now be restricted to re-enrollment only by waiver through DSP&S. The committee had several suggestions for communication with students who are used to being able to repeat these courses. IPCC proposed web and school newspaper announcements, faculty to student in-class verbal communication and inclusion on green sheets, and postcards mailed to student’s homes. Tammeil will present these committee suggestions to campus administration for implementation. She also asked that Sydney Sukuta remind Academic Senate of possible impact on enrollment in disciplines that are being affected.

V. New Discussion/Action Items

A. Consent Agenda

Kishan Vujjeni moved for approval of the Consent Agenda; Marc Sola seconded the motion.

Action: Motion carried: 5-0-0

The consent agenda was unanimously approved.

B. SJCC New Course Proposals (requires Board approval)

New Course: DANCE 013A: Dancers’ Workshop – Student, Large Group - 0.5 to 1.0 Unit

Amber McCall presented the new DANCE 013A, DANCE 013B, and DANCE 013C performance preparation courses to the committee. Marc Sola moved to approve DANCE 013A as revised; Mary Conroy seconded the motion.

Motion carried: 6-0-0

DANCE 013A was unanimously approved with the following revision:

- Item 6: last sentence-delete “section of choreography” to read, “…perform in a large group using six of more dancers”
- Item 7: delete last word “section” to read, “…performance in a large group”
- Item 8a: 3.B.iv. replace “properties” with “property” to read, “costume and property responsibilities”
- Item 9a: replace “Perform a large group section of student choreographed work in a public setting” with “Publicly perform a student choreographed work in a large group”

New Course: DANCE 013B: Dancers’ Workshop – Student, Small Group – 0.5 to 1.0 Unit

Marc Sola moved to approved with the similar amendment as DANCE 013A: Mary Conroy seconded the motion.

Action: Motion carried: 6-0-0

DANCE 013B was unanimously approved as amended:

- Item 6: last sentence-delete “section of choreography” to read, “…perform in a small group using three to five or more dancers”
- Item 7: delete last word “section” to read, “…performance in a small group”
- Item 8a: 3.B.iv. replace “properties” with “property” to read, “costume and property responsibilities”
- Item 9a: replace “Perform a small group section of student choreographed work in a public setting” with “Publicly perform a student choreographed work in a small group”

New Course: DANCE 013C: Dancers’ Workshop – Student, Solo/Duet – 0.5 to 1.0 Unit

Marc Sola moved to approved with the similar amendment as DANCE 013A: Mary Conroy seconded the motion.

Action: Motion carried: 6-0-0

DANCE 013C was unanimously approved as amended:

- Item 6: last sentence-delete “section of choreography” to read, “…perform in
a solo or in a duet”

- Item 7: delete last word “section” to read, “...performance in a solo or a duet”
- Item 8a: 3.B.iv. replace “properties” with “property” to read, “costume and property responsibilities”
- Item 9a: replace “Perform a small group section of student choreographed work in a public setting” with “Publicly perform a student choreographed work in a solo or a duet”

LASER 104: Fiber Laser Technology – 3.0 Units
Sydney Sukuta presented the new LASER 104 course to the committee. Tammeil Gilkerson motioned for approval with minor revision; Keiko Kimura seconded the motion.

Motion carried: 5-0-0

LASER 104 was unanimously approved with the following revisions:

- Item 6: second sentence replace “CS” with “cw (continuous wave)” to read, “Topics include fiber optics, cw (continuous wave) fiber lasers, Q-switched and Mode-locked...”
- Item 9a: 1. Delete “physical” to read, “...performance limitations and their root causes”

Tammeil Gilkerson moved to approve the prerequisite validation for LASER 104; Marc Sola seconded the motion.

Motion carried: 5-0-0

C. SJCC Course Revision Proposals

Course Revision: CIS 024C: Python Programming – 3.0 Units
CIS 024C: Python Programming, Distance Education Supplement
CIS 047: Apache, PHP, MySQL – 3.0 Units
CIS 047: Apache, PHP, MySQL, Distance Education Supplement
Committee consensus was to table these courses due to lack of time.

Action: Motion carried: Courses Tabled

Course Revision: DANCE 002: Dance Appreciation, Distance Education Supplement
Amber McCall presented the DANCE 002 distance education supplement. Marc Sola moved to approve the additional method of instruction for DANCE 002 with revision; Terri Oberg seconded the motion.

Motion carried: 7-0-0

The committee unanimously approved the DANCE 002 online method of instruction as revised:

- Item SLOs from COR: replace revisions to SLOs as approved in District Course Revision Proposals: DANCE 002: Dance Appreciation

Course Revision: ESL 343: Basic Reading Skills 1 – 3.0 Units
Ron Levesque represented ESL 343 and ESL 344 to the committee. Kishan Vujjeni moved to approve ESL 343 as proposed; Marc Sola seconded the motion.

Action: Motion carried: 7-0-0

The committee unanimously approved ESL 343.

Course Revision: ESL 344: Basic Listening and Speaking 1 – 5.0 Units
Tammeil Gilkerson motioned for approval of ESL 344 with minor revision; Kishan Vujjeni seconded the motion.

Motion carried: 7-0-0

Course Revision: ESL 344 was unanimously approved as revised:
- Item 13: replace “complete text exercised, prepare for class discussions/presentations” with “…activities, complete text exercises and class discussions/presentation, and” to read “…activities, complete text exercised and class discussions/presentation, and watch and analyze videos”

Kishan Vujjeni moved to approve the corequisite validation for ESL 344; Marc Sola seconded the motion.
Motion carried: 7-0-0

D. District Course Revision Proposals

<table>
<thead>
<tr>
<th>Course</th>
<th>Revision</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 060: Fundamentals of Business Statistics – 3.0 Units</td>
<td>Committee consensus was to table this course due to lack of time.</td>
<td>Motion carried: Course Tabled</td>
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<tr>
<td>COMS 010: Interpersonal Communication – 3.0 Units</td>
<td>Leslyn McCallum presented the course revision for COMS 010. Mary Conroy moved to approve COMS 010 as revised; Kishan Vujjeni seconded the motion</td>
<td>Motion carried: 7-0-0</td>
</tr>
<tr>
<td>DANCE 002: Music Appreciation – 3.0 Units</td>
<td>Amber McCall presented the course revision for DANCE 002. Terri Oberg moved to approve the course update; Marc Sola seconded the motion.</td>
<td>Motion carried: 7-0-0</td>
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<tr>
<td>ESL 324: Listening and Speaking Skills Development – 4.0 Units</td>
<td>Ron Levesque presented ESL 324, ESL 332, ESL 333, and ESL 334 to the committee. Kishan Vujjeni moved to approve ESL 324 as proposed; Sydney Sukuta seconded the motion.</td>
<td>Motion carried: 7-0-0</td>
</tr>
</tbody>
</table>

Kishan Vujjeni motioned for approval the prerequisite validation for ESL 324; Marc Sola seconded the motion.
Motion carried: 7-0-0
ESL 332: Basic Writing Skills 2 – 4.0 Units
Tammeeil Gilkerson moved to approve the course update for ESL 332 with minor revision; Kishan Vujjeni seconded the motion.

**Motion carried: 7-0-0**

**Action:**
The committee unanimously approved ESL 332 with the following minor revision:
- **Item 10:** critical thinking example-replace “like drive a car, go to the grocery store, go to school” with “driving a car, going to the grocery store, and going to school”

Marc Sola motioned for approval the prerequisite validation for ESL 332; Tammeeil Gilkerson seconded the motion.

**Motion carried: 7-0-0**

ESL 333: Basic Reading Skills 2 – 3.0 Units
Kishan Vujjeni motioned for approval of ESL 333 as submitted; Tammeeil Gilkerson seconded the motion.

**Action:**
**Motion carried: 7-0-0**
ESL 333 was unanimously approved.

Sydney Sukuta moved to approve the prerequisite validation for ESL 333 as proposed; Kishan Vujjeni seconded the motion.

**Motion carried: 7-0-0**

ESL 334: Basic Listening/Speaking 2 – 5.0 Units
Terri Oberg motioned for approval of ESL 334 with minor revision; Sydney Sukuta seconded the motion.

**Action:**
**Motion carried: 7-0-0**
ESL 334 was unanimously approved as revised:
- **Item 13:** replace “complete text exercised, prepare for class discussions/presentations” with “…activities, complete text exercises and class discussions/presentation, and” to read “…activities, complete text exercised and class discussions/presentation, and watch and analyze videos”

Tammeeil Gilkerson moved to approve the prerequisite validation for ESL 334; Marc Sola seconded the motion.

**Motion carried: 7-0-0**

VI. Adjournment
The meeting was adjourned at 3:55 p.m.