Instructional Policies/Curriculum Committee

Official Minutes of November 25, 2014

Absent: R. Gutierrez
Guests: D. Huntze-Rooney, L. Harris, C. Connor, K. Connolly, F. Dada, L. McCallum, C. Lancaster

I. Call to Order
The meeting was called to order by Linda Meyer, at 1:44 p.m., in the Library Videoconference Room, #L307.

II. Adoption of Agenda
Sean Abel moved for approval of agenda with flexibility in order of discussion; Duncan Graham seconded the motion.

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

III. Approval of Minutes
A. Sean Abel moved to approve the minutes of November 11, 2014; Duncan Graham seconded the motion.

Action: Motion carried: 5-0-0
The minutes of November 11, 2014 were unanimously approved.

IV. Curriculum/Articulation
A. Senate Report, November 18, 2014—Linda Meyer’s Senate report to the committee was brief. She informed IPCC members that the Academic Senate had approved IPCCs charge. Linda had also notified Senate of curriculum actions from IPCCs last meeting.

B. Distance Education Coordinator, Report—Dorothy Pucay opened discussion on possible revisions to the Distance Education Supplement. Comments by VP Graham, Karen Pullen, and Dorothy included discussion of types of contact in online courses, ADA requirements, accessibility checklists, referrals to Media Specialist for accommodations, and review of the web site. Members suggested LA Mission’s supplement was a good model and that instructor accessibility training would be of value. Dorothy also discussed the possibility that course accessibility design be the responsibility of the new dean that will be hired to oversee distance education.

C. Distance Education Supplement Possible Revisions—This topic will be put on the next agenda for discussion.

V. New Discussion/Action Items
A. Consent Agenda
Duncan Graham moved for approval of the Consent Agenda; Karen Pullen seconded the motion.

**Action:** Motion carried: 5-0-0

The consent agenda was unanimously approved.

**B. SJCC New Course Proposals (requires Board approval)**

**New**

**DANCE 030: Dance Improvisation—1.5 Units**

**Course:** Committee consensus was to defer DANCE 030 due to length of meeting.

**Action:** Motion: Deferred

**ETEC 110: Energy Master Planning for Commercial Facilities—2.0 Units**

Kieron Connolly presented ETEC 110 to the committee. Mary Conroy moved to approve with minor revision; Dorothy Pucay seconded the motion.

**Action:** Motion carried: 5-0-0

The committee unanimously approved ETEC 110 with the following revision:

- Item 6: sentence one-delete words “about” and “advanced” to read, “Students will learn and apply methods of energy master planning for commercial…”
- Item 7: delete word “Advanced” to read, “Methods of energy master planning for commercial facilities”

**KIN 010: Sports in Society—3.0 Units**

Carlton Connor presented KIN 010 to the committee. Dorothy Pucay moved to approve KIN 010 as amended; Karen Pullen seconded the motion.

**Action:** Motion carried: 4-0-1

KIN 010 was approved with the following amendment:

- Title/3a/b: replace “Sport in Society” with “Sports in Society”
- Item 6: sentence one-replace “of sport” with “associated with sports” to read, “…and political influences and problems associated with sports”; sentence two-insert word “the” before “influence” and replace “sport” with “sports” to read, “…and the influence and impact of media on sports”
- Item 7: replace “on sport past and present” with “associated with sports” to read, “…political influences and problems associated with sports”
- Item 8a: A.—delete “Social theories and the” to read, “Development of sports in society past and present”; insert new “A.4. Individual athlete alone”; replace all occurrences of “sport” with “sports”
- Item 9a: 1. —delete word “and” and insert “and relationships” at end to read, “…balance academics, athletics, work, and relationships”; 3.—replace “has” with “have” to read, “… media and social media have on sports”
- Item 10: example—replace “effected” with “affected” to read, “…in our society are directly affected by our culture”

**KIN 095: Life Skills for Athletes—3.0 Units**

Debbie Huntze-Rooney presented the new course KIN 095. Duncan Graham moved to approve with some revision; Karen Pullen seconded the motion.

**Action:** Motion carried: 5-0-0

The committee unanimously approved KIN 0095 as revised:

- Item 6: sentence two—insert word “relationships” after “nutrition” to read, “….health, nutrition, relationships, and conduct”
- Item 9a: 1.—delete word “and” and insert “and relationships” at end to read, “…balance academics, athletics, work, and relationships”; 3.—insert word “wellness” after “personal” to read, “…for personal wellness and athletic
performance"

- Item 10: example—replace “the” with “your” and “of” with “an” to read, “...positively affects your daily life as an athlete”

C. SJCC Course Revision Proposals

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<tr>
<th>Course Revision</th>
<th>Action</th>
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<tr>
<td>COMS 018: Introduction to Communication Studies—3.0 Units</td>
<td>Motion carried: 5-0-0</td>
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<tr>
<td>Christopher Lancaster and Leslyn McCallum presented the COMS 018 revision for the committee. Duncan Graham moved to approve as submitted; Karen Pullen seconded the motion.</td>
<td>The committee unanimously approved COMS 018.</td>
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<tr>
<th>Course</th>
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<tr>
<td>DANCE 032: Choreography—1.5 Units</td>
<td>Motion: Deferred</td>
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<td>DANCE 064: Ballroom Dance, Beginning—0.5 Units</td>
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<td>DANCE 065: Ballroom Dance, Intermediate—0.5 Units</td>
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<td>Committee consensus was to defer DANCE 032, DANCE 064, and DANCE 065 due to length of meeting.</td>
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<td>JOURN 032A: Media Production 1—3.0 Units</td>
<td>Motion carried: 5-0-0</td>
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<td>Farideh Dada presented the JOURN 032A and JOURN 032B course updates to the committee. Duncan Graham moved to approve JOURN 032A as amended; Dorothy Pucay seconded the motion.</td>
<td>The committee unanimously approved JOURN 032A as amended:</td>
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<td>- Title/3a/b: replace “Student Media Practicum 1” with “Media Production 1”</td>
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<td>- Item 6: sentence one—replace “This course focuses on” and “writing and producing student news publications” with “Students will focus on the practical application of writing and producing news using” and delete word “student” and “as a practical laboratory that produces a journalistic product for distribution to a college-wide audience” to read, “Students will focus on the practical application of writing and producing news using the City College Times, a school newspaper, in print, online, and emerging media”; sentence two—delete “for the two publications” and replace “advertisement” with “advertising” to read, “...and editing articles, taking photographs,...designing pages, and advertising”</td>
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<td>- Item 7: replace “Beginning college student media” with “Introduction to media production”</td>
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<td>- Item 9a: 3—replace “Explain the role of the student press as member of the campus community” with “Demonstrate journalist responsibilities through student media”</td>
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<td>- Item 10: delete “Quantity and quality of contributions to the publication” and “Personal improvement in quality of contributions to the publication”</td>
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<td>JOURN 032B: Student Media Practicum 2—3.0 Units</td>
<td>Motion carried: 5-0-0</td>
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<td>Duncan Graham moved to approve the JOURN 032B revision; Dorothy Pucay seconded the motion. Consensus of the committee was to not approve the added prerequisite until the justification was brought back to committee for review and approval. IPCC also delegated responsibility to the Technical Committee to rewrite the catalog description per the full committee’s recommendations due to the length of time of course review.</td>
<td>JOURN 032B was approved without the prerequisite and with the following amendment:</td>
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<td>- Title/3a/b: replace “Student Media Practicum 2” with “Media Production 2”</td>
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• Item 6: replaced catalog description with “Students will continue to develop writing and production techniques and take on a leadership and management role in this second level media production course. They will use the City College Times, a school newspaper, in print, online, and emerging media. Students will gain practical experience in the following areas: researching, writing, and editing articles, taking photographs and creating graphic illustrations; developing multimedia stories; designing, and advertising. Ethics and legal aspects of communication and media leadership/management are also covered”

• Item 7: replace “Intermediate college student media” with “Intermediate media production”

• Item 10: delete “Quantity and quality of contributions to the publication” and “Personal improvement in quality of contributions to the publication”

VI. Adjournment

The meeting was adjourned at 4:25 p.m.