Instructional Policies/ Curriculum Committee

Official Minutes of February 9, 2016


Absent:  R. Gutierrez

Guests:  I. Thompson, L. Sanchez

I. CALL TO ORDER  The meeting was called to order by Linda Meyer, at 2:15 p.m., in the Professional Development Center, GE-118.

II. ADOPTION OF AGENDA  
VP Graham moved for approval of the agenda; Karen Pullen seconded the motion.
Action: Motion carried: 8-0-0  
The motion to approve the agenda was unanimously approved.

III. APPROVAL OF MINUTES  
Linda Meyer moved to approve the minutes of December 8, 2015 with the correction to section IV: A, which should read “Linda will be presenting IPCC’s draft of the New Program Approval Process;”  
VP Graham seconded the motion.
Action: Motion carried 8-0-0  
The minutes of the December 8, 2015 were unanimously approved.

IV. ARTICULATION/CURRICULUM  
A. Senate Report  – Linda Meyer stated that she requested that 2 items be placed on the Senate’s agenda for the follow Tuesday’s meeting.

B. Distance Education Coordinator  – VP Graham explained that OEI standards that were adopted were being sent to Senate for approval. He added that this will affect the IPCC in terms of setting some course standards, such as turnaround times for contact. The OEI standards should be reflected in the DE addendum and will help determine whether or not a course is accepted by the statewide chair as a shared course.

C. Non-credit courses  – Linda Meyer stated that our first non-credit course, MA 501 – Introduction to Healthcare Professions, was approved by the state. VP Graham mentioned that EVC has submitted an engineering pathways course that includes a lab component. There is a lot of discussion regarding non-credit issues, such as load, student intake, etc. He suggested that each campus have a non-credit coordinator.
V. NEW DISCUSSION/ACTION

A. Course Revision Proposals

VP Graham motioned to approve Dental Assisting 162, 164, and 165 and their prerequisites and co-requisites, after separate review and with individual approval; Lezra Chenportillo seconded.

Course DENT 162: Intermediate Dental Assisting 2—1.5 Units
Revision: L. Sanchez presented the course revisions for DENT 162.
Action: Motion carried: 7-0-0

DENT 162 was unanimously approved with minor edits.

Course DENT 164: Dental Office Administration—1.0 Unit
Revision: L. Sanchez presented the course revisions for DENT 164.
Action: Motion carried: 7-0-0

DENT 164 and prerequisite validation was unanimously approved with minor edits.

Course DENT 165: Advanced Dental Assisting 1—1. Unit
Revision: L. Sanchez presented the course revisions for DENT 165.
Action: Motion carried: 7-0-1 (yea/nay/abstention)

B. Program Revision Proposals

VP Graham motioned to approve both the Dental Assisting – Associate in Science and the Dental Assistant - Certificate of Achievement, Level 3, after separate review and with individual approval; Marc Sola seconded.

Program Dental Assisting—Associate in Science
Revision: Laura Sanchez presented the Dental Assisting—Associate in Science degree revision to the committee.
Action: Motion carried 7-0-0

Associate of Science with minor edits was unanimously approved.

Program Dental Assisting—Certificate of Achievement—Level 3
Revision: Laura Sanchez presented the Dental Assisting—Certificate of Achievement—Level 3 revision to the committee.
Action: Motion carried 7-0-0

The Certificate of Achievement with minor edits was unanimously approved.

VI. ADJOURNMENT

Meeting adjourned at 4:03pm.