



Instructional Policies/Curriculum Committee

Official Minutes of October 8, 2013

Present: L. Meyer, M. Conroy, S. Hager, D. Pucay, L. Garcia, K. Pullen, S. Sukuta, R. Gutierrez

Absent: T. Oberg, D. Graham, (one vacancy)

Guests: M. Conroy, S. Gutierrez, K. Kimura, A. McCall, S. Studdert, K. Wahl, J. Smay

I. Call to Order The meeting was called to order by Linda Meyer, at 1:39 p.m., in the Library Videoconference Room, #L307.

II. Adoption of Agenda

Dorothy Pucay moved for approval of the agenda as amended; Karen Pullen seconded the motion.

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

The motion to approve the agenda was unanimously approved. V.A.2: added "ENGL 001, 001B; PHYS 00B" after "GEOL 010L"

III. Approval of Minutes

A. The minutes of September 24, 2013 were unavailable at the time of this meeting.

Action: **None**

IV. Curriculum/Articulation

A. **Report to Academic Senate, 10.1.13**—Linda Meyer provided IPCC members with the October 1, 2013, Report to the Academic Senate (AS). Among items noted in this report were 1) alerting AS of need for one faculty member to replace Mary Conroy while on sabbatical, 2) a session summary from those who had attended the 2013 Curriculum Institute, 3) update on Stand Alone training by IPCC members, 4) a status report on the Senate's charge to IPCC recommending a program development/discontinuance process, and, 5) miscellaneous comments regarding issues such as, need for policy on prerequisite/corequisites, desire of IPCC to take the lead in the implementation of CurricuNet after acquisition, and suggestions that curriculum committees of both colleges revisit the possibility of dividing all shared courses.

B. **Program Development/Discontinuance Policy and Procedure**—Linda Meyer discussed possible strategies for developing a program discontinuance policy and process to facilitate clearer communication between IPCC and the Senate. She asked members to think about whether work be accomplished as a whole or split into workgroups. Member consensus was to continue working as one, allowing 15 minutes per meeting, and using email as a communication tool for considering issues and sharing examples from other colleges. Linda also asked members to consider the Title 5 definition of a program (55000), the rationale (requirements) for having a program discontinuance policy (Title 5, accreditation), and who should be involved in the process (e.g. IPCC, AS, etc.). Finally, Linda shared a timeline for a step-by-step presentation to senate.

- C. **Directed Study Template**—Sue Hager reported on last semester’s rejection of a new directed study course in global studies after submitting on the existing Directed Study template. EVC and SJCC are currently exploring ways to update the shared template to be broad enough for utilization by various disciplines and yet be acceptable within T5 regulations for a credit course. A decision was made to pursue examples from other colleges after an initial revision proposal and brief discussion by IPCC. Dialog on possible revisions to template will continue at the next meeting.

V. New Discussion/Action Items

A. Consent Agenda

Dorothy Pucay moved for approval of the Consent Agenda; Sydney Sukuta seconded the motion.

Action: Motion carried: 5-0-0

The consent agenda was unanimously approved.

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

New Courses: DANCE 014A: Rehearsal and Performance-Modern Dance—0.5-1.5 Units
DANCE 014B: Rehearsal and Performance-Jazz Dance—0.5-1.5 Units
DANCE 014C: Rehearsal and Performance-Hip-hop Dance—0.5-1.5 Units
DANCE 014D: Rehearsal and Performance-Tap Dance—0.5-1.5 Units
DANCE 014E: Rehearsal and Performance-Ballroom Dance—0.5-1.5 Units
DANCE 014F: Rehearsal and Performance-Ballet Dance—0.5-1.5 Units

Amber McCall presented the DANCE 014A, DANCE 014B, DANCE 014C, DANCE 014D, DANCE 014E, and DANCE 014F proposals. These proposals are genre-specific student practice courses which culminate in a public performance. Courses will replace the current DANCE 014 offering and are prepared to meet T5 requirements for active participatory courses. Dorothy Pucay moved to approve all courses in this series as submitted; Karen Pullen seconded the motion.

Action: Motion carried: 5-0-0

DANCE 014A, DANCE 014B, DANCE 014C, DANCE 014D, DANCE 014E, and DANCE 014F were unanimously approved.

C. SJCC Course Revision Proposals

Course Revision: ASTRO 010: Introduction to Astronomy, Distance Ed. Suppl. —3.0 Units
Jessica Smay presented the distance education method of instruction for ASTRO 010 to the committee. Sydney Sukuta moved to approve as submitted; Karen Pullen seconded the motion.

Action: Motion carried: 5-0-0

The committee unanimously approved adoption of the distance education supplement for ASTRO 010.

Course Revision: ECE 107: Child, Family and Community—3.0 Units
Kathryn Wahl represented ECE 107 for the committee. Dorothy Pucay moved to approve with some revision; Sean Abel seconded the motion.

Action: Motion carried: 5-0-0

ECE 107 was unanimously approved as amended:

- **Item 6: third sentence-delete “the importance of respectful, reciprocal relationships that support and empower families and respond to all children’s developmental needs” to read, “The processes of socialization and identity development will be highlighted”**
- **Item 8a: 1-add “and Theories” to read, “Socialization-Introduction and Theories”**

ECE 108: Health, Safety, and Nutrition in Child Care – 3.0 Units

Sharon Studdert presented ECE 108 to the committee. Sydney Sukuta motioned to approve ECE 108 as presented; Karen Pullen seconded the motion.

**Course
Revision:**

Motion carried: 5-0-0

The committee unanimously approved ECE 108.

Action:

PSYCH 022: Research Methods in Psychology – 3.0 Units

**Course
Revision:**

Mary Conroy and Suzanne Gutierrez presented the course revisions and distance education supplements for PSYCH 022 and PSYCH 031. Courses are revised to align with prerequisites for corresponding C-IDs. Sean Abel moved to approve PSYCH 022 with minor amendment; Dorothy Pucay seconded the motion.

Motion carried: 5-0-0

PSYCH 022 was unanimously approved with the following revision:

Action:

- **Item 16: updated Read/Write advisory from “3” to “4”**

Sean Abel motioned to approve the PSYCH 022 prerequisite validation; Dorothy Pucay seconded the motion.

Motion carried: 5-0-0

PSYCH 022: Research Methods in Psychology, Distance Education Supplement

Sean Abel moved to approve the additional method of instruction for PSYCH 022; Dorothy Pucay seconded the motion.

**Course
Revision:**

Motion carried: 5-0-0

The committee unanimously approved the online supplement for PSYCH 022.

Action:

Sean Abel motioned to approve the PSYCH 031 prerequisite validation; Karen Pullen seconded the motion.

Motion carried: 5-0-0

PSYCH 031: Biological Psychology – 3.0 Units

Sean Abel moved to approve PSYCH 031 as submitted; Dorothy Pucay seconded the motion.

**Course
Revision:**

Motion carried: 5-0-0

PSYCH 031 was unanimously approved.

Action:

Sean Abel motioned for approval of the PSYCH 031 prerequisite validation as submitted; Karen Pullen seconded the motion.

Motion carried: 5-0-0

PSYCH 031: Biological Psychology, Distance Education Supplement

Sean Abel moved to approve the additional method of instruction for PSYCH 031 with minor revision; Karen Pullen seconded the motion.

**Course
Revision:**

Motion carried: 5-0-0

The committee unanimously approved the revised online supplement for PSYCH 031:

- **Item 2: second paragraph-insert “In lieu of” before “Oral Presentations” to read, “In lieu of oral presentations-Students will prepare...”**

Action:

D. District Course Revision Proposals

**Course
Revision:**

ASTRO 010: Introduction to Astronomy – 3.0 Units

Jessica Smay presented the course updates for ASTRO 010 and OCEAN 010. Karen Pullen motioned to approve; Dorothy Pucay seconded the motion.

Action:

Motion carried: 5-0-0

ASTRO 010 was unanimously approved as proposed.

Course FCS 070: Child Development – 3.0 Units
Revision: Kathryn Wahl represented the FCS 070 course update for the committee. Dorothy Pucay moved to approve with minor revision; Sean Abel seconded the motion.

Action: **Motion carried: 5-0-0**
The committee unanimously approved FCS 070 with the following revision:

- **Item 6: last sentence-replace “Transferable” with “This course is” to read, “This course is equivalent to...”**

Course OCEAN 010: Descriptive Oceanography – 3.0 Units
Revision: Sydney Sukuta motioned to approve OCEAN 010 as proposed; Dorothy Pucay seconded the motion.

Motion carried: 5-0-0
Action: The committee unanimously approved OCEAN 010.

E. SJCC New Program Proposals

New Program: **Associate in Arts in Psychology for Transfer Degree – 60.0 Units**
Mary Conroy and Suzanne Gutierrez presented the new AA-T degree to the committee. Sean Abel motioned to approve the PSYCH AA-T degree as submitted; Dorothy Pucay seconded the motion.

Action: **Motion carried: 5-0-0**
The committee unanimously approved the new Associate in Arts in Psychology for Transfer degree.

New Program: **Associate in Arts in Communication Studies for Transfer Degree – 60.0 Units**
Keiko Kimura represented the AA-T in Communication Studies. Sean Abel moved to approve the Communication Studies AA-T with some amendment; Karen Pullen seconded the motion.

Action: **Motion carried: 5-0-0**
The Associate in Arts in Communication Studies for Transfer was unanimously approved with the following revision:

- **All items containing the Program Student Learning Outcomes: bullet 4-replace “Appreciate and embrace” with “Articulate the importance of” to read, “Articulate the importance of diversity, differing belief and...”; bullet 6-replace “Demonstrate knowledge of” with “Describe” to read, “Describe communication technology and its impact on...”**

VI. Adjournment Sean Abel moved to adjourn; Dorothy Pucay seconded the motion. The meeting was adjourned at 3:40 p.m.