



## Instructional Policies/Curriculum Committee

Official Minutes of October 22, 2013

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

**Absent:** None

**Guests:** E. Mathias, T. Rafat, L. Rice, L. Harris, R. Blair, S. Gutierrez

**I. Call to Order** The meeting was called to order by Linda Meyer, at 1:35 p.m., in the Library Videoconference Room, #L307.

### II. Adoption of Agenda

Dorothy Pucay moved for approval of the agenda; Terri Oberg seconded the motion.

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

The motion to approve the agenda was unanimous.

### III. Approval of Minutes

**A.** Sean Abel moved to approve the minutes of September 24, 2013; Dorothy Pucay seconded the motion.

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

The minutes of September 28, 2013 were unanimously approved.

**B.** Dorothy Pucay motioned for approval of the October 8, 2013 minutes; Sean Abel seconded the motion.

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

The October 8, 2013 minutes were approved as submitted.

### IV. Curriculum/Articulation

**A. Report to Academic Senate, 10.15.13**—Linda Meyer shared the *IPCC Report to the Academic Senate (AS)* as presented to the Senate on October 15, 2013. Highlighted in this report were IPCC's strategies and a timeline for developing a Program Development and Discontinuance Process. Linda reminded IPC members of her intent to keep the Senate informed of progress to avoid any miscommunication or confusion.

**B. Program Development/Discontinuance Policy and Procedure**—The committee determined that SJCC already had a program development process in place. Members agreed that the College's Program Approval template clearly outlined the process for degree and certificate development. In addition, the State requires additional data and narrative information for submission of new programs (degrees/certificates). Linda will present the committee's findings at the next AS meeting so that IPCC can focus its attention on development of the discontinuance process. Members also agreed that IPCC be clear that it would be developing a discontinuation process as defined by Title 5 (55000g).

- C. **Directed Study Template**—The committee examined examples of recent state-approved independent study courses from San Bernardino Valley and Santa Rosa Colleges. After continued discussion additional changes were agreed upon including, addition of an SLO that would be applicable to all disciplines and a prerequisite(s) in the subject area of the independent study course to be decided upon by the department of the course. Revision to the Directed Study template will include the following amendment:

- **Item 6:** insert “with previous course work in the discipline” after “students” to read, “Individual or small groups of students, with previous course work in the discipline, who would benefit...”
- **Item 8b:** “Content will be identified based on established objectives on a Learning Contract. Student learning hours and the units awarded will be determined by and be consistent with the minimum expected time on task to award one unit of credit to meet the objectives of the course. The content of the course will differ each time it is offered”
- **Item 9a:** “Accomplish the objectives agreed upon with the sponsoring faculty”
- **Item 14:** add prerequisite “Completion of the following course(s) and project approval is required by sponsoring faculty, division dean, and Vice President of Academic Affairs: List prerequisite course(s):”

## V. New Discussion/Action Items

### A. SJCC New Course Proposals (*requires Board approval*)

**New Course:** ART 095B: Watercolor 2—3.0 Units

Eve Mathias represented the new course, ART 095B, and revised course, ART 095. The committee recommended revising titles to Watercolor 1 (095) and Watercolor 2 (095B) to clearly indicate levels of technique and skill. Dorothy Pucay moved to approve ART 095B with some revision; Terri Oberg seconded the motion.

**Action:** Motion carried: 6-0-0

The committee unanimously approved ART 095B with the following revision:

- **Item 3a/b:** replace “Beginning Watercolor 2” with “Watercolor 2”
- **Item 6:** first sentence-move “knowledge of materials” after “techniques” to read, “Students expand their technique and knowledge of materials of watercolor painting...”; second sentence-replace “work with” with “use” to read, “Students will use creative problem-solving and experimentation...”
- **Item 7:** replace “Further exploration of the materials and techniques of watercolor painting” with “Expand techniques and knowledge of materials of watercolor painting in intermediate-level course”
- **Item 9a.2:** replace “an intermediate level” with “a progressing level” to read, “...work of others using relevant terminology at a progressing level”

Sean Abel motioned for approval of the ART 095A prerequisite validation as proposed; Karen Pullen seconded the motion.

Motion carried: 6-0-0

### B. SJCC Course Revision Proposals

**Course Revision:** ART 095: Watercolor 1—3.0 Units

Karen Pullen motioned to approve ART 095 as amended; Dorothy Pucay seconded the motion.

**Action:** Motion carried: 6-0-0

The committee unanimously approved ART 095 as amended:

- **Item 3a/b:** replace “Beginning Watercolor 1” with “Watercolor 1”
- **Item 6:** first sentence-delete “about the basic materials and” after “learn” and insert “ and the use of basic materials “ after “techniques” to read, “Students will learn techniques and the use of basic materials of watercolor painting”

- Item 7: replace "Introduction to the basic materials and techniques of watercolor painting" with "Students will learn techniques and the use of basic materials of watercolor painting"
- Item 9a: 1-replace "creatively produce" with "create" to read, "...and techniques to create a watercolor painting"; 2-delete "in oral or written formats" to read, "...projects using relevant terminology"
- Item 13: add "based on readings and research" after "Completing a written essay" to read, "Completing a written essay based on readings and research"

**ECE 101: Introduction to Curriculum – 3.0 Units**

**Course Revision:** Elizabeth Sharpe presented the course revision for ECE 101. Sean Abel moved to approve with some amendment; Karen Pullen seconded the motion.

**Motion carried: 6-0-0**

**Action:** The committee unanimously approved ECE 101 with the following revision:

- Item 6: last sentence-delete "be encouraged to" to read, "Students will analyze their teaching experiences and utilize this knowledge..."
- Item 8a: insert "I.C. NAEYC (National Association for the Education of Young Children" standards"
- Item 9a: 1-replace "Recognize" with "Identify" to read, "Identify developmentally appropriate principles"; 2-delete "the many" and replace "teachers" with "teacher's" to read, "Explain aspects of the teacher's role..."

Sean Abel motioned for approval of the prerequisite validation for ECE 101 as submitted; Dorothy Pucay seconded the motion.

**Motion carried: 6-0-0**

**KIN 005: Introduction to Kinesiology, Distance Education Supplement – 3.0 Units**

**Course Revision:** Tait Rafat presented the addition of a distance education method of instruction for KIN 005. Sean Abel moved to approve with revision; Dorothy Pucay seconded the motion.

**Motion carried: 6-0-0**

**Action:** The committee unanimously approved the online supplement for KIN 005 as revised:

- Item 1.b: check box "Video"
- Item 1.c: check box "Discussion through threaded forums with instructor participation"

**PSYCH 035: Psychology of Women – 3.0 Units**

**Course Revision:** Suzanne Gutierrez presented the course update for PSYCH 035. Karen Pullen motioned for approval after some amendment; Dorothy Pucay seconded the motion.

**Motion carried:**

PSYCH 035 was unanimously approved with the following revision:

- Action:**
- Item 6: sentence two-replace "Examination of" with "Students will examine" and delete "women will focus on the" to read, "Students will examine psychological research and theory regarding unique concerns of women's..."
  - Item 9a: 1-delete "the" before "female" and replace "female's" with "female" to read, "Describe concepts of female psychological development..."; 4-replace "male/female" with "gender" to read, "...relative to contrasting gender global issues and behavior"
  - Item 10: replace "Internet Search Problem Solving Exercises" with "Problem Solving Exercises using Reputable Internet Resources"

**SL 002A: American Sign Language 3 – 3.0 Units**

**Course Revision:** Dorothy Pucay moved to approve the SL 002A course update with some revision; Karen Pullen seconded the motion.

**Motion carried: 6-0-0**

The committee unanimously approved SL 002A as revised:

- Action:**
- **Item 3a:** update title from “Intermediate American Sign Language” to “American Sign Language 3”
  - **Item 3b:** update short title from “Intermediate ASL” to “ASL 3”
  - **Item 6:** first sentence-delete “Intermediate American Sign Language (ASL)” and at end insert “in this low-advanced American Sign Language (ASL) course” to read, “Students review and expand fluency in receptive and expressive conversational skills in this low-advanced American Sign Language course”
  - **Item 9a.3:** delete “in the San Francisco Bay Area” to read, “Explain the importance of community activities for the Deaf population”

Sean Abel motioned for approval of the SL 002A prerequisite and corequisite validations as submitted; Dorothy Pucay seconded the motion.

**Motion carried: 6-0-0**

#### **SL 002B: American Sign Language 4 – 3.0 Units**

Dorothy Pucay moved to approve SL 002B as amended; Karen Pullen seconded the motion.

**Course Revision:** **Motion carried: 6-0-0**

SL 002B was unanimously approved as revised:

- Action:**
- **Item 3a:** update title from “Intermediate American Sign Language” to “American Sign Language 4”
  - **Item 3b:** update short title from “Intermediate ASL” to “ASL 4”
  - **Item 6:** first sentence-delete “Advanced American Sign Language (ASL)” and “review and” and insert in this advanced American Sign Language (ASL) course”
  - **Item 7:** insert “more complex aspects of” after “and” to read, “Advanced course in American Sign Language and more complex aspects of culture”
  - **Item 9a.3:** delete “in the San Francisco Bay Area” to read, “Explain the importance of community activities for the Deaf population”

Dorothy Pucay motioned to approve the prerequisite and corequisite validations for SL 002B; Sean Abel seconded the motion.

**Motion carried: 6-0-0**

### **C. SJCC Non-Credit Course Revision Proposals**

**Course** **LS 210: Supervised Tutoring – 0.0 Units**

**Revision:** Leslie Rice asked that the Committee consider postponing review of this course until further collaboration could occur between faculty.

**Action:** **Motion carried: Tabled**  
Committee consensus was to postpone review of LS 210.

### **D. District Course Revision Proposals**

**Course** **ANTH 063: Introduction to Social and Cultural Anthropology – 3.0 Units**

**Revision:** Sean Abel represented the ANTH 063 course revision. Dorothy Pucay moved to approve ANTH 063 as amended; Karen Pullen seconded the motion.

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

The committee unanimously approved ANTH 063 as amended:

- **Item 6:** delete “an overview” to read, “Students are introduced to the field of social and cultural anthropology”
- **Item 7:** replace “This course introduces the student to an overview of the field of social and cultural anthropology” with “Students are introduced to the field of social and cultural anthropology”

**Course** SL 001A: American Sign Language 1 – 3.0 Units

**Revision:** Rufus Blair presented the SL 001A, SL 001B, SL 002A, and SL 002B course updates. Committee discussion resulted in consensus to revise course titles to a clear sequence of one through four in addition to the proposed revisions. Sean Abel moved to approve SL 001A as amended; Dorothy Pucay seconded the motion.

**Action:** **Motion carried: 6-0-0**

SL 001A was unanimously approved with the following amendment:

- **Item 3a: update title from “Introduction to American Sign Language” to “American Sign Language 1”**
- **Item 3b: update short title from “Intro to ASL” to “ASL 1”**
- **Item 6: first sentence-delete “Students are introduced” with “Introduction to” to read, “Introduction to the expressive and receptive skills...”**
- **Item 7: replace “Introductory level course in American Sign language and Deaf culture” with “Introduction to the expressive and receptive skills of American Sign Language (ASL)”**

Sean Abel motioned for approval of the corequisite validation for SL 001A; Dorothy Pucay seconded the motion.

**Motion carried: 6-0-0**

**Course** SL 001B: American Sign Language 2 – 3.0 Units

**Revision:** Sean Abel moved to approve SL 001B as revised; Terri Oberg seconded the motion.

**Action:** **Motion carried: 6-0-0**

SL 001B was unanimously approved with the following revision:

- **Item 3a: update title from “Intermediate American Sign Language” to “American Sign Language 2”**
- **Item 3b: update short title from “Intermediate ASL” to “ASL 2”**
- **Item 7: delete “course in” and insert “study of” before “Deaf” to read, “Intermediate American Sign Language and study of Deaf culture”**

Sean Abel motioned for approval of the corequisite and prerequisite validations for SL 001B; Terri Oberg seconded the motion.

**Motion carried: 6-0-0**

**VI. Adjournment** The meeting was adjourned at 3:40 p.m.