



Instructional Policies/Curriculum Committee

Official Minutes of November 12, 2013

Present: D. Pucay, L. Meyer, S. Hager, Laura Garcia, Karen Pullen, Terri Oberg, Duncan Graham, Sean Abel, Sydney Sukuta

Absent: R. Gutierrez

Guests: H. Trieu, L. McCallum, K. Frey, M. Cook

- I. Call to Order** The meeting was called to order by Linda Meyer, at 1:40 p.m., in the Library Videoconference Room, #L307.

II. Adoption of Agenda

Dorothy Pucay moved to approve the agenda; Karen Pullen seconded the motion.

Action: Motion carried: 5-0-0

The motion to approve the agenda was unanimously approved.

III. Approval of Minutes

- A.** Dorothy Pucay moved to approve the minutes of October 22, 2013 with some revision; Terri Oberg seconded the motion.

Action: Motion carried: 5-0-0

The minutes of October 22, 2013 were unanimously approved as amended. IV.B: delete end of sentence four, "and would not be looking at discontinuance of entire programs within divisions."

IV. Curriculum/Articulation

- A. Report to Academic Senate**— Linda presented the IPCC Report to the Academic Senate— November 5, 2013. The report included an update on IPCC strategy and timeline for the Program Development/Discontinuance process, revision of the Directed Study template, progress on development of Associate Degrees for Transfer, and statistics on IPCC actions from its previous meeting.

- B. Program Discontinuance**— Linda Meyer discussed recent correspondence to Academic Senate (AS) and IPCC regarding the College's current process for Program Development. She shared local program development forms, such as the Program Degree and Certificate Approval Form, the major sheet template, and the Degree and Certificate Review Process. Linda also shared the California Community College Chancellor's Office forms required for new program submission, form CCC-501, and the New Program Narrative template. In addition, Linda shared a Program Development Overview document that she had prepared. Consensus of members was that the College already had a process in place for program development. Since the committee agreed that they had no proposal to change the current process no action would be required from AS. Since IPCC was satisfied with the Program Development process as it stood it was agreed that it had met its initial timeline and could move forward with development of a Program Discontinuance Policy.

Linda discussed her next proposed update and report to the AS. This report would outline

reasons why a Program Discontinuance Policy was necessary, including Accreditation and Title 5 mandates. She shared a program discontinuance document from the State AS and details of a comprehensive policy by Antelope Valley College (AVC). In addition to language related enrollment management, the AVC process includes several options for programs facing discontinuance. The AVC example outlines who initiates program discontinuance, the composition of an evaluative task force which includes, representation from AS and the faculty union (not members of the program in question), other faculty, the Division/Area Dean, and a representative from the Counseling Department. IPC members were asked to consider all information for the next meeting. Linda asked to allow substantial time for discussion at the next meeting.

- C. **Directed Study Template**— Sue Hager explained that there had been additional dialog on the Directed Study (098) template since the last meeting. She asked that members revisit changes before the template is completed. IPCC discussed the addition of several more revisions. When finalized the Directed Study template will be forwarded to Division Deans and faculty. Sydney Sukuta moved to approve the 098 template as amended; Dorothy Pucay seconded the motion.

Motion carried: 5-0-0

The Directed Study template was unanimously approved with the following revision:

- Action:
- **Item 6:** insert “with previous course work in the discipline” after “of students” to read, “...groups of students, with previous course work in the discipline, who would benefit from Independent Study...”
 - **Item 8a/b:** combine content lecture and lab content areas and re-label as “SJCC Independent Study Content”
 - **New Item 8:** add content statement “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:** add SLO “Accomplish the objectives agreed upon with the sponsoring faculty”
 - **Item 14:** add “Completion of the following course(s) and project approval is required by sponsoring faculty, division dean, and Vice President of Academic Affairs” and area to list prerequisites labeled as “List appropriate discipline prerequisite course(s)”

V. **New Discussion/Action Items**

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

New Course: **ADS 172: LAADC Codependency and Family Dynamics –1.5 Units**
Mary Cook presented the new course proposals, ADS 172, ADS 173, ADS 174, ADS 176, ADS 177A, and ADS 177B. Courses are planned to be part of an online program for current Alcohol and Drug Counselors to prepare for state LAADC (Licensed Advanced Alcohol and Drug Counselor) license examination. Sean Abel moved to approve ADS 172 as modified; Dorothy Pucay seconded the motion.

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

ADS 172 was unanimously approved with the following revision:

- **Item 4:** delete “nine-unit,” insert “advanced” after “LAADC,” and add “and a college certificate” at end of sentence to read, “This is part of a series of courses preparing students for LAADC advanced certification and a college certificate”
- **Item 6:** sentence three-insert “advanced” after “(Licensed Advanced Alcohol and Drug Counselor” to read, “...(Licensed Advanced Alcohol and Drug Counselor advanced certification”
- **Item 9a:** 3-replace “with” with “within” to read, “...on the developmental process within the stages of recovery”

Dorothy Pucay moved to approve the ADS 172 prerequisite validation as submitted; Karen Pullen seconded the motion.

Motion carried: 6-0-0

New Course: **ADS 173: LAADC Case Management – 1.5 Units**
Sean Abel moved to approve the ADS 173 new course proposal with some revision; Sydney Sukuta seconded the motion.

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

ADS 173 was unanimously approved as revised:

- **Item 4: delete "nine-unit," insert "advanced" after "LAADC," and add "and a college certificate" at end of sentence to read, "This is part of a series of courses preparing students for LAADC advanced certification and a college certificate"**
- **Item 6: sentence two-insert "advanced" after "(Licensed Advanced Alcohol and Drug Counselor" to read, "..."(Licensed Advanced Alcohol and Drug Counselor advanced certification"**

Dorothy Pucay motioned for approval of the prerequisite validation for ADS 173; Karen Pullen seconded the motion.

Motion carried: 6-0-0

New Course: **ADS 174: LAADC Ethics, Personal and Professional Growth – 1.5 Units**
Sean Abel moved to approve the proposed new course, ADS 174; Dorothy Pucay seconded the motion.

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

ADS 174 was unanimously approved by the committee as revised:

- **Item 4: delete "nine-unit," insert "advanced" after "LAADC," and add "and a college certificate" at end of sentence to read, "This is part of a series of courses preparing students for LAADC advanced certification and a college certificate"**
- **Item 6: sentence three-insert "advanced" after "(Licensed Advanced Alcohol and Drug Counselor" to read, "..."(Licensed Advanced Alcohol and Drug Counselor advanced certification"**

Sean Abel moved to approve the ADS 174 prerequisite validation as submitted; Dorothy Pucay seconded the motion.

Motion carried: 6-0-0

New Course: **ADS 176 LAADC Law and Prevention: Community Response – 1.5 Units**
Sean Abel motioned for approval of the new course, ADS 176; Terri Oberg seconded the motion.

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

The committee unanimously approved ADS 176 as revised:

- **Item 4: delete "nine-unit," insert "advanced" after "LAADC," and add "and a college certificate" at end of sentence to read, "This is part of a series of courses preparing students for LAADC advanced certification and a college certificate"**
- **Item 6: sentence two-insert "advanced" after "(Licensed Advanced Alcohol and Drug Counselor" to read, "..."(Licensed Advanced Alcohol and Drug Counselor advanced certification"**

Dorothy Pucay motioned for approval of the prerequisite validation for ADS 176; Terri Oberg seconded the motion.

Motion carried: 6-0-0

ADS 177A: LAADC Supervised Practicum A – 3.5 Units

New Course: ADS 177B: LAADC Supervised Practicum B – 3.5 Units

Sean Abel moved to approve both ADS 177A and ADS 177B concurrently; Karen Pullen seconded the motion. Consensus and motion passed: 6-0-0.

Sean Abel and Mary Cook concurred that the course should be offered as lecture/lab and recommended a unit change to allow successful attainment of practicum hours. Sean Abel then moved to approve ADS 177A and ADS 177B as amended; Karen Pullen seconded the motion.

Motion carried: 5-0-0

Action: Members unanimously approved the new course proposals, ADS 177A and ADS 177B with the following amendment:

- **Item 4:** delete "nine-unit," insert "advanced" after "LAADC," and add "and a college certificate" at end of sentence to read, "This is part of a series of courses preparing students for LAADC advanced certification and a college certificate"
- **Item 5a:** correct units of course from "1.5" to "3.5"; replace "1.5" units lecture to "0.5" and add units lab: "3.0"; total lecture hours per week = ".5" and total lab hours per week = "9"
- **Item 5b:** replace "'27" semester lecture hours with "9" and add semester lab hours "162"; replace overall "27" with "171"
- **Item 6:** sentence one-replace "255" with "300" to read, "Students being 300 required hours..."; sentence three-insert "advanced" after "(Licensed Advanced Alcohol and Drug Counselor" to read, "..."(Licensed Advanced Alcohol and Drug Counselor advanced certification"
- **Item 10:** replace "Internship" with "Practicum" to read, "Completion of Practicum hours with passing supervisory ratings"
- **Item 12:** replace "10" homework hours per week with "1.0"; sentence one-replace "10.5 hours per week" with "weekly hours of attendance" to read, "...complete weekly hours of attendance in a supervised setting"; sentence two-replace "255" with "300" to read, "...minimum of 300 hours to complete practicums A and B"
- **Item 19:** replace "Lecture" with "Lecture/Lab" method of instruction
- **Item 26:** replace FTE Lecture "10.00" with "3.33" and add FTE Lab "45.00"
- **Item 27:** replace Total FTE "10.00" with "48.33"
- **Item 28a:** replace Student Contact Hours Lecture per Week "1.5" with "0.5" and add Lab per week "9.0"

Sean Abel motioned to approve the prerequisite validations for ADS 177A and ADS 177b as proposed; Karen Pullen seconded the motion.

Motion carried: 5-0-0

B. SJCC Course Revision Proposals

Course ADS 172: LAADC Codependency and Family Dynamics, Distance Ed. Suppl.

Revision: ADS 173: LAADC Case Management, Distance Ed. Suppl.

ADS 174: LAADC Ethics, Personal and Professional Growth, Distance Ed. Suppl.

ADS 176 LAADC Law and Prevention: Community Response, Distance Ed. Suppl.

ADS 177A: LAADC Supervised Practicum A, Distance Ed. Suppl.

ADS 177B: LAADC Supervised Practicum B, Distance Ed. Suppl.

Sean Abel moved to approve distance education supplement for ADS 172, ADS 173, ADS 174, ADS 176, ADS 177A, and ADS 177B concurrently; Karen Pullen seconded the motion. Consensus and motion passed: 6-0-0. Sean Abel moved to approve all as revised; Karen Pullen seconded the motion.

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

The online method of instruction for ADS 172, ADS 173, ADS 174, ADS 176, ADS 177A, and ADS was unanimously approved as revised:

- **Item 1c: check box “Video conferencing”**
- **Item 2: replace “via email” with “through the learning management system” to read, “...submitted through the learning management system”**

Course **HUMNT 001: Introduction to Visual and Performing Arts – 3.0 Units**
Revision: Kevin Frey presented the HUMNT 001, MUSIC 083, and MUSIC 095 course updates to the committee. Dorothy Pucay moved to approve the HUMNT 001 proposal with minor revision; Sean Abel seconded the motion.

Action: **Motion carried: 6-0-0**
HUMNT 001 was unanimously approved with the following revision:

- **Item 6: last sentence- replace “may be” with “typically” to read, “Field trips at live art events are typically required”**

Course **HUMNT 001: Introduction to Visual and Performing Arts, Distance Ed. Suppl.**
Revision: The distance education supplements for HUMNT 001, MUSIC 083, and MUSIC 095 were presented to the committee by Kevin Frey. Terri Oberg moved to approve the online supplement for HUMNT 001 as proposed; Sean Abel seconded the motion.

Motion carried: 6-0-0
Action: The committee unanimously approved the online supplement for HUMNT 001.

Course **MUSIC 083: Exploring the World of Music – 3.0 Units**
Revision: Dorothy Pucay moved to approve the course update for MUSIC 083: Sydney Sukuta seconded the motion.

Motion carried: 6-0-0
Action: MUSIC 083 was unanimously approved as submitted.

Course **MUSIC 083: Exploring the World of Music, Distance Ed. Suppl.**
Revision: Dorothy Pucay motioned to accept the online supplement for MUSIC 083 as proposed; Karen Pullen seconded the motion.

Motion carried: 6-0-0
Action: The MUSIC 083 distance education supplement was unanimously approved as submitted.

C. SJCC New Certificate Proposals (*requires Board approval*)

New **Communication Studies, Certificate of Achievement Level 1 – 13.0 Units**
Certificate: Leslyn McCallum presented the new certificate for Communication Studies. Sean Abel moved to approve as amended; Dorothy Pucay seconded the motion.

Action: **Motion carried: 6-0-0**
The Level One, Certification of Achievement in Communication Studies was unanimously approved as amended:

- **Major Sheet: replace “JOURN 035A, 1.0 Unit” with “JOURN 022, 3.0 Units” and update group unit value from “.5 – 1 unit” to “1 – 3 units”; updated unit value of certificate from “13 Units” to “13 – 15 Units”**
- **Updated information as noted above on all program forms**

D. District Course Revision Proposals

Course **ECON 010A: Principles of Macroeconomics – 3.0 Units**
Revision: Hung Trieu presented ECON 010A to the committee. Course update is to facilitate C-ID approval for new Business Administration Transfer Degree. Sean Abel moved to approve ECON 010A; Karen Pullen seconded the motion.

Action: Motion carried: 6-0-0
ECON 010A was unanimously approved as submitted.

Sean Abel moved to approve the ECON 010A prerequisite validation; Karen Pullen seconded the motion.

Motion carried: 6-0-0

Course MUSIC 095: Music Appreciation: Jazz – 3.0 Units
Revision: Dorothy Pucay motioned for approval of the MUSIC 095 course revision; Sean Abel seconded the motion.

Action: Motion carried: 6-0-0
MUSIC 095 was unanimously approved as submitted.

Course MUSIC 095: Music Appreciation: Jazz, Distance Education Supplement
Revision: Sean Abel moved to approve the online supplement for MUSIC 095; Karen Pullen seconded the motion.

Action: Motion carried: 6-0-0
The distance education supplement for MUSIC 095 was unanimously approved.

VI. Adjournment The meeting was adjourned at 3:46 p.m.