



Instructional Policies/Curriculum Committee

Unofficial Minutes of December 10, 2013

Present: L. Meyer, D. Pucay, L. Garcia, S. Hager, T. Oberg, D. Graham, S. Abel, S. Sukuta, K. Pullen

Absent: R. Gutierrez

Guests: S. Inguito, M. Divinia, J. Breheny, G. McElroy

- I. Call to Order** The meeting was called to order by Linda Meyer, at 1:57 p.m., in the Library Videoconference Room, #L307.

II. Adoption of Agenda

Duncan Graham moved for approval of the agenda; Dorothy Pucay seconded the motion.

Action: Motion carried: 6-0-0

The motion to approve the agenda was unanimously approved.

III. Approval of Minutes

- A.** Sean Abel moved to approve the minutes of November 26, 2013; Karen Pullen seconded the motion.

Action: Motion carried: 6-0-0

The minutes of November 26, 2013 were unanimously approved.

IV. Curriculum/Articulation

- A. Fall 2013, Accounting of Courses and Degrees**—Sue Hager provided IPCC statistics for fall 2013:

New Certificates: 1	New Associate Degrees for Transfer: 4
New Courses: 21	Course Revisions: 38
Distance Education Supplements: 21	

- B. Spring 2014, Schedule of Meetings**—Sue Hager distributed the spring 2014 schedule of meetings. The schedule will be sent to faculty and division deans for planning of next semester's curriculum proposals.

- C. Senate Update, 12.3.13**—Linda Meyer shared her report from the Academic Senate meeting of December 3, 2013. She reported IPCC's progress on the discontinuance policy as well as relevant IPCC curriculum actions.

- D. Program Discontinuance**—Linda Meyer shared a draft of possible criteria for initiating the discontinuance process. Her preliminary draft was based on the program development information found in the California Community College's Chancellors Office *Program and Course Approval Handbook* and a discontinuance policy from another community college. IPCC members

made several revisions to the drafted criterion. Members agreed that standards include the program's goals and objectives and its appropriateness to the College Mission, current industry needs/job market, Title 5 curriculum standards, compliance with state and federal laws, data over a sustained period of time that indicated low or declining enrollment, persistence, and completion rates. Linda will share results of the committee's discussion of program discontinuance criteria at the next senate meeting.

Since there had been no changes to the Program Development process, even after repeated requests for additional feedback, there will not be any need for action by senate. The next step in developing a program discontinuance policy will be determining what types of evidence is needed to initiate a program discontinuance review.

V. New Discussion/Action Items

A. Consent Agenda

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

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

The consent agenda was unanimously approved.

B. SJCC Course Revision Proposals

Course ENGL 081: Introduction to African American Literature – 3.0 Units

Revision: Scott Inguito and Jessica Breheny presented the course revision and distance education supplement for ENGL 081. Duncan Graham moved to approve ENGL 081 with minor amendment; Karen Pullen seconded the motion.

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

ENGL 081 was unanimously approved with the following amendment:

- **Item 11a: add "(latest edition)" after textbook year, "Norton Anthology...2004 (latest edition)"**

Course ENGL 081: Introduction to African American Literature, Dist. Ed. Supplement

Revision: Duncan Graham moved to approve the online supplement for ENGL 081; Dorothy Pucay seconded the motion.

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

The ENGL 081 online supplement was unanimously approved as proposed.

Course ENGL 084A: Survey of American Literature I, Distance Education Supplement
Revision: Scott Inguito presented the course revisions and distance education supplements for ENGL 084A, ENGL 084B, ENGL 086A, ENGL 086B, and HUMNT 002. Karen Pullen moved to approve the online supplement for ENGL 084A as corrected; Sean Abel seconded the motion.

Motion carried: 6-0-0

Action: The online addendum for ENGL 084A was unanimously approved as corrected:

- **Item 2: replace "Examps" with "Exams" to read, "Exams given using..."**

Course ENGL 084B: Survey of American Literature II, Distance Education Supplement
Revision: Dorothy Pucay moved to approve the distance education supplement for ENGL 084B; Terri Oberg seconded the motion.

Motion carried: 6-0-0

Action: The ENGL 084B online supplement was unanimously approved.

Course ENGL 086A: Survey of British Literature I, Distance Education Supplement
Revision: Duncan Graham motioned for approval of the ENGL 086A online supplement as corrected; Sean Abel seconded the motion.

- Revision:** **Motion carried: 6-0-0**
The ENGL 086A online supplement was unanimously approved as corrected:
- Action:**
- **Item: SLOs-1. Replace “English” with “British” to read, “...representative British literature from its beginnings...”**
- ENGL 086B: Survey of British Literature II, Distance Education Supplement**
Karen Pullen moved to approve the ENGL 086B online supplement; Sydney Sukuta seconded the motion.
- Course**
- Revision:** **Motion carried: 6-0-0**
The distance education supplement for ENGL 086B was unanimously approved as submitted.
- Action:**
- HUMNT 002: Introduction to World Literature, Distance Education Supplement**
Duncan Graham motioned to approve the online supplement for HUMNT 002; Terri Oberg seconded the motion.
- Course**
- Revision:** **Motion carried: 6-0-0**
The distance education supplement for HUMNT 002 was unanimously approved as proposed.
- Action:**
- HUMNT 002: Introduction to World Literature, Distance Education Supplement**
Duncan Graham moved to approve the online supplement for HUMNT 002; Terri Oberg seconded the motion.
- Course**
- Revision:** **Motion carried: 6-0-0**
The HUMNT 002 distance education supplement was unanimously approved.
- Action:** **JOURN 022: News Writing and Reporting for the Media – 3.0 Units**
Gail McElroy presented the course update and distance education supplement for JOURN 022. Dorothy Pucay moved to approve JOURN 022 with some revision; Duncan Graham seconded the motion.
- Course**
- Revision:** **Motion carried: 5-0-0**
JOURN 022 was unanimously approved with the following revision:
- Action:**
- **Item 8a: A.1-replace “Defining” with “Definition of” to read, “Definition of what makes something...”; 2-delete “Reviewing” to read, “The news cycle...”; 3-delete “Learning” to read, “How stories come together”; 4-delete “Identifying” to read, “What readers/viewers...”; C.3-delete “Practicing” to read, “Interviewing techniques”; insert 4. “a. Simple form” and “b. complex/long form”; E.2-replace “Learning how to investigate, research, and develop sources” with “Investigating, researching, and developing sources”; G.1-delete “Understanding” to read, “Press rights and copyright law”**
- JOURN 022: News Writing and Reporting for the Media, Dist. Ed. Supplement**
Sean Abel moved to approve the addendum for JOURN 022 with some revision; Dorothy Pucay seconded the motion.
- Course**
- Revision:** **Motion carried: 5-0-0**
The JOURN 022 distance education supplement was unanimously approved as revised:
- Action:**
- **Item 2: pt. 2-replace first occurrence of “Moodle” with “a Learning Management System (LMS)” and second with “LMS” to read, “...submitted by students to a Learning Management System (LMS) course site...student through LMS course site”**

THEAT 002: Beginning Acting – 3.0 Units

Sean Abel represented the THEAT 002 and THEAT 003 course revisions. Dorothy Pucay moved to approve THEAT 002 as submitted; Terri Oberg seconded the motion.

Course Revision: **Motion carried: 6-0-0**
THEAT 002 was unanimously approved.

Action: **THEAT 003: Intermediate Acting – 3.0 Units**
Dorothy Pucay moved to approve the course update for THEAT 003; Duncan Graham seconded the motion.

Course Revision: **Motion carried: 6-0-0**
The committee unanimously approved THEAT 003.
Action: Sean Abel moved to approve the THEAT 003 prerequisite validation as proposed; Karen Pullen seconded the motion.
Motion carried: 6-0-0

C. District Course Revision Proposals

Course Revision: **ENGL 084A: Survey of American Literature I – 3.0 Units**
Duncan Graham moved to approve ENGL 084A as proposed; Terri Oberg seconded the motion.

Action: **Motion carried: 6-0-0**
ENGL 084A was unanimously approved as submitted.
Sean Abel moved to approve the prerequisite validation for ENGL 084A; Duncan Graham seconded the motion.
Motion carried: 6-0-0

Course Revision: **ENGL 084B: Survey of American Literature II – 3.0 Units**
Sydney Sukuta moved to approve the ENGL 084B course update; Dorothy Pucay seconded the motion.

Action: **Motion carried: 6-0-0**
ENGL 084B was unanimously approved as proposed.
Duncan Graham moved to approve the ENGL 084B prerequisite validation; Dorothy Pucay seconded the motion.
Motion carried: 6-0-0

Course Revision: **ENGL 086A: Survey of British Literature I – 3.0 Units**
Karen Pullen motioned to approve the ENGL 086A course update; Sean Abel seconded the motion.

Action: **Motion carried: 6-0-0**
ENGL 086A was unanimously approved as amended:

- **Item 9a: 1-replace “American” with “British” to read, “...motifs in representative British literature from...”**
- **Item 10: critical thinking example-insert new first sentence “Define lyric and narrative poetry”**

Karen Pullen moved to approve the prerequisite validation for ENGL 086A; Sean Abel seconded the motion.
Motion carried: 6-0-0

Course **ENGL 086B: Survey of British Literature II – 3.0 Units**
Sydney Sukuta moved to approve the course update for ENGL 086B; Dorothy Pucay

Revision: seconded the motion.

Motion carried: 6-0-0

The committee unanimously approved ENGL 086B.

Action: Karen Pullen moved to approve the prerequisite validation for ENGL 086A; Sean Abel seconded the motion.

Motion carried: 6-0-0

HUMNT 002: Introduction to World Literature – 3.0 Units

Sean Abel moved to approved HUMNT 002 as proposed; Sydney Sukuta seconded the motion.

Course

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

HUMNT 002 was unanimously approved as submitted.

Action: Dorothy Pucay motioned for approval of the prerequisite validation for HUMNT 002; Duncan Graham seconded the motion.

Motion carried: 6-0-0

MATH 078: Differential Equations – 4.0 Units

Michael Divinia presented the MATH 078 revision to the committee. Units have been increased to accommodate added content necessitated for C-ID approval. Duncan

Course

Revision:

Graham moved to approve MATH 078 as submitted; Sydney Sukuta seconded the motion.

Motion carried: 6-0-0

MATH 078 was unanimously approved as proposed.

Action: Duncan Graham motioned for approval of the MATH 078 prerequisite validation; Sydney Sukuta seconded the motion.

Motion carried: 6-0-0

VI. Adjournment The meeting was adjourned at 4:48 p.m.