



## Instructional Policies/Curriculum Committee

### AGENDA

(Amended 4.22.14)

**Tuesday, April 22, 2014**

**LIBRARY/LRC, #L-307**

**1:30 p.m. –3:30 p.m.**

**I. CALL TO ORDER**

**II. ADOPTION OF AGENDA**

**III. APPROVAL OF MINUTES**

A. April 8, 2014 (pending)

**IV. ARTICULATION/CURRICULUM**

A. Appointment of Committee Rep to Distance Education Committee

B. Program Viability Review (PVR) Procedure—Final Draft/Action

C. Committee’s Self-evaluation for Strategic Planning

**V. NEW DISCUSSION/ACTION**

A. Consent Agenda

**1. CIS 018A, 018B, 018C, 018D**  
Update titles, effective 8.1.14

**2. CIS CISCO Networks-CCNA, Certificate of Achievement Level 2**  
Non-substantial change to update course titles, effective 8.1.14.

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

**1. THEAT 015: Theatre History 1 – 3.0 Units**

Students examine the history of theatre from its origins of theatre through the 17th Century. The history and development of theatre and dramatic literature are studied in relationship to cultural, political, and social conditions. Plays are read for analysis of structure, plot, character, and historical relevance.

**2. THEAT 022: Script Analysis – 3.0 Units**

Students develop methodology for reading, analyzing, and understanding play scripts in a variety of genres and styles intended for production. Investigative techniques are used to determine how to read a play for its structure, scrutinizing the playwright's methods of creating theatre through plot, character and imagery, and understanding what scripts “mean” to the professional theatre artist and theatre-goer as distinct from other forms of literature.

**3. THEAT 027: Stagecraft – 3.0 Units**

Students learn the basic concepts of theatre production design, set construction and rigging, prop construction, backstage organization, stage management, and the theory and practice of theatrical lighting and sound.

C. SJCC Course Revision Proposals

**1. GUIDE 115: Computer Assisted Instruction – 1.0 Unit**

Proposed changes/revisions: updated catalog and short schedule descriptions, content, student learning outcomes, methods of evaluation, homework, and textbook list.

**2. MA 007: Medical Front Office Procedures – 3.0 Units**

Proposed changes/revisions: updated catalog and short schedule descriptions, lecture and lab contents, student learning outcomes, methods of evaluation, homework, and textbook list.

**3. MA 008: Medical Office Financial Procedures – 3.0 Units**

Proposed changes/revisions: updated catalog and short schedule descriptions, lecture and lab contents, student learning outcomes, methods of evaluation, homework, and textbook list.

**4. MA 011: Medical Coding – 2.0 Units**

Proposed changes/revisions: updated catalog description, lecture and lab contents, student learning outcomes, methods of evaluation, homework, and textbook list; replace CIP code “51.0710” to “51.0713” and TOP code “1208.20” with “1223.10”; added prerequisite “HSCI 008 and (BIOL 071 or BIOL 020 or MA 004), all with C or better.”

**5. MA 012: Medical Assisting Administrative Practicum Experience – 4.0 Units**

Proposed changes/revisions: updated catalog description, lecture and lab contents, student learning outcomes, methods of evaluation, homework, and textbook list; replaced TOP code “1208.00” with “1208.20” and prerequisite “HSCI 008 and MA 005 and MA 006 and MA 009” with “ MA 005 and MA 006 and MA 007 and MA 008 and MA 009 and MA 011, all with C or better.”

**6. THEAT 033: Theatre in Production – 1.0 to 2.0 Units**

Proposed changes/revisions: revised 0.5 to 2.0 variable units with 1.0 to 2.0 units and changed student contact hours, FTE, and repeat code per unit revision; updated short and long title, catalog and short schedule descriptions, lecture and lab contents, student learning outcomes, methods of evaluation, homework, and textbook list.

D. District Course Revision Proposals

**1. HED 011: Dynamic Health Concepts – 3.0 Units**

Proposed changes/revisions: updated catalog and short schedule descriptions, content, student learning outcomes, methods of evaluation, homework, and textbook list.

**2. GUIDE 150: Adaptive MS Office and Word Processing – 2.0 Units**

Proposed changes/revisions: updated catalog and short schedule descriptions, lecture and lab contents, student learning outcomes, methods of evaluation, homework, and textbook list; revised advisory level from Read 1/Write 0 to Read/Write level 2.

**VI. ADJOURNMENT**

**VII. ORDER OF DISCUSSION**

- **1:40** Item IV

- **2:10** HED 011
- **2:17** MA 007
- **2:22** MA 008
- **2:30** MA 011
- **2:37** MA 012
- **2:45** THEAT 015
- **2:52** THEAT 022
- **3:00** THEAT 027
- **3:07** THEAT 033
- **3:15** GUIDE 115
- **3:22** GUIDE 150