



Instructional Policies/Curriculum Committee

Official Minutes of February 11, 2014

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

Absent: T. Oberg

Guests: A. McCall, L. Rice, L. Takei, M. Blair, S. Inguito, K. Connelly, I. Thompson, A. Elsea, J. Branlund, R. Levesque

I. Call to Order The meeting was called to order by Linda Meyer, at 1:42 p.m., in the Library Videoconference Room, #L307.

II. Adoption of Agenda

Karen Pullen moved for approval of the agenda; Duncan Graham 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 December 10, 2013; Duncan Graham seconded the motion.

Action: Motion carried: 5-0-0

The minutes of December 10, 2013 were unanimously approved.

IV. Curriculum/Articulation

A. Senate Update, 12.17.13—Linda Meyer reported on the Senate's last meeting of 2013. The meeting's primary focus was on the selection of faculty positions for hiring. There was some discussion on work of the Senate's Constitutional sub-committee, the possibility of partnering with other colleges in a 2+2+3 law program, chemistry faculty's desire to resubmit the Board denied winemaking course, and Linda Meyer's update on a college program discontinuance process.

B. Program Discontinuance—Linda Meyer has documented progress made by IPCC regarding development of a college program discontinuance policy and process. This document was shared with the committee and outlines items previously agreed upon by IPCC and those yet to be decided. Members have already discussed and determined who should initiate the process, who should lead the deliberation/study, that the review group be named the Program Viability Review Committee, who should be involved on the Committee, the possible course of action(s) on a program, and the criteria for initiating the process. IPCC members briefly discussed the types of recommended supporting evidence, including the program in question's Program Review (including the achievement, effectiveness, productivity, and SLO assessment data, etc.) and inclusion of input from advisory committees, industry surveys, and local labor information for career/technical programs. IPC members asked that Linda compile a summary of processes from other colleges for their future deliberations. More time will be allocated to this discussion at the next meeting due to this meeting's lengthy agenda of courses requiring action.

- C. **Non-compliant Courses, Deactivation Criteria**—Sue Hager reported that she had discussed several lists of courses with Linda Meyer and VP Duncan Graham to maintain currency of curriculum. These lists included date of course and online addendum last review and the semester a course was last offered. This information has already been shared with division deans and department directors by VP Graham. Since then, multiple course deactivations have been decided upon by departments and one of the last two courses without SLOs have submitted an update. The committee hoped that this positive response would continue so that action by the committee, dean, and Academic Affairs office would not have to be taken to end non-compliant courses.

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 034A: Choreography Workshop - Large Group – 0.5 Units**
DANCE 034B: Choreography Workshop - Small Group – 0.5 Units
DANCE 034C: Choreography Workshop - Solo/Duet – 0.5 Units

Amber McCall presented the three new choreography courses, DANCE 034A, DANCE 034B, and DANCE 034C. Members asked for additional content detail for all courses to help differentiate amongst the three. Sean Abel moved to approve DANCE 034A, DANCE 034B, and DANCE 034C; Duncan Graham seconded the motion.

Action: Motion carried: 6-0-0

DANCE 034A, DANCE 034B, and DANCE 034C were unanimously approved after separate review, and by one action, with the following revisions:

DANCE 034A

- **Item 8b: 1.B. added “i) Radial, ii) Line, iii) Counterpoint”; 1.D. added “i) Unison, ii) Polyphonic counterpoint, iii) Canon”**

DANCE 034B

- **Item 8b: 1.B. added “i) Mirroring, ii) Line, iii) Asymmetry”; 1.D. added “i) Unison, ii) Reprise, iii) Homophonic counterpoint”**

DANCE 034C

- **Item 8b: 1.B. added “i) Facing, ii) Level change, iii) Support change, iv) Kinesphere-proximal/distal”; 1.D. added “i) Tempo variation, ii) Reprise”**

Sean Abel moved to approve the prerequisite validations for DANCE 034A, DANCE 034B, and DANCE 034C; Karen Pullen seconded the motion.

Motion carried: 6-0-0

New Course: **FMT 160: Smart Home Technology and Automation – 2.0 Units**

Kieron Connelly, Art Elsea, and John Branlund presented the new course FMT 160. This Stand-alone course will serve as an introductory course to pilot possible future course development. Sean Abel moved to approve FMT 160 as submitted; Duncan Graham seconded the motion.

Action: Motion carried: 6-0-0

FMT 160 was unanimously approved by the committee.

C. **SJCC Course Revision Proposals**

Course Revision: **ENGL 071A: Fundamentals of Creative Writing/Poetry – 3.0 Units**

Michelle Blair and Scott Inguito presented the course updates for ENGL 071A, ENGL 071B, ENGL 071C, and ENGL 079. Sean Abel moved to approve all three courses; Karen

Pullen seconded the motion.

Action: Motion carried: 6-0-0

Members unanimously approved ENGL 071A, ENGL 071B, and ENGL 071C after separate review, by one action, and as each were amended:

ENGL 071A

- **Item 8a: remove content note "The suggested outline is historical..."**

ENGL 071B

- **Item 8a: remove content note "The suggested outline is historical..."**
- **Item 9.1: replace "fictional works" with "works of fiction" to read, "Compose works of fiction using standard principles and forms of fiction"**

ENGL 071C

- **Item 8a: remove content note "The suggested outline is historical..."**
- **Item 46: replace typo "(ENGL 094 or ...)" with "(ENGL 092 or...)"**

Sean Abel motioned for approval of the prerequisite validations for ENGL 071A and ENGL 071B and as corrected for ENGL 071C.

Motion carried: 6-0-0

Course ENGL 079: Memoir Writing – 3.0 Units

Revision: Duncan Graham moved to approve ENGL 079 as amended; Sean Abel seconded the motion.

Action: Motion carried: 6-0-0

ENGL 079 was unanimously approved with the following amendment:

- **Item 8a: remove content note "The suggested outline is historical..."**
- **Item 9: I- at end add "and apply them to your own writing" to read, "Define the characteristics of memoir and apply them to your own writing"; III-delete and renumber IV to III.**

Karen Pullen moved to approve the prerequisite validation for ENGL 079; Sydney Sukuta seconded the motion.

Motion carried: 6-0-0

Course ESL 091: College Reading and Writing 2, Distance Education Supplement

Revision: Leslie Takei presented the online addendums for ESL 091 and ESL 302. Duncan Graham moved to approve the ESL 091 online addendum; Karen Pullen seconded the motion.

Motion carried: 5-0-0

Action: The distance education supplement for ESL 091 was unanimously approved as proposed.

ESL 302: Introduction to College Reading and Writing, Distance Ed. Supplement

Course Revision: Sydney Sukuta moved to approve the updated online supplement for ESL 302; Karen Pullen seconded the motion.

Motion carried: 5-0-0

Action: The ESL 302 online supplement was unanimously approved with a minor revision:

- **Item 1b: check box "Online library resources"**

D. SJCC Non-credit Course Revision Proposals

Course LS 210: Supervised Tutoring – 0.0 Units

Revision: Leslie Rice presented the online addendum for LS 210. Leslie explained that this proposal will allow the same tutoring services for students in online courses as those onsite. Online tutoring will be piloted to students in ENGL 001A and 001B only for the first semester.

Action: Motion carried: 5-0-0

The LS 210 online addendum was unanimously approved with minor amendment:

- **Item 1.c: check box "Other" and add "Initial contact is made to student by instructor through the LMS after registration"**

E. District Course Revision Proposals

Course **ESL 327: English Pronunciation 2 – 3.0 Units**
Revision: Dorothy Pucay and Ron Levesque presented course updates for ESL 327 and ESL 337. Duncan Graham moved to approve ESL 327 as proposed; Karen Pullen seconded the motion.

Action: Motion carried: 5-0-0
 ESL 327 was unanimously approved as submitted
 Dorothy Pucay motioned for approval of the ESL 327 prerequisite validation; Duncan Graham seconded the motion.
Motion carried: 5-0-0

Course **ESL 337: English Pronunciation 1 – 3.0 Units**
Revision: Dorothy Pucay moved to approve the course revisions for ESL 337 with minor amendment; Sean Abel seconded the motion.

Action: Motion carried: 6-0-0

The committee unanimously approved ESL 337 as amended:
Course
Revision:

- **Item 6: remove last sentence "Concurrent enrollment in "(ESL 332 or ESL 333 or ESL 334) and ESL 207 is strongly recommended"**

Action: Dorothy Pucay moved to approve the prerequisite validation for ESL 337; Sean Abel seconded the motion.
Motion carried: 6-0-0

Course **PHYS 002A: General Physics – 4.0 Units**
Revision: Sydney Sukuta presented the PHYS 002A course revision. The increased Math prerequisite was reconsidered and determined to be a possible problem for students seeking non-stem degrees. It was suggested that further data would be needed to reconsider and justify the higher level requirement. Members agreed to review the course reverting to the original MATH 013 prerequisite. Sean Abel moved to approve PHYS 002A as amended; Duncan Graham seconded the motion.

Action: Motion carried: 6-0-0
 PHYS 002A was unanimously approved with the following amendment:

- **Item 6: move first sentence "This is the first of a two-semester course..." to final sentence**
- **Item 8b: add new "10. Preparing and presenting lab reports"**
- **Item 13: replace "(MATH 021 and MATH 022) or MATH 025" with "MATH 013 with C or better"**
- **Item 14: remove "or concurrent enrollment in MATH 022"**
- **Item 46: replace prerequisite validation as amended in item 13 above**

Sean Abel moved to approve the prerequisite validation for PHYS 002A; Karen Pullen seconded the motion.
Motion carried: 6-0-0

Course **ENGL 080: Mexican-American Literature – 3.0 Units**
Revision: Scott Inguito represented the ENGL 080 course update for the committee. Dorothy Pucay motioned to approve ENGL 080 as revised; Robert Gutierrez seconded the motion.

Action: Motion carried: 6-0-0
 The committee unanimously approved the ENGL 080 update as revised:

- **Item 8a: remove content note "The suggested outline is historical..."**
- **Item 9: II-removed "verbally and in writing" to read, "Analyze the major**

themes and elements contained in literature”

Karen Pullen moved to approve the prerequisite validation; Robert Gutierrez seconded the motion.

Motion carried: 6-0-0

VI. Adjournment

The meeting was adjourned at 3:47 p.m.