



Instructional Policies/Curriculum Committee

Official Minutes of February, 25, 2014

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

Absent: S. Sukuta, T. Oberg

Guests: L. Harris, K. Bruga, P. Crawford

I. Call to Order The meeting was called to order by Linda Meyer, at 1:38 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. Sean Abel moved to approve the minutes of February 11, 2014; Duncan Graham seconded the motion.

Action: Motion carried: 5-0-0

The minutes of February 11, 2014 were unanimously approved.

IV. Curriculum/Articulation

A. Program Discontinuance—Linda Meyer continued dialog on development of a college discontinuance policy by providing IPC members with a summary of other college policy models: American River College, Cuesta College, Los Angeles Valley College, Southwestern College, and San Francisco City College (CCSF). Linda pointed out that there was considerable variance among the five colleges regarding areas still undecided by IPCC, such as the hearing process, final decision-making protocol, the curriculum committee's role in the process, and timeline. Some policies were very simple while others were very detailed. As example, Linda also passed out CCSF's *Program Revitalization, Suspension, Discontinuance Procedure* (PRSD) and explained that CCSF was unique in that it even detailed conditions under which the discontinuation action could occur without review of the PRSD or for emergency situations.

IPCC members discussed the College's current process for initiating a program (degrees, certificates) and proposed creating a parallel process, with similar decision authority, for discontinuance. It was suggested that since the State Chancellor's Office mandates that the College include program development criteria when submitting new programs, including enrollment and completer projections, labor market info, currency of courses in the proposed program, etc., that this criteria could also effectively suggest a program is no longer viable. Members also briefly discussed the bigger picture of viability of division programs and suggested that these programs, as well as degrees and certificates, also be kept current and vital by linking to the Comprehensive Program Review cycle, within Strategic Planning framework.

Linda agreed to provide additional documents via email (and through the Windows app *DropBox* for access off-campus) including the State Academic Senate's *Program Discontinuance: A Faculty*

Perspective, fall 2012. She asked that IPCC members consider policy information from the five colleges and/or to seek out further information from other institutions. The committee agreed that a process and policy be developed that is thorough, ensures transparency, and allows for timely decision-making. It is the desire of IPCC to complete a Program Discontinuance Policy for presentation to Academic so that action can be taken before the end of this semester.

V. New Discussion/Action Items

A. Consent Agenda

Dorothy Pucay moved for approval of the Consent Agenda; Karen Pullen seconded the motion.

Action: Motion carried: 5-0-0

The consent agenda was unanimously approved.

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

New KINPE 043: Body Sculpting—1.0 Units

Course: Kathy Bruga presented the new course proposal, KINPE 043. Sean Abel moved to approve as submitted; Duncan Graham seconded the motion.

Motion carried: 5-0-0

Action: KINPE 043 was unanimously approved.

C. SJCC Course Revision Proposals

Course AJ 125: Fundamentals of Court Operations-Court Case Types—3.0 Units
Revision: AJ 128: Public Trust and Confidence in the Judicial Branch—3.0 Units
AJ 129: Fundamentals of Court Operations—Courtroom Support—3.0 Units

Phil Crawford represented the course revisions, including online supplements, for AJ 125, AJ 128, and AJ 129. Sean Abel moved to approve the AJ 125, AJ 128, and AJ 129 by single action; Duncan Graham seconded the motion.

Action: Motion carried: 5-0-0

Members unanimously approved AJ 125, AJ 128, and AJ 129 after separate review, by one action, and as AJ 128 was amended:

AJ 128

- **Item 6: last sentence-replace "between" with "among" to read, "...the relationship among the court, the media, and the community"**
- **Item 9a.3: replace "between" with "among" to read, "...the relationship among the court, the media, and the community"**

Course AJ 125: Fundamentals of Court Operations-Court Case Types, Dist. Ed. Suppl.

Revision: AJ 128: Public Trust and Confidence in the Judicial Branch, Dist. Ed. Suppl.

AJ 129: Fundamentals of Court Operations—Courtroom Support, Dist. Ed. Suppl.

Dorothy Pucay moved to approve the distance education supplement revisions for AJ 125, AJ 128, and AJ 129 in a single action; Duncan Graham seconded the motion.

Action: Motion carried: 5-0-0

The online supplements for AJ 125, AJ 128, and AJ 129 were separately reviewed and approved by one action, and all with the following revisions:

- **Item 2: last sentence-replace "by email" with "via the LMS to" to read, "...and submit via the LMS to instructor"**
- **Item 4: last sentence-replace "DSP" with "DSP&S" to read, "...through consult with DSP&S"**

VI. Adjournment The meeting was adjourned at 3:33 p.m.