



Instructional Policies/Curriculum Committee

Official Minutes of March 25, 2014

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

Absent: R. Gutierrez, T. Oberg

Guests: S. Antonelli, J. Kahlon, S. Studdert, A. Johnson, S. Inguito, N. Torres

- I. Call to Order** The meeting was called to order by Linda Meyer, at 1:43 p.m., in the Library Videoconference Room, #L307.

II. Adoption of Agenda

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

Action: Motion carried: 5-0-0

The motion to approve the agenda was unanimously approved.

III. Approval of Minutes

- A.** Karen Pullen moved to approve the minutes of March 11, 2014; Sydney Sukuta seconded the motion.

Action: Motion carried: 5-0-0

The minutes of March 11, 2014 were unanimously approved.

IV. Curriculum/Articulation

- A. Role of IPCC Chair in Academic Senate**— Linda Meyer recently attended an Academic Senate policies and by-laws meeting. She presented IPCC's request to amend policy that if the IPCC chair's presence at AS meetings was still going to be required then the chair's vote should be permitted. IPCC also proposed that if voting rights were not going to be allowed then the chair should only attend when curriculum matters were on the agenda. Linda reported that Senate decided not to amend policy as recommended by IPCC and that the chair's existing role during meetings would remain status quo.
- B. Program Viability Review (PVR) Procedure (previously Program Discontinuance)**—Linda Meyer presented committee members with a refined version of the Program Viability Review Procedure. Linda briefly reviewed the six stages of the procedure and its possible outcomes: revitalization, suspension, or discontinuance. IPCC discussed adding an additional statement "acquisition of selected knowledge or skills" to the existing definition of a program, inclusion of an expedited process in each stage, and conditions under which initiating PVR would not be necessary. Linda also noted that the previously proposed addition of a timeline was removed but could be added as an appendix at a future date. IPCC members asked to insert language under Stage 2 that would prevent delay of the PVR process moving even if all committee appointments had not been made. Members also discussed how much time to allow the PVR committee to decide on an appropriate course of action for the program in question. Consensus of members was to add language under Stage 5 requesting that a recommendation be made by the PVR one calendar year from start of the process. Linda will incorporate these additional recommendations

and complete final rewrites of the PVR Procedure. She asked that the upcoming agenda allow for expanded discussion so that IPCC may have enough time to take action. Once approved by IPCC it will be forwarded to Academic Senate for further review and approval before recommendation to the President and final approval by the Board.

V. New Discussion/Action Items

A. Consent Agenda

Sean Abel moved for approval of the Consent Agenda; Dorothy Pucay seconded the motion.

Action: Motion carried: 5-0-0

The consent agenda was unanimously approved.

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

New AJ 016: Street Law – 4.0 Units

Course: Alan Johnson presented new course proposals for AJ 016, AJ 019, AJ 115, and AJ 116. He explained that AJ 016 is being proposed as the first course of a Pathway to Law School grant initiative. Dorothy Pucay moved to approve with minor amendment; Sean Abel seconded the motion.

Action: Motion carried: 5-0-0

AJ 016 was unanimously approved with the following amendment:

- **Item 8a: I.G-replace “How” with “Utilizing Lexis Nexis” to read, “Utilizing Lexis Nexis to Brief a Case”**

New AJ 019: Law Enforcement in Multicultural Communities – 3.0 Units

Course: Dorothy Pucay motioned to approve AJ 019 as amended; Sydney Sukuta seconded the motion.

Action: Motion carried: 5-0-0

The committee unanimously approved AJ 019 with the following revisions:

- **Item 3a/cover page: replace title “The Community and the Justice System” with “Law Enforcement in Multicultural Communities”**
- **Item 3b: replace short title “Community & Justice System” with “Law Enforce Multicultural Comm”**
- **Item 7: replace “The relationship between the justice system and the public” with “Effect of multicultural influences on law enforcement”**

New AJ 115: Introduction to Forensic Science – 3.0 Units

Course: Sean Abel moved to approve the course AJ 115 new course proposal with some revision; Dorothy Pucay seconded the motion.

Action: Motion carried: 5-0-0

AJ 115 was unanimously approved with the following amendment:

- **Item 9a.5: replace “Examine how forensic science has improved the criminal justice process and analyze legal and ethical challenges for the future such as globalization, genetic engineering, cybercrimes, privacy, and identity theft” with “Analyze current and future challenges in forensic science”**

New AJ 116: Introduction to Corrections – 3.0 Units

Course: Dorothy Pucay moved to approve the AJ 116 new course proposal with minor revision; Duncan Graham seconded the motion.

Action: Motion carried: 5-0-0

AJ 116 was approved with the following revision:

- **Item 9a.1: insert “; and” after “incarceration” to read, “...state, and local incarceration; and probation, parole...”**

C. SJCC Course Revision Proposals

Course CHEM 032A: Intro to General, Organic & Biological Chemistry – 4.0 Units
Revision: There was no representative faculty in attendance so the committee asked that review of this course be postponed.

Action: **Motion carried: Tabled**
Consensus of the committee was to table the course to a future meeting.

Course MA 005: Medical Office Emergencies – 2.0 Units
Revision: Jagrup Kahlon presented the course updates for MA 005 and MA 006. Duncan Graham moved to approve MA 005 as proposed; Sean Abel seconded the motion.

Action: **Motion carried: 5-0-0**
The committee unanimously approved MA 005.

Course MA 006: Introduction to Medical Assisting – 3.0 Units
Revisions: Sean Abel motioned to approve the course revision for MA 006 as amended; Duncan Graham seconded the motion.

Action: **Motion carried: 5-0-0**
MA 006 was unanimously approved with the following amendment:

- **Item 9a: 1-delete and renumber remaining SLOs accordingly; 3-delete “list five” to read, “...and Health Administration (OSHA), components of the...”; 5-replace “Examine the five levels” with “Apply” and replace “the essential components of communications and the sources of communication breakdown” with “to patient communication” to read, “Apply Maslow’s Hierarchy of Needs to patient communication”**
- **Item 10: critical thinking example-replace “Compare and contrast routes of disease transmission” with “Analyze early innovations in science and medicine, and describe five significant scientific or medical advances during the past 400 years that provided the foundation for today’s orthodox health care practices”**

Course ENGL 001A: English Composition, Distance Education Supplement
Revisions: ENGL 001B: English Composition, Distance Education Supplement
ENGL 001C: English Composition, Distance Education Supplement
ENGL 010: Great Works of Literature, Distance Education Supplement
ENGL 071A: Fundamentals of Creative Writing/Poetry, Distance Education Suppl.
ENGL 001B: Fundamentals of Creative Writing/Fiction Distance Education Suppl.
ENGL 071C: Fundamentals of Creative Writing/Drama, Distance Education Suppl.
ENGL 073: Introduction to Shakespeare, Distance Education Supplement
ENGL 079: Memoir Writing, Distance Education Supplement
ENGL 080: Mexican-American Literature, Distance Education Supplement
ENGL 092: Essay Development, Distance Education Supplement
ENGL 335: Basic Writing Skills, Distance Education Supplement
Scott Inguito and Noe Torres represented the distance education supplements for the committee. Sean Abel moved to approve all supplements; Sydney Sukuta seconded the motion.

Motion carried: 5-0-0
The distance education supplements for ENGL 001A, ENGL 001B, ENGL 001C, ENGL 010, ENGL 071A, ENGL 071B, ENGL 071C, ENGL 073, ENGL 079, ENGL 080, ENGL 092, and ENGL 335 were unanimously approved after separate review, by one action, and with the following correction:

- ENGL 335**
- **Cover page: uncheck box “Fully Online” and check box “Hybrid”**

D. District Course Revision Proposals

Course AJ 010: Introduction to Administration of Justice – 3.0 Units

Revision: Alan Johnson presented course revisions for AJ 010 and AJ 013. Dorothy Pucay motioned to approve AJ 010 as corrected; Sean Abel seconded the motion.

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

AJ 010 was unanimously approved with the following correction:

- **Item 9.3-delete “and” after “community” to read, “...responsibilities to the community, identify general concepts of crime causation...”**

Course AJ 013: Criminal Procedures – 3.0 Units

Revision: Dorothy Pucay moved to approve the course revision for AJ 013 with some amendment; Sean Abel seconded the motion.

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

AJ 013 was unanimously approved as amended:

- **Item 8a: add “13. Legal Research, a. Lexis Nexis database, b. Shepherdization”**

Course FCS 019: Nutrition – 3.0 Units

Revision: Sharon Antonelli presented the course update proposal for FCS 019. Sean Abel moved to approve FCS 019 as presented; Dorothy Pucay seconded the motion.

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

The committee unanimously approved FCS 019.

VI. Adjournment The meeting was adjourned at 3:55 p.m.