



Instructional Policies/Curriculum Committee

Official Minutes of April 22, 2014

Present: L. Meyer, S. Hager, M. Sola, D. Pucay, S. Abel, S. Sukuta, D. Graham, R. Gutierrez

Absent: T. Oberg

Guests: J. Chang, J. Kahlon, D. Mendoza

- I. Call to Order** The meeting was called to order by Linda Meyer, at 2:05 p.m., in the Library Videoconference Room, #L307.

II. Adoption of Agenda

Dorothy Pucay moved to approve the agenda; Duncan Graham seconded the motion.

Action: Motion carried: 6-0-0

The amended agenda was unanimously approved with the following addition:

V. A. Consent Agenda 1) CIS 018A, 018B, 018C, 018D; Updated titles, effective 8.1.14; 2) CIS CISCO Networks-CCNA, Certificate Level 2; Non-substantial changes to update course titles, effective 8.1.14"

III. Approval of Minutes

- A.** Dorothy Pucay moved to approve the minutes of April 8, 2014; Karen Pullen seconded the motion.

Action: Motion carried: 5-0-1

The minutes of April 8, 2014 were unanimously approved.

IV. Curriculum/Articulation

- A. Appointment of Committee Rep to Distance Education Committee**—It has been heard that the Distance Education Committee will be meeting again. The IPCC discussed how to represent the committee's perspectives on online education, especially concerning methods of instruction, evaluation, homework assignments, and disabled student accommodations, as reflected on the distance education supplement. Robert Gutierrez expressed interest in membership on the Distance Education Committee.
- B. Program Viability Review (PVR) Procedure**—Linda Meyer asked for further examination and discussion of the Program Viability Review Policy and Procedures draft. A number of refinements were made before consensus was reached on its completion. Linda will ask to include this on Academic Senate's next agenda so senators could begin their review this semester. She thanked everyone for concluding its work on drafting the Program Viability Review Policy and Procedure by the established timeline.
- C. Committee's Self-Evaluation for Strategic Planning**—Linda Meyer asked that the committee look over the current Annual Self-Evaluation and send comments via email. She will incorporate appropriate remarks and/or corrections into the form so that the committee would be prepared to take action at the final meeting of the semester.

V. New Discussion/Action Items

A. Consent Agenda

Karen Pullen 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 THEAT 015: Theatre History 1 – 3.0 Units

Courses: THEAT 022: Script Analysis – 3.0 Units

THEAT 027: Stagecraft – 3.0 Units

Donna Mendoza presented the new course proposals for THEAT 015, THEAT 022, and THEAT 027. Dorothy Pucay moved to approve THEAT 015, THEAT 022, and THEAT 027 with separate review; Duncan Graham seconded the motion.

Action: Motion carried: 5-0-0

THEAT 015, THEAT 022, and THEAT 027 were unanimously approved after separate review, by one action, and with the following amendments:

THEAT 015

- **Item 6:** add final sentence "Students may be required to attend a live theatre performance"
- **Item 9:** 1-replace "seventeenth" with "17th" to read, "...through the 17th century"; 5-insert "a live" after word "critique" to read, "Critique a live performance of a play written..."

THEAT 022

- **Item 6:** cut "intended for production" at end of first sentence and insert after "play scripts" to read, "...analyzing and understanding play scripts intended for production"
- **Item 10:** last sentence of critical thinking example—replace "the directors, designers, and actors interpretation of characters" with "character interpretation by the director and designers" to read, "...evaluate the effectiveness of character interpretation by the director and designers"

THEAT 027

- **Item 9a:** 1-replace "Organize" with "Participate in", "selecting" with "using appropriate", "and setting" with "meeting", and add "and working safely" at end to sentence to read, "Participate in a project..., using appropriate tools, meeting a work schedule, and working safely"; replace SLO #3 with "Work collaboratively with a technical director as a backstage crew member"
- **Item 10:** replace critical thinking example with "Choose appropriate tools and materials to construct a wagon"
- **Item 12:** critical thinking example-replace "Read and analyze a script and write an essay describing a production design" with " to read, "Select appropriate painting techniques for a set that supports the play's genre, setting, themes, plot, characters, and moods"

C. SJCC Course Revision Proposals

Course GUIDE 115: Computer Assisted Instruction – 1.0 Units

Revision: Karen Pullen presented the GUIDE 115 and GUIDE 150 course updates for the committee. Sydney Sukuta moved to approve GUIDE 115 as amended; Robert Gutierrez seconded the motion.

Action: Motion carried: 5-0-0

GUIDE 115 was unanimously approved as with the following changes:

- **Item 6:** sentence two-replace "type of" with "student will use" and "used will depend on the student's" with "depending on their" to read, "The student

will use adaptive hardware...depending on their functional limitations..."

- Item 8b: insert new "8b.D.3 Basic Computer Security and Privacy"
- Item 9a: delete SLO "3. Access the Web to perform a basic search using adaptive technology"

Course MA 007: Medical Front office Procedures—3.0 Units
Revisions: MA 008: Medical Office Financial Procedures—3.0 Units
MA 011: Medical Coding—2.0 Units

MA 012: Medical Assisting Administrative Practicum Experience—4.0 Units

Jagrup Kahlon presented the updated course outlines for MA 007, MA 008, MA 011, and MA 012. Duncan Graham moved to approve MA 007, MA 008, MA 011, MA 012 and the prerequisite validations for MA 011 and MA 012 by one action; Karen Pullen seconded the motion.

Action: Motion carried: 5-0-0

The committee unanimously approved MA 007, MA 008, MA 011, MA 012 as revised:
MA 012

- Item 6: sentence two-insert "and" after "communication" and replace "and identify legal concepts related to practicing as a Medical Assistant in the State of California" with "within the legal boundaries of a practicing Medical Assistant in the State of California" to read, "...competencies in professional communication and patient instruction within the legal boundaries of a practicing Medical Assistant in the State of California"
- Item 8b: insert "I.G Regulatory bodies (OSHA, HIPAA)"

Course THEAT 033: Technical Theatre in Production—1.0 to 2.0 Units

Revision: Donna Mendoza presented the THEAT 033 course update to the committee. Dorothy Pucay moved to approve THEAT 033 as revised; Duncan Graham seconded the motion.

Action: Motion carried: 5-0-0

The committee unanimously approved THEAT 033 as revised:

- Item 9a: 1-replace "Articulate" with "Identify" to read, "Identify the responsibilities of a crew member..."
- Item 11a: insert new textbook "Kelly, Thomas A. The Backstage Guide to Stage Management. Backstage Books, 2009"

D. District Course Revision Proposals

Course HED 011: Dynamic Health Concepts—3.0 Units

Revision: Janet Chang presented the course update for HED 011. Sean Abel moved to approve HED 011 with some amendment; Duncan Graham seconded the motion.

Action: Motion carried: 6-0-0

HED 011 was unanimously approved as amended:

- Item 6: sentence one-insert "and wellness" after "in health" to read, "Students will explore current issues in health and wellness with emphasis on..."
- Item 8a.1.A: replace "Definition of health" with "Definition of health and wellness"
- Item 9a: replace SLO number 3, 4, and 5 with "3. Use personal health choices to design a lifestyle which decrease the risk of disease and addictive behavior and promotes wellness"

Course GUIDE 150: Adaptive MS Office and Word Processing—2.0 Units

Revision: Sydney Sukuta moved to approve GUIDE 150 as revised; Robert Gutierrez seconded the motion.

Action: Motion carried: 5-0-0

GUIDE 150 was unanimously approved as revised:

- **Item 6:** sentence two-replace "type of" with "student will use" and "used will depend on the student's" with "depending on their" to read, "The student will use adaptive hardware...depending on their functional limitations..."
- **Item 8b:** insert new "8b.D.3 Basic Computer Security and Privacy"

VI. Adjournment The meeting was adjourned at 4:10 p.m.