



Instructional Policies/Curriculum Committee

Official Minutes of May 13, 2014

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

Absent: S. Sukuta, T. Oberg, L. Garcia

Guests: C. Lundie, S. Inguito, M. Conroy

- I. Call to Order** The meeting was called to order by Dorothy Pucay, at 1:37 p.m., in the Library Videoconference Room, #L307.

II. Adoption of Agenda

Sean Abel 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.** Karen Pullen moved to approve the minutes of April 22, 2014; Robert Gutierrez seconded the motion.

Action: Motion carried: 4-0-1

The minutes of April 22, 2014 were unanimously approved.

IV. Curriculum/Articulation

- A. Fall 2014, Schedule of Meetings**—Sue Hager provided next fall's schedule of meetings. The schedule will also be distributed campus-wide prior to finals.
- B. Annual Self-Evaluation of Standing Committees**—IPCC members assessed their work toward 2013–14 goals. Members considered the committee's overall performance to be highly collaborative and collegial, would continue to provide workshops on curriculum especially in light of new technology for curriculum development (CurricUNET), and found it could improve upon its communication with constituency groups. Now that IPCC had concluded its draft of a program viability policy members felt it was important to continue conversations with Academic Senate (AS) on expanding use of prerequisites and co-requisites to increase student success in 2014–15.
- C. 2014–15 Goals**—Led by IPC Chair Linda Meyer, the committee reviewed curriculum targets set last year. After lengthy discussion members decided upon six goals for 2014–15: Goal 1) Achieve 100% completion rate for courses, degrees and certificates that need to be revised or deactivated during the current academic year, Goal 2) Achieve goals for transfer degrees based on Transfer Model Curriculum (TMC) as established by SB 1440, Goal 3) Continue the dialogue with Academic Senate concerning the development of a program viability review policy and procedure, Goal 4) Train 100% of faculty involved in course writing/revision to use CurricUNET by the end of the academic year, Goal 5) Explore the role of the IPCC in a campus wide conversation concerning student success and the increased use of prerequisites and co-requisites,

Goal 6) Revise the Distance Education supplement template to correspond to ACCJC regulations and federal mandates.

- D. Senate Report**—Linda Meyer shared her latest report to the AS. She explained that the main focus of this report was to provide overview of the IPCC drafted Program Viability Review Policy. Her detailed summary was well-received. IPCC was commended for developing a process even though the committee would not play an integral part in program viability decision-making. Linda explained that the AS will be unable to act on this policy until next academic year due to turnover on the Senate.
- E. Confirming Volunteer(s) for Distance Education Committee Representation**—Committee members continued discussion regarding best possible involvement/representation of IPCC on the Distance Education sub-committee. Several IPCC members expressed interest in serving on the sub-committee even though a call for volunteers had not come from the AS. Members felt it important to have IPCC faculty represented on the sub-committee as it is the curriculum committees responsibility to review online course supplements.
- F. Associate Degrees for Transfer (ADT) Status**—Karen Pullen and Laura Garcia reported on the status of Associate Degrees for Transfer (ADT). Six of the seven targeted degrees are now active. The final degree necessary to meet the fall 2014 mandate is the AA-T for transfer in Elementary Education. This ADT will be submitted for state certification by the end of this academic year after completing local approvals. The College should be in full compliance by fall 2014. In addition to reaching the ADT target mandated by the State the College has created an Economics and English degree which exceeds college expectations.

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 EDUC 010: Introduction to Education in a Multicultural Society – 3.0 Units

Course: Mary Conroy presented the new course, EDUC 010, to the committee. This course is aligned with model curriculum for a proposed Elementary Education Associate Degree for Transfer. Dorothy Pucay moved to approve EDUC 010 with some amendment; Sean Abel seconded the motion.

Action: Motion carried: 5-0-0

EDUC 010 was unanimously approved with the following amendments:

- **Item 6:** sentence one-replace "American society" with "a multicultural society" to read, "...the educational system in a multicultural society"
- **Item 7:** delete "American" and insert ", in the United States" at end, to read "...to contemporary education, kindergarten through grade twelve, in the United States"
- **Item 9a:** 1- replace "American society" with "the United States" to read, "...responsibilities of teachers in the United States"; 2- delete "American" and insert "in the United States" at end of sentence, to read "...foundations of the educational system in the United States"; 4-delete "American" and insert "in the United States" at end of sentence, to read "...needs are accommodated in education in the United States"
- **Item 12:** critical thinking example-delete "American" and insert "in the United States" after word "children" to read, "Despite our best efforts children in the United States do not have..."

C. SJCC Course Revision Proposals

Course CIS 014A: Internet Principles and Protocols, Distance Education Supplement
Revision: Clem Lundie presented the CIS 014A distance education supplement to the committee. Sean Abel moved to approve the CIS 014A updated method of instruction with minor revision; Dorothy Pucay seconded the motion.

Action: Motion carried: 5-0-0

The distance education supplement for CIS 014A was unanimously approved as revised:

- **Item 3:** insert "such as," to read, "...packet trace utility (such as, Wireshark)..."

Course COS 130A: Esthetics I– 11.0 Units
Revisions: COS 130B: Esthetics II– 11.0 Units
COS 130C: Trends in Esthetics–2.0 Units
Sean Abel motioned to approve COS 130A, COS 130B, and COS 130C by one action; Robert Gutierrez seconded the motion.

Action: Motion carried: 5-0-0

The committee unanimously approved COS 130A, COS 130B, and COS 130C, as reviewed separately and by one action:

COS 130A:

- **Item 6:** sentence five-replace "will be" with "are" to read, "Students are required to attend..."; sentence six-replace "each other" with "one another" to read, "...to complete 300 hours of practice on one another"
- **Item 9a:** 2-replace "Develop" with "Demonstrate" and "servicing clients" with "providing service to clients" to read, "Demonstrate professional communication skills...and professionalism when providing service to clients"; 3- replace "determining" with "using" to read, "and skin conditions using proper products and procedures"; 4-delete "Demonstrate the ability to" and "the" before "handling" and "of" after "handling" to read, "Follow state regulations in handling chemicals..."; replace "Recognize" with "Discuss" to read, "Discuss basic science concepts of dermatology..."

COS 130B:

- **Item 6:** sentence one-delete "will" after "Students" to read, "Students continue to develop skills..."; sentence 3-replace "will be" with "are" to read, "Students are required to attend..."
- **Item 7:** insert "Board" after "State" to read, "...preparing for the State Board Esthetician license"

COS 130C:

- **Item 3a/b:** replace title "Esthetic Trends" with "Trends in Esthetics"
- **Item 6:** sentence one-replace "will be" with "are" to read, "Students are introduced..."; sentence two-delete "will" after "Students" to read, "Students develop the skills required..."
- **Item 9a:** 1-delete "Demonstrate the ability to" to read, "Perform advanced massage techniques..."

Dorothy Pucay moved to approve the COS 130B and COS 130C prerequisite validations by one action and separate review; Karen Pullen seconded the motion.

COS 130C:

- **Item 46:** column 2-replace "To learn" with "Students acquire knowledge in COS 130A to apply" to read, "Students acquire knowledge in COS 130A to apply advanced massage techniques, waxing and exfoliation..."

Course GEOG 012: World Regional Geography, Distance Education Supplement
Revisions: PSYCH 010: General Psychology, Distance Education Supplement
PSYCH 092: Developmental Psychology, Distance Education Supplement
Mary Conroy presented the distance education supplements for GEOG 012, PSYCH 010,

and PSYCH 092. Dorothy Pucay moved to review the addendums separately but to approve by one action; Robert Gutierrez seconded the motion.

Action: Motion carried: 5-0-0

The online addendums for GEOG 012, PSYCH 010, and PSYCH 092 were unanimously approved as revised:

GEOG 012:

- **Item 3: sentence one-deleted "region of the world" to read, "...discussed in this class"**

PSYCH 010:

- **Items 2, 3: changed case on numerous incorrectly capitalized words**
- **Item 2: paragraph two, sentence two-replace "grades" with "graded" to read, "...will be reviewed and graded, comments, and..."**
- **Item 3: example #6, sentence three-replace "Discussion Board" with "Class Forum" to read, "On the Class Forum post the definition of the topic noted..."**

PSYCH 092:

- **Item 2: paragraph two, sentence two- replace "grades" with "graded" to read, "...will be reviewed and graded, comments, and..."**

Course Revisions:

SOC 010: Introduction to Sociology, Distance Education Supplement

SOC 011: Social Problems, Distance Education Supplement

Duncan Graham moved to approve the updated distance education supplements for SOC 010 and SOC 011 by one action; Karen Pullen seconded the motion.

Action: Motion carried: 5-0-0

The SOC 010 and SOC 011 online addendums were unanimously approved as revised"

SOC 010:

- **Item 3: replace existing sample assignment with "Analyze the impact of globalization on social life both within and across nations and groups"**

SOC 011:

- **Item 3: replace existing sample assignment with "Research and identify strategies to end homelessness in Santa Clara County"**

D. District Course Revision Proposals

Course Revision: SOC 010: Introduction to Sociology – 3.0 Units

Dorothy Pucay moved to approve SOC 010 with minor revision; Robert Gutierrez seconded the motion.

Action: Motion carried: 5-0-0

SOC 010 was unanimously approved with the following changes:

- **Item 6: sentence one-replace "learn the" after word "Students "with "use a", replace "to" after word "approach" with "in", and "from" after word "behavior" with "that includes" to read, "Students use a sociological approach in the study of human behavior that includes a variety of perspectives"**

Course Revision: SOC 011: Social Problems – 3.0 Units

Robert Gutierrez moved to approve the SOC 011 course revision; Karen Pullen seconded the motion.

Action: Motion carried: 5-0-0

The committee unanimously approved SOC 011 as submitted.

E. SJCC New Program Proposals

New Associate in Arts in Economics for Transfer Degree – 60.0 Units
Program: Dorothy Pucay moved for approval of the new Associate in Arts in Economics for Transfer Degree as submitted; Karen Pullen seconded the motion.

Action: Motion carried: 5-0-0

The committee unanimously approved the AA-T in Economics degree as proposed.

New Associate in Arts in Elementary Teacher Education for Transfer Degree – 60.0 Units
Program: Mary Conroy presented the new Elementary Teacher Education AA-T degree to the committee. Dorothy Pucay moved to approve as amended; Sean Abel seconded the motion.

Action: Motion carried: 5-0-0

The committee unanimously approved the Elementary Teacher Education AA-T degree with the following revision:

- **Major Sheet learning outcomes: bullet #2-replace “American and California education systems” with “education systems of the united States and the State of California” to read, “...structure and functions of the education systems of the United States and the State of California”**

New Associate in Arts in English for Transfer Degree – 60.0 Units
Program: Scott Inguito presented the English for Transfer degree to the committee. Sean Abel moved to approve the AA-T in English as corrected; Duncan Graham seconded the motion.

Action: Motion carried: 5-0-0

The Associate in Arts in English for Transfer degree was unanimously approved changing case on several incorrectly capitalized words.

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