



Instructional Policies/Curriculum Committee

Official Minutes of September 23, 2014

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

Absent: M. Conroy

Guests: L. Ferrell, M. Cook, S. Sukuta, E. Mathias

- 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

Sean Abel moved for approval of the agenda as amended; Dorothy Pucay seconded the motion. Add "F. IPCC Charge," The committee decided to review and act upon changes to meet time-sensitive request of CPC.

Action: Motion carried: 5-0-0

The motion to approve the amended agenda was unanimously approved.

III. Approval of Minutes

- A.** Dorothy Pucay moved to approve the minutes of May 13, 2014; Karen Pullen seconded the motion.

Action: Motion carried: 5-0-0

The minutes of May 13, 2014 were unanimously approved.

IV. Curriculum/Articulation

- A. Senate Report, May 20, 2014**—Linda Meyer shared her report to the Academic Senate (AS) on May 20, 2014. Her report included IPCC's recently updated goals for 2014-2015, curriculum actions from the committee's last meeting, which included approval of three new transfer degrees, and statistics of the committee's work during 2013–14. VP Graham also explained to IPC members that a district senate meeting is being formed to update chapter 4 of Board Policies which covers Academic Affairs. He hoped that those involved should be able to take advantage of Community College League of California (CCLC) policies which have already been legally vetted in compliance with T5 and ACCJC expectations.

- B. District Curriculum Meeting, May 16, 2014, Report**—Linda Meyer reported that she was approached by EVC Curriculum Committee Chair, Janice Toyoshima last semester for a district curriculum meeting and one was held May 16, 2014. Those present were VPAA's Duncan Graham and Keith Aytch, curriculum chairs Linda Meyer and Janice, and committee support staff, Sue Hager and Vicki Brewster. Primary objectives of this meeting, and anticipated for future meetings, were ways to expedite the creation/revision of shared courses that are being held up by the other college, which could possibly eliminate course separation dialog. Meetings could facilitate efforts towards development of district policies and procedures, and provide opportunity for face-to-face dialog regarding any other issues related to student success, accreditation, CurricUNET, etc. It is still undecided as to the composition of this group or if a charge would be developed.

- C. **2014 Curriculum Institute, Reports**—Linda Meyer reported that once again the Institute was great. Duncan Graham briefly explained the purpose of the session he presented, “Curriculum Committees and Administrative Participation.” Due to the meeting’s lengthy agenda, and the addition of review of the committee charge, it was decided that further reports on the Curriculum Institute would be postponed until the next meeting.
- D. **Distance Education Coordinator, Report**—Dorothy Pucay, Distance Education (DE) Coordinator reported that the DE committee had reconvened this semester and will continue to meet on the 1st and 3rd Monday’s of the month. Among the thirteen members present at the first meeting were IPC members, Sean Abel, Duncan Graham, Mary Conroy, and Karen Pullen. Initial work by the DE committee was to revise the charge to include membership of IPCC chair, or an IPCC designee. Dorothy noted that there was a lot of work ahead for the committee including, revising the distance education supplement, which should include IPCC involvement, and developing a quality statement, with corresponding administrative procedures to ensure that that quality can be achieved. The next meeting of the DE committee will be October 6th.
- E. **Spring 2014, Accounting of Courses and Degrees**—Sue Hager provided the following report on curriculum action for the spring 2014 semester:
- | | |
|---|------------------------------------|
| New Associate Degrees for Transfer: 1 | New Courses: 15 |
| Course Revisions: 50 (34 SJCC only/16 District) | Distance Education Supplements: 23 |
- F. **IPCC Charge**—The addition of this agenda item was proposed by Sean Abel in response to a call from the College Advisory Committee (CAC) (previously CPC) for review of all committee charges at first meetings of the semester. Consensus of IPCC members was to review and approve the charge at this meeting rather than defer for action at the next. After lengthy discussion several significant amendments were proposed and accepted including, updating membership to ensure participation of the College Articulation Officer, adding clarifying language under the *Quorum* heading, as well as making many formatting revisions and removing of redundant statements. Sue Hager will finalize these updates and forward to the CAC for consideration on the committee’s behalf. Sean Abel moved to approve the amended charge; Dorothy Pucay seconded the motion.

Action: Motion carried: 5-0-0

The committee unanimously approved the 2014–2015 IPCC Charge.

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 ADS 170: LAADC Introduction to Chemical Dependency – 1.5 Units

Course: Mary Cook presented the new LAADC courses, ADS 170 and ADS 171, and the new certificate to the committee. Mary explained that the new LAADC Certificate of Specialization will be a local, non-State approved certificate but in the future be part of a proposed certificate to include the practicum courses. Sean Abel moved to approve ADS 170 with minor amendment, Duncan Graham seconded the motion.

Action: Motion carried: 5-0-0

ADS 170 was unanimously approved with the following revision:

- **Item 10: add “Completion of written journal assignments” to list of methods of evaluation**

New Course: **ADS 171: LAADC Pharmacology and Physiology of Addiction – 1.5 Units**
Duncan Graham moved to approve ADS 171 with some revision; Dorothy Pucay seconded the motion.

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

The committee unanimously approved ADS 171 with the following revisions:

- **Item 9a.1:** remove word “their” to read, “...current medical research and implications...”
- **Item 9a.2:** replace “Classify psychoactive drugs and their interactions; dependency/addiction...” with “Interpret psychoactive drugs and their interactions to support assessment activities”
- **Item 10:** replace “Exam” with “Exam/Quizzes”
- **Item 12:** insert “Preparing for” before “weekly quizzes on material from the text”

New Course: **ECE 101B: Practicum in Early childhood Education – 3.0 Units**
Sean Abel represented ECE 101B for the committee. This course is a required component of the AS-T in ECE. Karen Pullen moved to approve ECE 101B as revised; Dorothy Pucay seconded the motion.

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

ECE 101B was unanimously approved:

- **Item 9a.1:** replace “to promote” with “that promote” to read, “...stages and needs of children...that promote healthy, respectful...”
- **Item 9a.4:** replace “relationships with children” with “relationship among children” to read, “...supportive relations among children, the teaching staff, and parents/families”
- **Item 12:** replace method of evaluation “Activities research, planning, and evaluation” with “Research, plan, and evaluate activities”

Karen Pullen moved to approve the prerequisite validation for ECE 101B; Sean Abel seconded the motion.

Action carried: 5-0-0

C. SJCC Course Revision Proposals

Course Revision: **AJ 118: Introduction to Homeland Security, Distance Education Supplement**
Sean Abel represented AJ 118 for the committee. Robert Gutierrez moved to approve with minor revision; Sean Abel seconded the motion.

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

The online method of instruction for AJ 118 was unanimously approved as revised:

- **Item 1c:** check box “Chat Rooms”

Course Revision: **LASER 100: Introduction to Photonics, Distance Education Supplement**
Sydney Sukuta presented the hybrid method of instruction for LASER 100. Dorothy Pucay moved to approve as proposed; Robert Gutierrez seconded the motion.

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

The committee approved the hybrid supplement for LASER 100.

Course Revision: **GLOBL 001: Introduction to Global Studies – 3.0 Units**
Sean Abel represented the course revision for GLOBL 001 and GLOBL 002. Dorothy Pucay moved to approve as corrected; Karen Pullen seconded the motion.

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

GLOBL 001 was unanimously approved as corrected:

- **Item 6:** sentence 2-replace “effect” with “affect” to read, “...and geographical factors that affect the world community”

Course **GLOBL 001: Introduction to Global Studies, Distance Education Supplement**
Revision: In the absence of the supplement proposer, and inability to answer a committee question, the approval of the supplement was postponed until the next meeting.
Action: **Motion: postponed**

Course **GLOBL 002: Global Issues – 3.0 Units**
Revision: Sean Abel moved to approve the course revision for GLOBL 002 with some revision; Duncan Graham seconded the motion.

Action: **Motion carried: 5-0-0**
GLOBL 002 was unanimously approved with the following revisions:

- **Item 9a.5: replace “global issues” with “them” to read, “...to solve the problems associated with them”**
- **Item 10: sentence one-replace “American Educational system” with “educational system of the United States”; sentence three-replace “American students” with “students of the United States”**

Course **GLOBL 002: Global Issues, Distance Education Supplement**
Revision: In the absence of the supplement proposer, and inability to answer a committee question, the approval of the supplement was postponed until the next meeting.
Action: **Motion: postponed**

D. District Course Revision Proposals

Course **ACCTG 030: QuickBooks – 3.0 Units**
Revision: Linda Ferrell presented the course update and distance education supplement for ACCTG 030. Dorothy Pucay moved to approve ACCTG 030 with minor revision; Karen Pullen seconded the motion

Action: **Motion carried: 5-0-0**
The committee unanimously approved ACCTG 030 as revised:

- **Item 6: sentence two-delete word “course” after “accounting” and insert “course in” before word “computer-based” to read, “The course in computer-based accounting...”**

Karen Pullen moved to approve the ACCTG 030 prerequisite validation as submitted; Dorothy Pucay seconded the motion.
Motion carried: 5-0-0

Course **ACCTG 030: QuickBooks, Distance Education Supplement**
Revision: Sean Abel moved to approve the updated online supplement for ACCTG 030; Dorothy Pucay seconded the motion.

Action: **Motion carried: 5-0-0**
The updated online supplement for ACCTG 030 was unanimously approved.

Course **ART 055A: Life Drawing – 3.0 Units**
Revision: Eve Mathias presented the ART 055A course revision. Karen Pullen moved to approve ART 055A with correction; Sean Abel seconded the motion.

Action: **Motion carried: 5-0-0**
The courses updated for ART 055A was unanimously approved:

- **Item 12: assignments-replace “artist’s statement” with “artist’s worksheet”**

Dorothy Pucay moved to approve the ART 055A prerequisite supplement; Sean Abel seconded the motion.

E. SJCC New Program Proposals

New Program: **Alcohol and Drug Studies: LAADC Certificate of Specialization – 9.0 Units**
Sean Abel moved to approve the local LAADC Certificate of Specialization as proposed; Duncan Graham seconded the motion.

Action: **Motion carried: 5-0-0**
The ADS: LAADC Certificate of Specialization was unanimously approved.

New Program: **Associate in Arts in Studio Arts for Transfer Degree – 60.0 Units**
Eve Page presented the AA-T in Studio Arts for Transfer on behalf of the Art department. When approved this degree will replace the existing traditional AA degree. Sean Abel moved to approve the Studio Arts for Transfer Degree with one correction; Karen Pullen seconded the motion.

Action: **Motion carried: 5-0-0**
The committee unanimously approved the AA-T in Studio Arts for Transfer degree with correction to title of ART 046A on the Major Sheet.

VI. Adjournment The meeting was adjourned at 4:36 p.m.