



Instructional Policies/Curriculum Committee

Official Minutes of October 14, 2014

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

Guests: M. Berke, L. Vasquez, H. Liem, E. Sharpe, S. Gutierrez, K. Torre, D. Mendoza

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

II. Adoption of Agenda

Dorothy Pucay moved for approval of the agenda; Karen Pullen 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 September 23, 2014; Dorothy Pucay seconded the motion.

Action: Motion carried: 4-0-1

The minutes of September 23, 2014 were unanimously approved.

IV. Curriculum/Articulation

A. Senate Report, October 7, 2014—Linda Meyer's October 7th IPCC Report to the Academic Senate (AS) was distributed to IPCC members. Linda said that she had since met with the AS Executive Team to get an update on Senate's plans to review and finalize IPCC's final draft of a Program Viability Review (PVR) Procedure. The Executive Team asked Linda to resend the PVR draft to AS and to present again at their next meeting since there had been a turnover in membership. Linda assured them that she will provide both. Linda was optimistic that IPCC's proposal will be approved within the next two to three AS meetings.

B. District Curriculum Committee—Linda Meyer and members again discussed EVC's proposal of formation of a District Curriculum Committee. Linda suggested possible composition of the team and asked members to consider the advantages and disadvantages of this committee. Members questioned whether this would be a decision-making group or one that would mediate decisions regarding shared courses. Consensus of IPCC was that if this proposed committee's only purpose was to unblock progress of blocked courses then they would continue to support separation of shared courses. Discussion then shifted to ideas for articulation of SJCC courses with EVC and other community colleges. Due to the length of the agenda Linda suggested further discussion continue at a future meeting.

C. Distance Education Coordinator Report—Dorothy Pucay reported that the Distance Education committee was still working on revision of the charge.

V. New Discussion/Action Items

A. Consent Agenda

Dorothy Pucay moved for approval of the Consent Agenda; Duncan Graham seconded the motion.

Action: Motion carried: 6-0-0

The consent agenda was unanimously approved.

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

New THEAT 050: Introduction to Theatre Design – 3.0 Units

Course: Donna Mendoza presented four new courses: THEAT 050, THEAT 051, THEAT 052, and THEAT 053. Although all four are intended for C-ID consideration it was determined that THEAT 050 is revised to more accurately reflect intended course content. As an elective in the AA-T for Theatre Arts it will not need C-ID approval.

Action: Motion carried: Tabled

Consensus of committee was to table THEAT proposal for further content review.

New THEAT 051: Costume Design – 3.0 Units

Course: Duncan Graham moved to approve THEAT 051 as revised; Dorothy Pucay seconded the motion.

Action: Motion carried: 6-0-0

THEAT 051 was unanimously approved as revised:

- **Item 6:** last sentence-replace “an off-campus” with “a” to read, “Students may be required to attend a play”
- **Item 9a.1:** replace “for a play” with “for a production of the play” to read, “...culturally appropriate costume concept for a production of the play”
- **Item 29:** correct first semester intended to offer from Spring 2015 to Fall 2015.

New THEAT 052: Stage Makeup – 3.0 Units

Course: Duncan Graham moved to approve the THEAT 052 with some revision; Karen Pullen seconded the motion.

Action: Motion carried: 6-0-0

THEAT 052 was unanimously approved as amended:

- **Item 6:** last sentence-replace “an off-campus” with “a” to read, “Students may be required to attend a play”
- **Item 8a:** insert new “V.E. Preparing the skin”; insert new “VIII.E. Properly removing makeup”
- **Item 9a:** delete SLO “4. Demonstrate techniques for preparing the skin for application and removal of various types of makeup”
- **Item 29:** correct first semester intended to offer from Spring 2015 to Fall 2015.

New THEAT 053: Stage Lighting – 3.0 Units

Course: Dorothy Pucay moved to approve THEAT 053 as amended; Duncan Graham seconded the motion:

Action: Motion carried: 6-0-0

THEAT 053 was approved with the following amendment:

- **Item 6:** last sentence-replace “an off-campus” with “a” to read, “Students may be required to attend a play”
- **Item 8a:** 1-replace “how electrical theory applies to stage lighting design practices and procedures” with “the safe use of electricity in stage production” to read, “...use basic terminology of stage lighting and explain the safe use of electricity in stage production”; 2-replace “and explain lighting plots, instrument schedules, and hook-up sheets” with “a light plot, instrument schedule, and hook-up sheet for a basic production and” to read “Create a light plot, instrument schedule, and hook-up sheet for a basic production and demonstrate the ability to program and run a control board”; 3-replace “select,

rig, focus the instruments, and write light cures" with "and execute lighting for a" to read, "Design and execute lighting for a basic production"

- Item 29: correct first semester intended to offer from Spring 2015 to Fall 2015.

C. SJCC Course Revision Proposals

- Course** AJ 127: Introduction to Government and the Judicial Branch—3.0 Units
Revisions: AJ 127: Introduction to Government and the Judicial Branch, Distance Ed. Suppl.
Ken Torre presented course revisions for AJ 127, AJ 131, AJ 132, and AJ 133 and corresponding distance education updates to the committee. Duncan Graham moved to approve AJ 127 with minor revision; Karen Pullen seconded the motion.
- Action:** **Motion carried: 6-0-0**
The committee unanimously approved AJ 127 and the AJ 127 distance education supplement with the following revisions:
- Item 7: delete "executive, legislative, and judicial" and add "from the judicial perspective" to read, "Overview of the branches of government from the judicial perspective"
 - Item 10: 2) insert "of view" after "point" to read, "...students analyze a point of view based on the assigned subject..."
- Course** AJ 131: Judicial Branch workplace: Relationships and Communications—3.0 Units
Revisions: AJ 131: Judicial Branch workplace: Relationships and Communications, Distance Education Supplement
Sean Abel moved to approve the AJ 131 course proposal and the AJ 131 online supplement as revised; Dorothy Pucay seconded the motion.
- Action:** **Motion carried: 6-0-0**
AJ 131 and its distance education supplement were unanimously approved as revised:
- Item 9.a2: insert "judicial" before "workplace" to read, "Describe 21st Century soft skills as applied to the judicial workplace"
 - Item 12: insert "within the judicial workplace" after "to Work" to read, "Create a "Great Place to Work within the Judicial Workplace" essay"
 - Distance Education Supplement: replace SLO 2 as noted in Item 9a.2 above
- Course** AJ 132: Introduction to Judicial Administration—3.0 Units
Revisions: AJ 132: Introduction to Judicial Administration, Distance Education Supplement
Sean Abel moved to approve AJ 132 and the AJ 132 online supplement as revised; Duncan Graham seconded the motion.
- Action:** **Motion carried: 6-0-0**
The course outline and distance education supplement for AJ 132 was approved with the following revision:
- Item 7: insert "California" after "in the" to read, "Overview of judicial administration in the California state court system"
 - Item 9.a: 1- insert "California" after "in the" to read, "...purpose of the California judicial branch"; 3-replace "state" with "California" to read, "...functions required of a California trial court"; 4-replace "functions" with "function" to read, "...judicial branch and judicial administration function"
 - Item 10: critical thinking example 3)-correct "2008-2012" to "2006-2012"
 - Distance Education Supplement: replace SLOs 1, 3, 4 as noted in Item 9a above
- Course** AJ 133: Career Readiness in the Judicial/Justice System—3.0 Units
Revisions: AJ 133: Career Readiness in the Judicial/Justice System, Distance Education Suppl.
Duncan Graham moved to approve the AJ 133 revision and online supplement as edited; Dorothy Pucay seconded the motion.

Action: **Motion carried: 6-0-0**

AJ 133 and its online supplement was unanimously approved as revised:

- **Item 9a: 2-end of sentence, add “for the judicial branch or justice system” to read, “...the employment application process for the judicial branch or justice system”; 3-end of sentence, add “in the judicial branch or justice system” to read, “...in a successful career in the judicial branch or justice system”**
- **Distance Education Supplement: replace SLOs 2 & 3 as noted in Item 9a above**

Course **ECE 102: Principles & Practices of Teaching Young Children – 3.0 Units**

Revision: Elizabeth Sharpe presented the ECE 102 course update to the committee. Course will be submitted for C-ID consideration. Sean Abel moved to approve ECE 102 with minor revision.

Action: **Motion carried: 6-0-0**

ECE 102 was unanimously approved with the following revisions:

- **Item 10: critical thinking example-delete last sentence “Be sure your description includes at least two principles of development associated with each theory”**
- **Item 12: critical thinking example, sentence two-replace “and” with “to” to read, “Be sure to include your views on the nature of learning in...”**

Course **FREN 001A: Elementary French, Distance Education Supplement**

Revision: Michael Berke presented the distance education supplements for FREN 001A and FREN 001B. Sean Abel moved to approve the new online supplement for FREN 001A with minor amendment; Duncan Graham seconded the motion.

Action: **Motion carried: 6-0-0**

The online supplement for FREN 001A was unanimously approved as revised:

- **Item 1c: check box “other” and add “Blackboard IM”**

Course **FREN 001B: Elementary French, Distance Education Supplement**

Revision: Dorothy Pucay moved to approve the online supplement for FREN 001B; Mary Conroy seconded the motion.

Action: **Motion carried: 6-0-0**

The online supplement for FREN 001AB was unanimously approved as revised:

- **Item 1c: check box “other” and add “Blackboard IM”**
- **Item 3: sentence two-replace “that happened recently” with “in the first person”**

Course **GLOBL 001: Introduction to Global Studies, Distance Education Supplement**

Revisions: **GLOBL 002: Global Issues, Distance Education Supplement**

Mary Conroy presented the GLOBL 001 and GLOBL 002 online supplements to the committee. Sean Abel moved to approve the updated online supplements for GLOBL 001 and GLOBL 002 by one action and as amended; Duncan Graham seconded the motion.

Action: **Motion carried: 6-0-0**

The committee unanimously approved GLOBL 001 and GLOBL 002 supplements with the following revision:

- **Item 2: replace “and class presentation” with “a research project” to read, “...including a research paper and a research project”**

Course **PHIL 010: Introduction to Philosophy: Metaphysics and Epistemology, Dist. Ed. Sup.**

Revision: Henry Liem presented the new online supplement and the course update for PHIL 010, and the course revisions for PHIL 051 and PHIL 060.

Action: Motion carried: See action for District Course Revision, PHIL 010

Course PHIL 051: Introduction to Asian Philosophy – 3.0 Units

Revision: Sean Abel moved to approve minor revision of PHIL 051; Robert Gutierrez seconded the motion.

Action: Motion carried: 6-0-0

PHIL 051 was unanimously approved with the following revisions:

- **Item 9a:** 5-delete “the” after word “Recognize” and insert “the” before “modern” to read, “Recognize modifications and changes of traditional Asian philosophies in the modern age”
- **Item 12:** critical thinking example, sentence two-insert “a major” before “influence” to read “family values has had such a major influence on the Asian tradition”

Course PSYCH 100: Human Sexuality, Distance Education Supplement

Revision: Suzanne Gutierrez presented the course update for PSYCH 100, and the PSYCH 035 and PSYCH 100 online supplements.

Action: Motion carried: See action for District Course Revision, PSYCH 100

Course PSYCH 035: The Psychology of Women, Distance Education Supplement

Revision: Sean Abel moved to approve the new online supplement for PSYCH 035; Karen Pullen seconded the motion.

Action: Motion carried: 6-0-0

The distance education method of instruction as unanimously approved for PSYCH 035.

Course READ: 101: Analytical Reading – 4.0 Units

Revisions: READ 101: Analytical Reading, Distance Education Supplement

Elizabeth Vasquez presented the course outlines, READ 101, READ 301, and READ 350, as well as the distance education supplements for READ 101 and READ 301. Mary Conroy moved to approve the updated course outline for READ 101 and its online supplement as amended; Karen Pullen seconded the motion.

Action: Motion carried: 6-0-0

The online supplement and course update for READ 101 were unanimously approved by one action and revised as follows:

- **Item 6:** delete last sentence “Students will take a board-graded common final which will count as 40% of their final grade”
- **Item 9a:** 1-move word “vocabulary” after word “Define” to read, “Define vocabulary and demonstrate usage in context of reading materials...”; 2-add “through a variety of written responses” at end of sentence to read, “...comprehension of academic materials through a variety of written responses
- **Distance Education Supplement:** update SLOs 1 & 2 as noted in Item 9a above

Course READ 301: Essentials of Reading – 4.0 Units

Revisions: READ 301: Essentials of Reading, Distance Education Supplement

Dorothy Pucay moved to approve the READ 301 course update and online supplement with minor revision; Karen Pullen seconded the motion.

Action: Motion carried: 6-0-0

READ 301 and its online supplement were unanimously approved by one action and revised as follows:

- **Item 6:** delete last sentence “Students will take a board-graded common final which will count as 40% of their final grade”
- **Item 9a:** 1-move word “vocabulary” after word “Define” to read, “Define

- vocabulary and demonstrate usage in context of reading materials..."
- **Item 10:** delete "(written and oral)" after "Projects" to read only "Projects"
- **Distance Education Supplement:** update SLO 1 as noted in Item 9a above

Course READ 350: Practical Reading—6.0 Units
Revision: Dorothy Pucay moved to approve READ 350 as revised; Duncan Graham seconded the motion.

Action: **Motion carried: 6-0-0**
 READ 350 was unanimously approved with the following revisions:

- **Item 6:** delete last sentence "Students will take a board-graded common final which will count as 40% of their final grade"
- **Item 9a:** 1-move word "vocabulary" after word "Define" to read, "Define vocabulary and demonstrate usage in context of reading materials..."
- **Item 10:** delete "Written and oral" before "Projects" to read only "Projects"

D. District Course Revision Proposals

Course PHIL 010: Introduction to Philosophy: Metaphysics and Epistemology—3.0 Units
Revision: Sean Abel moved to approve the course update and online supplement for PHIL 010 as amended by one action; Duncan Graham seconded the motion.

Action: **Motion carried: 6-0-0**
 The committee unanimously approved the PHIL 010 and its new online supplement with the following amendments:

- **Item 8a:** insert statement before content outline-"The nature of the self, truth, ethics, religion, science, language, beauty and art, and political theory will be examined through the philosophies and philosophical perspectives below."
- **Item 8a:** A.3-correct "Foundational physics" to "Foundational principles"; insert new "5. Thinking patterns"
- **Item 9.4:** replace "basic" with "the" and insert "in Western philosophic thought from the ancient to the contemporary era" to read, "Trace the development in Western philosophic thought from the ancient to the contemporary era"
- **Distance Education Supplement:** replace SLO 4 as amended above

Course PHIL 060: Logic and Critical Thinking—3.0 Units
Revision: Sean Abel moved to approve the course update for PHIL 060 with minor revision; Duncan Graham seconded the motion.

Action: **Motion carried: 6-0-0**
 PHIL 060 was unanimously approved as revised:

- **Item 9a:** replace "and" with a semicolon ";" to read, "...formal and informal logic; identify informal fallacies and classify them"

Course PSYCH 100: Human Sexuality—3.0 Units
Revision: Duncan Graham moved to approve the PSYCH 100 course update and the distance education supplement as one action; Karen Pullen seconded the motion.

Action: **Motion carried: 6-0-0**
 PSYCH 100 and its new online supplement were unanimously approved as corrected:

- **Item 6:** last sentence-insert "and" after "legal" to read, "...orientations and legal and political aspects of sexual behavior"

VI. Adjournment The meeting was adjourned at 4:25 p.m.