



Instructional Policies/Curriculum Committee

Official Minutes of October 28, 2014

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

- I. Call to Order** The meeting was called to order by Dorothy Pucay, at 1:58 p.m., in the Library Videoconference Room, #L307.

II. Adoption of Agenda

Mary Conroy moved for approval of the agenda with an amendment; Sean Abel seconded the motion.

Action:

Motion carried: 5-0-0

The motion to approve the amended agenda was unanimously approved. Add new "IV. F ADTs Area of Emphasis"

III. Approval of Minutes

- A.** Duncan Graham moved to approve the minutes of October 14, 2014; Dorothy Pucay seconded the motion.

Action: Motion carried: 5-0-0

The minutes of October 14, 2014 were unanimously approved.

IV. Curriculum/Articulation

- A. Senate Report, October 21, 2014**—Linda Meyer presented IPCC with her report to Academic Senate (AS) on October 21, 2014. The report included discussion items and curriculum action from the IPCC meeting of October 14, 2014. In addition, Linda reported that she also provided senate members with a key word highlighted, two-page summary of the Program Revitalization proposal that she had presented to the Senate last spring. Linda is optimistic that the proposal will be acted upon at the next AS meeting as there were several positive responses and no negative comments. Linda will share an additional document at senate's next meeting detailing an expedited process. She will propose that this abbreviated version be used when there is no opposition to phasing out a program due to historically declining enrollment, lack of need in the labor market, etc.
- B. District Curriculum Committee**—IPCC members briefly considered possible solutions to equating courses if formal separation of district courses should occur. Committee consensus was to remove future agenda items on formation of a district curriculum committee as there has been no further contact from EVC. Members also felt that formation of a district academic senate might be able to facilitate joint discussion on curriculum issues between the two colleges.
- C. CTE Course Review Cycle and Prerequisite/Corequisite Examination**—Linda Meyer told members of recent dialog with Dean Thompson regarding implementation of a two-year review cycle for Career Technical courses in accordance with Title 5 regulations. This two year review would be especially important in affirming appropriateness of established prerequisites, corequisites, and advisories (per T5) and maintaining course currency in their respective job

markets. Members discussed adding protocols for Advisory Committee input and documentation into the CurricUNET review process that could aid in effective and efficient management. Linda added that including this in the Program Review process was a little more complicated but that she would continue to work with Dean Thompson.

- D. **Distance Education Coordinator, Report**—Dorothy Pucay said that the Distance Education (DE) committee had met and completed revision of their charge and a proposed Board Policy (BP) statement. The recommended BP will be submitted to AS for consideration as it reads, “San Jose Evergreen Community College District will provide instruction in a variety of modalities including distance education. Distance education instruction will be offered through pedagogically sound practices consistent with Federal education policies/regulations, California law and Title 5.” Dorothy also reported that the DE committee is seeking survey input from faculty teaching online courses as they continue to discuss and define “regular effective contact.”
- E. **Credit/No Credit Curriculum**—Linda Meyer brought faculty concerns to IPCC member’s attention regarding current AB 86 Symposium discussion of possible conversion of basic skills college credit courses to non-credit (Adult Education). Among faculty concerns are lack of early participation by faculty on the regional symposium, the possibility of diminished respect of faculty and possible monetary implications for those who may teach these basic skills courses. Vice President Graham, who had recently attended a southern California regional curriculum meeting, said a lot of discussion was taking place including a significant push by California teachers of ESL to postpone the submission of courses past the March 15, 2015 deadline. The VP also said that the California State Academic Senate had still not taken a position, that there had been no clear charge from the California Community College Chancellor’s Office (CCCCO), but that the consortium was working diligently to develop pathways for these courses. He also said that when the consortium’s information reached the state in March it is expected that they would come up with a policy. In the meantime, Linda and member consensus was that IPCC was not in a position if leadership on this issue but she would be attending a language arts meeting to try to speak to their concerns.
- F. **ADT Area of Emphasis**—Mary Conroy presented information on CCCCCO legislation that designated creation of two Associated Degrees for Transfer (ADT) with area of emphasis in 2014-15. Mary described these degrees as “interdisciplinary degrees with a purpose” that would be designed to transfer to more than one CSU major. Serious discussion is underway to choose the first two areas of emphasis which Mary says appears now to be Global Studies/International Relations and Diversity/ Ethnic Studies/ Women’s Studies. Laura Garcia mentioned that the head of the CSU system hoped to find options for students with these areas of emphasis degrees as many CSUs have impacted majors.

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 Course Revision Proposals**

Course CIS 020A: Advanced XML – 3.0 Units

Revision: Kerry Wood was available by phone to answer any questions about the courses he proposed, CIS 020A, CIS 023A, CIS 024B, and CIS 036 and their respective supplements. A call to Kerry was not necessary in the approval of these proposals. Duncan Graham moved to approve CIS 020A with minor correction; Sean Abel seconded the motion.

Action: Motion carried: 6-0-0

CIS 020A was unanimously approved.

- Course** CIS 020A: Advanced XML, Distance Education Supplement
Revision: Dorothy Pucay moved to approve the CIS 020A online supplement; Mary Conroy seconded the motion.
Action: **Motion carried: 6-0-0**
 CIS 020A was unanimously approved as proposed.
- Course** CIS 023A: Advance JavaScript – 3.0 Units
Revisions: CIS 023A: Advance JavaScript, Distance Education Supplement
 Committee consensus was to approve the remaining CIS courses by one action after the review of the primary course and its supplement. Dorothy Pucay moved to approve CIS 023A and online supplement as proposed; Karen Pullen seconded the motion.
Action: **Motion carried: 6-0-0**
 The CIS 023A update and distance education supplement were unanimously approved.
- Course** CIS 024B: PHP Programming – 3.0 Units
Revisions: CIS 024B: PHP Programming, Distance Education Supplement
 Sean Abel moved to approve the CIS 024B course update and distance education supplement; Duncan Graham seconded the motion.
Action: **Motion carried: 6-0-0**
 CIS 024B and its online supplement were unanimously approved as submitted.
- Course** CIS 036: Web 2.0 Programming – 3.0 Units
Revisions: CIS 036: Web 2.0 Programming, Distance Education Supplement
 Karen Pullen moved to approve CIS 036 and the online supplement with minor correction to the primary outline; Duncan Graham seconded the motion.
Action: **Motion carried: 6-0-0**
 CIS 036 and its distance education supplement were unanimously approved as modified:
 - **Item 6: delete “how” after “learn” to read, “Students learn to use and integrate...”**
- Course** TRANS 010: Introduction to Transit Industry Careers – 0.5 Units
Revision: Deborah Moy was available by phone to answer any questions about the courses she proposed, TRANS 010, TRANS 011, TRANS 012, TRANS 014, TRANS 101, TRANS 110, TRANS 120A, TRANS 130, TRANS 131, and TRANS 132. A call to Deborah was not necessary in the approval of these proposals. Duncan Graham moved to approve TRANS 010 as proposed; Karen Pullen seconded the motion.
Action: **Motion carried: 6-0-0**
 TRANS 010 was unanimously approved as submitted.
- Course** TRANS 011: Commercial Driver’s License Permit Preparation – 0.5 Units
Revisions: TRANS 012: Mechanical/Electrical Skills for Transit Fleet Maintenance – 0.5 Units
 TRANS 014: Intro to Health and Safety in Transit Maintenance – 0.5 Units
 TRANS 101: Public Service Foundations for Transit Workers – 2.0 Units
 TRANS 110: Public Service and Stress Management for Public Transit – 1.0 Units
 TRANS 120A: Peer Mentoring for Public Transit Workers: One-on-One – 1.0 Units
 TRANS 130: Interpersonal Communication for Transit Workers – 1.0 Units
 TRANS 131: Labor/Management Problem Solving in Public Transit – 1.0 Units
 TRANS 132: Performance Coaching for Public Transit Leaders – 1.0 Units
 Committee consensus was to approve the remaining transportation courses by one action after individual review. Sean Abel moved to approve TRANS 011, TRANS 012, TRANS 014, TRANS 101, TRANS 110, TRANS 120A, TRANS 130, TRANS 131, and TRANS 132; Dorothy Pucay seconded the motions.

Action: Motion carried: 6-0-0

TRANS 011, TRANS 012, TRANS 014, TRANS 101, TRANS 110, TRANS 120A, TRANS 130, TRANS 131, and TRANS 132 were unanimously approved as some were revised:

TRANS 011

- Item 9a.1: delete "Demonstrate knowledge and ability to successfully" and replace "at the" with "to obtain a" and "DMV" with "commercial driver permit" to read, "Pass written tests to obtain a California commercial driver permit"
- Item 11a: end of textbook notation-delete "2014 (standard)"

TRANS 014

- Item 9a: 2—replace "students to work safely" with "safe work practices" to read, "Describe basic ergonomic skills that allow safe work practices"; 3—replace "in using" with "while wearing" and insert "using appropriate" after word "and" to read, "Apply the principles of safe materials handling while wearing and using appropriate equipment"

TRANS 101

- Item 6: last sentence—delete "promotional" and add "for promotion" after word "opportunities" to read, "...customer service, and opportunities for promotion"

TRANS 120A

- Item 8a.4.f: insert "and assessing" after word "Monitoring" to read, "Monitoring and assessing of progress and achievement"

TRANS 131

- Item 7: replace "in cooperation of" with "problem solving in" and add "professions" after word "transit" to read, "Principles of effective labor/management problem solving"
- Item 9a.3: replace SLO "Demonstrate the ability to distinguish issues from people or positions" with "Utilize the basic elements of interest-based problem solving to separate issues from people or positions"

VI. Adjournment

The meeting was adjourned at 3:20 p.m.