



Instructional Policies/Curriculum Committee

Official Minutes of November 11, 2014

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

Absent: R. Gutierrez, M. Conroy

Guests: S. Miller, J. Covarrubias, M. Sudarsana

- I. Call to Order** The meeting was called to order by Linda Meyer, at 1:40 p.m., in the Library Videoconference Room, #L307.

II. Adoption of Agenda

Sean Abel moved for approval of the agenda as corrected; Dorothy Pucay seconded the motion.

Action: Motion carried: 5-0-0

The motion to approve the agenda was unanimously approved. Corrected item IV. B.—replace “Revitalization” with “Viability” to read, “Approval of Program Viability Policy and Procedure”

III. Approval of Minutes

- A.** Duncan Graham moved to approve the minutes of October 28, 2014; Sean Abel seconded the motion.

Action: Motion carried: 5-0-0

The minutes of October 28, 2014 were unanimously approved.

IV. Curriculum/Articulation

- A. Senate Report**—Linda Meyer shared information from IPCCs previous meeting with Academic Senate (AS) which also included curriculum actions. She reported that Senate had been provided IPCCs revised charge and she anticipated approval at the next AS meeting.

- B. Approval of Program Viability Policy & Procedure (as amended by Senate)**—Linda Meyer said that gaining AS approval of the Program Viability Policy and Procedure went very well. There had been only small changes to the revitalization committee makeup, removing FA representative with faculty with expertise in the area being reviewed, and adding language giving AS approval of all faculty represented on the committee (Articulation Officer faculty position excluded). IPCC members commended the work of Linda in getting this long-awaiting policy and procedure established.

Further discussion occurred on whether this was to be considered a district or college-only policy. If district, then EVC would also have to approve. Members felt strongly that waiting for district approval would delay utilization of a much needed vehicle for looking at viability of current certificates and degrees. Consensus was that Senate should recommend the Program Viability Policy and Procedure to the President.

- C. Program Development**—Senate asked Linda Meyer to begin investigating procedures for program development now that the viability process was complete. Linda, after confirming with

Laura, Sue, and the committee, felt confident that this was already done and will share information already established for implementing a new degree/certificate. Further discussion included whether it was the responsibility of IPCC to oversee development of larger programs or if they should even have consenting approval of college program reviews.

- D. Distance Education Coordinator, Report**—Dorothy Pucay reported that the Distance Education (DE) Committee had agreed to adopt Ohlone Community College’s definition and examples of regular and effective content. This definition will be introduced to senate members at their next meeting. The next DE meeting will devote time to making recommendations for supplement modification. At future meetings DE members will also be discussing possible distance education teacher training and resources for students taking distance education courses.

Karen Pullen, Articulation Officer, reported she had received input from other institutions regarding acceptability of online foreign language courses as this was discussed at a previous IPCC meeting. She cautioned IPCC and the College that online foreign language courses may not be accepted at institutions of higher education. She went on to report that feedback received from the University of Southern California was that they would investigate individual transcript information to ensure the student had taken the course in a traditional offering. If it was determined that the course was taken online then the student would be required to retake the course once transferring.

- E. 2014 Curriculum Institute, Reports**—Linda Meyer, Sue Hager, Karen Pullen, and Duncan Graham briefly reported on the 2014 State Academic Senate Curriculum Institute held last July. Among topics discussed:

- Laura—of importance was a one-on-one workshop by the State Chancellor’s Office (CCCCO) on the program inventory. Laura said there was work to do by the College to clean up program information so that the CCCCCO inventory matched programs that appear in the catalog. The College’s Program Viability Policy and Procedure would help facilitate some clean up.
- Linda—of particular interest was the number of colleges using TracDat for outcome assessment rather than CurricUNET. Sean pointed out the fact the TracDat was dedicated to outcome assessment and many colleges had started with TracDat. He also mentioned that CurricUNET would integrate and map course, program, and other assessments once the assessment module was implemented.
- Sue—a workshop on DE confirmed need for a definition of “regular effective contact” which she acknowledged now seems to have been accomplished as reported earlier by Dorothy Pucay (IV.D). Also, according to workshop presenters, there is need for captioning, etc. of all materials, videos, etc. used in DE courses prior to notification of need by student. Sue felt this was something the College needs to consider.
- Karen—as it was her first time at the Institute, she attended a variety of workshops to acquaint herself with an enormous amount of information, including AB 86 and DE.
- Duncan—he also attended a variety of workshops and attended as a presenter. His workshop was on the curriculum “underbelly,” or view through a VP lens, including state requirements and articulation concerns of a college CIO.

- F. CurricUNET**—Sean Abel had received feedback from CurricUNET managers that they were currently finishing EVC setup and anticipated finishing with SJCCs project by December 5th. Implementation had been delayed a semester for both colleges due to a change in CurricUNET management. IPCC members confirmed interest in individual testing of the site, including the approval process, on December 12th. Linda Meyer will be reserving a multiple-computer lab for that purpose. Sean also mentioned that he hoped IPCC members would agree to serve as trainers to faculty when the system goes live. He proposed training sessions begin after the anticipated January 5, 2015 activation date.

After the meeting Sean will show IPCC members the current test site. He hoped to submit any feedback for correction/amendment in the next few days so that CurricUNET make refinements before December 5th.

V. New Discussion/Action Items

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

New Courses: ETH 037A: Mexican American History I—3.0 Units
ETH 037B: Mexican American History II—3.0 Units

Jesus Covarrubias presented the new course proposals for ETH 037A and ETH 037B. Courses are presented to mirror traditional American history as seen through Mexican American experiences. Sean Abel moved for approval of ETH 037A and ETH 037B with separate review and by one action; Duncan Graham seconded the motion.

Action: Motion carried: 5-0-0

ETH 037A and ETH 037B were unanimously approved as revised:

ETH 037A

- Item 12: replace "Oral history project" with "Projects (e.g. oral history); add new assignment "Preparation of portfolio for assessment"

ETH 037B

- Item 6: last sentence-insert "California, and" after "United States and" to read, "...in the development of the United States and California, and with comparisons to other groups"
- Item 12: replace "Oral history project" with "Projects (e.g. oral history); add new assignment "Preparation of portfolio for assessment"

B. SJCC Course Revision Proposals

Course Revisions: ADS 170: LAADC Pharmacology and Physiology of Addiction, Distance Ed. Suppl.
ADS 171: LAADC Introduction to Chemical Dependency, Distance Ed. Suppl.
Mary Crocker-Cook presented the distance education supplements for ADS 170 and ADS 171. Dorothy Pucay moved to approve both after separate review and by one action; Duncan Graham seconded the motion.

Action: Motion carried: 5-0-0

ADS 170 and ADS 171 online supplements were unanimously approved as submitted.

Course Revision: EMS 010: Emergency Medical Technician-B—6.0 Units
Scott Miller presented the EMS 010 course revision for the committee. Course update includes the addition of a prerequisite to be consistent with other community colleges which report better student success. Duncan Graham moved to approve EMS 010 with some revision; Dorothy Pucay seconded the motion.

Action: Motion carried: 5-0-0

EMS 010 was unanimously approved with the following revisions:

- Item 6: sentence three—insert "successful" after "Upon" and "to" after "prepared" to read, "Upon successful completion the student will be prepared to take a National Registry written exam..."
- Item 10: at end of listed methods of evaluation-add "to satisfy requirements of National Registry" to read, "...skills assessment, and attendance to satisfy requirements of National Registry"

Duncan Graham moved to approve the EMS 010 prerequisite validation as proposed; Sean Abel seconded the motion.

Motion carried: 5-0-0

Course Revision: ETH 027: Introduction to Race & Ethnicity in American History—3.0 Units
Jesus Covarrubias represented the ETH 020 course revision and ETH 027 distance education supplement proposal. Duncan Graham moved to approve the online supplement for ETH 027 as submitted; Dorothy Pucay seconded the motion.

Action: Motion carried: 5-0-0

The committee unanimously approved the ETH 027 distance education supplement.

Course GLOBL 007: Global Citizenship – 3.0 Units

Revision: Duncan Graham moved to approve the GLOBL 007 online supplement as proposed; Sean Abel seconded the motion.

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

The GLOBL 007 distance education supplement was unanimously approved.

C. District Course Revision Proposals

Course ETH 020: African American Culture – 3.0 Units

Revision: Dorothy Pucay moved to approve ETH 020 with some revision; Duncan Graham seconded the motion.

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

ETH 020 was unanimously approved with the following revisions:

- **Item 8a.IX.A:** replace “at the Center of” with “prominent in” to read, “African Americans prominent in Art, Music, Literature...”
- **Item 9a:** 5–insert “African American” before “community” to read, “...African American sports and entertainment figures on the African American community”

D. SJCC New Program Proposals (*requires Board approval*)

New Associate in Science in Early Childhood Education for Transfer Degree – 60.0 Units

Program: Sean Abel answered questions regarding the AS-T in Early Childhood Education transfer degree. Karen Pullen moved to approve as submitted; Duncan Graham seconded the motion.

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

The AS-T in Early Childhood Education for Transfer degree was unanimously approved as submitted.

VI. Adjournment The meeting was adjourned at 3:10 p.m.