



## Instructional Policies/Curriculum Committee

Official Minutes of March 10, 2014

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

**Absent:** R. Gutierrez, M. Conroy

**Guests:** R. Gamez

- I. Call to Order** The meeting was called to order by Linda Meyer, at 1:38 p.m., in the Professional Development Center, #GE-118.

### II. Adoption of Agenda

Duncan Graham 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 February 24, 2015; Duncan Graham seconded the motion.

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

The minutes of February 24, 2015 were unanimously approved.

### IV. Curriculum/Articulation

- A. Senate Report, March 3, 2015**— Although Linda Meyer was unable to report on details of the last Academic Senate (AS) meeting Dorothy Pucay had one item of information to share with members. According to Dorothy, the Distance Education (DE) subcommittee asked if Senate would consider remote (Skype, etc.) participation on committees by members. This possibility was introduced as a way to fill numerous committee vacancies. According to both Linda and Dorothy this idea was not well-received by the AS.

- B. Prerequisites/Corequisites/Advisories**— VP Graham reported that he had been notified by AS faculty that an ad-hoc committee to address questions of student achievement goals was being formed. It is hoped that this will be a way to open up broader communication tying in student learning with student success. It is expected that prerequisites/corequisites and higher advisory levels will also be important discussions of this ad-hoc group.

Linda Meyer said that since the College is now using CurricUNET she is bringing proposed updates to the method of evaluation (MOE) "checkbox" choices for the committee's consideration. She identified several MOE options from the old outline template that were not part of CurricUNET's generic selection. IPC members carefully reviewed the screen and decided to amend the selections to include, essays, skills demonstration, and problem solving. Several other items that were thought not applicable were either deleted or amended and replaced. Questions pertaining to possible field auto-population were identified as desirable between methods of evaluation and the area of SLOs and the DE supplement.

- C. **Distance Education Coordinator Report**—Dorothy Pucay reported that the DE subcommittee had thoroughly reviewed the Dean of Learning Resources and Distance Education job description at its last meeting. Several changes were proposed including adding on to the desired qualifications. VP Graham, who was part of the discussion, will take these proposed revisions to college stakeholders for further input. He said he considered the proposals positive steps and that he was glad DE members pursued administrative action pulling the job announcement for reconsideration.
- D. **CurricUNET Progress Report**—Linda Meyer informed IPCC members, that after two weeks of utilizing CurricUNET, the curriculum process was moving right along. It appears that initial users think highly of how it is facilitating current practices. Linda did point out that it would be difficult for the College Curriculum Coordinator to capture the same level of details from full committee meetings. Electronic comparison reports do not discriminate proposer, dean, technical review, or full committee edits. After some discussion and reviewing two documents from EVCs All College Curriculum Committee, IPCC members reached consensus to allow for recording of actions similar to EVC minutes. Linda will notify AS of this change.

V. **New Discussion/Action Items**

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

**New Course: EMS 171: Heartsaver Pediatric First Aid CPR AED—0.5 Units**

**Course:** Students acquire skills to respond to and manage illnesses and injuries in a child or infant in the first few minutes until professional help arrives.

**Action:** Dorothy Pucay moved to approve EMS 171; Karen Pullen seconded.

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

EMS 171 was unanimously approved with minor edits.

B. **Course Revision Proposals**

**Course Revisions: ADS 070: Introduction to Chemical Dependency—3.0 Units**

Students overview chemical dependency issues including a historical perspective on alcohol and drug abuse and its impact on the community, the sociocultural factors that contribute to the use of drugs, addiction issues of special populations, and the pattern and progression of chemical addiction.

**ADS 071: Pharmacology/Physiology of Addiction—3.0 Units**

Students will examine in-depth the pharmacological and physiological effects of alcohol and other drugs, physical consequences of chemical dependency, and pharmacological/physiological treatment and recovery strategies.

**ADS 072: Codependency & Family Dynamics—3.0 Units**

Students will examine codependency from an attachment theory, behavioral, and physical perspective. Course topics include attachment theory definitions and characteristics, Pia Mellody's Five Core Symptoms, genograms, dysfunctional and healthy family systems, inner child work, codependency and parenting, culture and codependency, re-parenting, approaches to recovery, and tools of recovery.

**ADS 073: Case Management—3.0 Units**

Students will learn to conduct assessment, orientation, treatment planning, record keeping, and relapse prevention (aftercare planning) from both medical and social models in case management.

**ADS 074: Ethics, and Personal and Professional Growth—3.0 Units**

Students will learn to address ethical, personal, and professional issues for alcohol and drug counselors, with an emphasis on continued individual growth and development.

**ADS 075: Individual, Family, Group Counseling—3.0 Units**

Students examine the theories and purposes of various counseling approaches with

individuals, groups, and families.

**ADS 076: Law and Prevention: Community Response – 3.0 Units**

Students develop awareness of community responses to addiction by examining alcohol and drug laws, and programs of prevention, education, outreach, intervention, and referral.

**Actions:** Dorothy Pucay proposed the move all course revisions and approval by separate action; Karen Pullen seconded.

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

ADS 070, 071, 072, 072, 073, 074, 075, and 076 were unanimously approved with minor edits.

**Course Revisions:** **ADS 077A: Supervised Practicum A – 1.5 Units**  
Students begin the clinical counseling experience hours in an approved chemical dependency treatment facility.

**ADS 077B: Supervised Practicum B – 1.5 Units**

Students complete the clinical counseling experience hours in an approved chemical dependency treatment facility.

**Actions:** Duncan Graham proposed the move of the ADS 077A and 077B course revisions, with respective prerequisite validations, and approval by separate action; Karen Pullen seconded.

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

ADS 077A and 077B were unanimously approved with minor edits.

**Course Revisions:** **ADS 177A: LAADC Supervised Practicum A – 1.5 Units**  
Students examine the dynamics of substance abuse counseling and work to integrate the theories and concepts of chemical dependencies.

**ADS 177B: LAADC Supervised Practicum B – 1.5 Units**

Students learn to apply and integrate the acquired knowledge and values from prior LAADC course work.

**Actions:** Sean Abel proposed the move of the ADS 177A and 177B course revisions, with respective prerequisite validations, and approval by separate action; Karen Pullen seconded.

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

ADS 177A and 177B were unanimously approved with minor edits.

**Course Revisions:** **SPAN 091A: Conversational Spanish – 3.0 Units**  
Students develop communicative skills through vocabulary acquisition, listening comprehension, pronunciation, and basic grammar.

**SPAN 091B: Conversational Spanish – 3.0 Units**

Students continue to develop communicative skills through practice with vocabulary acquisition, listening comprehension, pronunciation, and basic grammar.

**Actions:** Karen Pullen proposed the move of the SPAN 091A and 091B course revisions, with respective prerequisite validations, and approval by separate action; Dorothy Pucay seconded.

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

SPAN 091A and SPAN 091B were unanimously approved with minor edits.

**VI. Adjournment** The meeting was adjourned at 4:27 p.m.