



## Instructional Policies/Curriculum Committee

Official Minutes of April 14, 2015

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

**Absent:** S. Abel

**Guests:** M. Cook, M. Sudarsana

**I. Call to Order** The meeting was called to order by Linda Meyer, at 1:35 p.m., in the Professional Development Center, GE-118.

### II. Adoption of Agenda

Dorothy Pucay moved for approval of the agenda as amended; Duncan Graham seconded the motion.

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

The motion to approve the amended agenda was unanimously approved. Added item "IV.G. SLO and Course Description."

### III. Approval of Minutes

**A.** Duncan Graham moved to approve the minutes of March 24, 2015; Dorothy Pucay seconded the motion.

**Action: Motion carried: 4-0-1**

The minutes of March 24, 2015 were unanimously approved.

### IV. Curriculum/Articulation

**A. Senate Report, 2014**—Linda Meyer stated that she had summarized meeting minutes of March 24, 2015 for Senate presentation. She did highlight two important IPCC discussions from that meeting: IV.C & D, Learning Outcomes for General Education Requirements and Strategic Planning Goals/KPI Strategies. Linda mentioned that she is re-considering how she will report to Senate in the future.

**B. Distance Education (DE) Coordinator, Report**—Dorothy Pucay reported that the Distance Education Committee had recommended a required set of training statements for Academic Senate consideration at its last meeting. The Faculty Association was also notified so they could be aware online training was being proposed for faculty teaching this method of instruction.

**C. Recommendation: All Courses Require Distance Education Supplement**—Linda Meyer brought recent Technical Committee discussion to IPCC attention regarding the possible inclusion of a distance education supplement on every course that is brought for curriculum review. She mentioned that several courses that had been updated within a year were brought through again only to add the supplement. The Technical Committee felt committed to reviewing the entire course again since technically, the date of revision would not reflect actions taken on the

supplement versus the course. Linda and the Technical Committee members thought that approving the supplement for each course could also facilitate demand, and the last minute scramble, to offer courses via distance education. Linda asked for thoughts from the IPCC and from the DE committee. Dorothy Pucay, as DE Coordinator, did express that until faculty training was in place it would be a concern of hers as to how to ensure enough thought was placed on assigning appropriate faculty to a DE section. Dorothy would bring this for further discussion by the DE committee.

- D. **2015-16 Committee Self-evaluation/Goals**—Linda Meyer asked committee members to assess progress on last year’s goals and to determine changes and goals for the next academic year. Members reviewed each goal and were very satisfied with the work that had been accomplished. Two goals were considered to be in progress as one was based on the implementation and training of faculty in CurricUNET (Goal #4), which had been delayed, and the direction of the DE committee, making updating of the online supplement (Goal #6) a non-priority. Members praised CurricUNET implementation with facilitating curriculum review and determined a future goal to work on curriculum review processes utilizing CurricUNET to make them more efficient. Linda said formal action on goals for 2015-16 would be brought to members at the next meeting.
- E. **Accreditation**—Linda Meyer distributed and asked committee members to review and provide feedback on her rough draft for contribution to the Standard II.A Accreditation committee. She said that information she has compiled are from the 2010 Report and relevant to the IPCC. She has also noted parts that should be revised and proposed areas to include new information. She will send it to members electronically for more formal discussion at the next meeting.
- F. **Program Viability Update**—VP Graham did not know the current status of the Program Viability Review Policy and Procedure. He said that he would check with the President as it had been recommended by Senate for his consideration and action last semester.
- G. **SLOs and Course Description**—Duncan Graham proposed that the Curriculum Committee consider pulling language from the SLOs into the description. This would allow the description to directly correspond to SLOs for purposes of assessment and measurement of the content. General consensus of members present was that this would be a good way to proceed with course review.

V. **New Discussion/Action Items**

A. **Consent Agenda**

Duncan Graham 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 Courses: ADS 080: Addiction in the Criminal Justice Population – 2.0 Units**  
**AJ 080: Addiction in the Criminal Justice Population – 2.0 Units**  
Mary Cook presented the ADS 080, ADS 081, ADS 082, ADS 083 and dual subject courses AJ 080, AJ 081, AJ 082, and AJ 083. These courses are proposed to cover the interrelatedness of addiction and criminality.

Duncan Graham moved to approve ADS 080 and AJ 080 by single action; Robert Gutierrez seconded the motion.

**Action: Motion carried: 5-0-0**  
Duncan Graham amended his motion to also include review of the distance education supplements for both courses.  
**Motion carried: 5-0-0**

The committee unanimously approved the ADS 080 and AJ 080 courses *and* the respective online supplements with minor edits.

**New Courses:** **ADS 081: Criminal Justice Process for the Addicted Offender – 2.0 Units**  
**AJ 081: Criminal Justice Process for the Addicted Offender – 2.0 Units**

Duncan Graham moved to approve ADS 081 and AJ 081 *and* the respective online supplements; Dorothy Pucay seconded the motion.

**Action: Motion carried: 5-0-0**  
ADS 081 and AJ 081 and corresponding distance education supplements were unanimously approved with minor edits.

**New Courses:** **ADS 082: Co-Occurring Disorders in the Addicted Offender Population – 2.0 Units**  
**AJ 082: Co-Occurring Disorders in the Addicted Offender Population – 2.0 Units**

Dorothy Pucay moved to approve ADS 082 and AJ 082 *and* the respective online supplements; Duncan Graham seconded the motion.

**Action: Motion carried: 5-0-0**  
ADS 082 and AJ 082 *and* corresponding distance education supplements were unanimously approved with minor edits.

**New Courses:** **ADS 083: Treatment and Interventions for the Addicted Offender – 2.0 Units**  
**AJ 083: Treatment and Interventions for the Addicted Offender – 2.0 Units**

Duncan Graham moved to approve ADS 083 and AJ 083 *and* the associated distance education supplements; Karen Pullen seconded the motion.

**Action: Motion carried: 5-0-0**  
The committee unanimously approved ADS 083 and AJ 083 *and* the respective online supplements with minor edits.

### C. SJCC Course Revision Proposals

**Course Revisions:** **ECE 101: Introduction to Curriculum – 3.0 Units**  
**ECE 107: Child, Family and Community – 3.0 Units**  
**ECE 108: Health, Safety and Nutrition in Child Care – 3.0 Units**

Madhavi Sudarsana presented the course revisions for ECE 101, ECE 107, ECE 108 and respective distance education supplement. In some cases, courses have been updated to include prerequisites to increase student success and all have an added hybrid supplement.

Duncan Graham motioned for approval of ECE 101, ECE 107, ECE 108 and respective distance education supplements by one motion, and by separate review and action; Karen Pullen seconded the motion

**Action: Motion carried: 5-0-0**  
ECE 101 *and* the hybrid supplement were unanimously approved with minor edits.

**Action: Motion carried: 5-0-0**  
ECE 107 *and* the hybrid supplement were unanimously approved with minor edits.

**Action: Motion carried: 5-0-0**  
ECE 108 *and* the hybrid supplement were unanimously approved with minor edits.

### D. District Course Revision Proposals

**Course** AJ 010: Introduction to Administration of Justice – 3.0 Units  
**Revisions:** AJ 015: Introduction to Criminal Investigation – 3.0 Units

Mary Conroy motioned to approve AJ 010 and AJ 015 and corresponding distance education supplements by one motion, and by separate review and action; Robert Gutierrez seconded the motion.

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

The committee unanimously approved the course update for AJ 010 and the added hybrid method of delivery with minor edits.

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

The committee unanimously approved the course update for AJ 015 and the added hybrid method of delivery with minor edits.

#### **E. SJCC New Program Proposal**

**Course** Alcohol and Drug Studies: Addiction and Criminal Justice Certificate of  
**Revisions:** Specialization – 8.0 Units

Mary Cook presented the Addiction and Criminal Justice Certificate to the committee.

Duncan Graham motioned to approve the new Certificate of Specialization; Robert Gutierrez seconded the motion.

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

The committee unanimously approved the Alcohol and Drug Studies: Addiction and Criminal Justice Certificate of Specialization as proposed.

**VI. Adjournment** The meeting was adjourned at 4:00 p.m.