



Instructional Policies/Curriculum Committee

Official Minutes of April 28, 2015

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

Absent: D. Pucay, D. Graham

Guests: S. Datta, L. Ferrell, M. Sudarsana, A. Soman

- I. Call to Order** The meeting was called to order by Linda Meyer, at 1:46 p.m., in the Professional Development Center, room GE-118.

II. Adoption of Agenda

Robert Gutierrez moved for approval of the agenda; Sean Abel seconded the motion.

Action: Motion carried: 5-0-0

The motion to approve the agenda was unanimously approved.

III. Approval of Minutes

- A.** Mary Conroy moved to approve the minutes of April 14, 2015; Karen Pullen seconded the motion.

Action: Motion carried: 4-0-1

The minutes of April 14, 2015 were unanimously approved.

IV. Curriculum/Articulation

- A. 2015–16 Committee Self-evaluation/Goals** –Members continued review of the annual self-evaluation and concurred on ratings that were established at the previous meeting. There was some discussion regarding use of tablets for review of curriculum now that all work of this work is now accomplished using CurricUNET. It was decided to rewrite Goal #5 to include additional technology.

Mary Conroy moved to approve IPCCs 2015–16 Annual Self-Evaluation as revised; Robert Gutierrez seconded the motion.

Motion carried: 5-0-0

- B. Senate Report** –Linda Meyer noted that in addition to her standard committee report other topics discussed at the Senate meeting included: formation of an ad-hoc committee to review board policies and consideration of establishing new programs procedures and policy that would clearly involve Senate participation. At the request of Senate, Linda will suggest that the IPCC draft one or two possible procedures, specifying the pros and cons of each, and providing curriculum timelines and the implications for an efficient approval process.
- C. Distance Education (DE) Coordinator Report** – There was no report at this meeting.
- D. Accreditation Std. IIA: New Standards** –Linda Meyer reported that VP Graham has received additional input on the format of the upcoming 2016 Accreditation Self-Study. The

recommendation from the ACCJC is to present the document in a graphic rather than narrative format. The College will be listing the standard with appropriate policy, showing procedures and corresponding evidence, and then assessing whether we are meeting the standard. Linda shared a new draft, written in the new format, with the committee. She asked members to report comments/additions at the next meeting.

V. New Discussion/Action Items

A. Consent Agenda

Mary Conroy moved for approval of the Consent Agenda; Robert Gutierrez seconded the motion.

Action: Motion carried: 5-0-0

The consent agenda was unanimously approved.

B. Course Revision Proposals

Course ACCTG 062: Cost Accounting – 5.0 Units

Revisions: ACCTG 063: Intermediate Accounting – 5.0 Units

ACCTG 097: Introduction to Income Taxes – 3.0 Units

ACCTG 101: Bookkeeping for Small Business – 3.0 Units

Linda Ferrell presented ACCTG 062, ACCTG 063, ACCTG 097, and ACCTG 101 to the committee.

Sean Abel motioned to move all courses and prerequisite (ACCTG 063) after separate review; Karen Pullen seconded the motion.

Action: Motion carried: 5-0-0

ACCTG 062 was unanimously approved with minor edits.

Action: Motion carried: 5-0-0

ACCTG 063 *and* the prerequisite were unanimously approved with minor edits.

Action: Motion carried: 5-0-0

ACCTG 097 was unanimously approved with minor edits.

Action: Motion carried: 5-0-0

ACCTG 101 was unanimously approved with minor edits.

Course BIOL 021: General Biology – 4.0 Units

Revision: Karen Pullen moved to approve BIOL 021; Sean Abel seconded the motion.

Action: Motion carried: 5-0-0

The committee unanimously approved BIOL 021 with minor edits

Course BIOL 063: Ecology – 3.0 Units

Revision: Sanhita Datta presented the course update for BIOL 063.

Karen Pullen moved to approve BIOL 063; Mary Conroy seconded the motion.

Action: Motion carried: 5-0-0

The committee moved to approve BIOL 063 with minor edits

Course MATH 014: Geometry – 3.0 Units

Revision: Ann Soman presented MATH 014 to the committee.

Sean Abel moved to approve MATH 014; Karen Pullen seconded the motion.

Action: Motion carried: 5-0-0

MATH 014 was unanimously approved with minor edits.

Course: ECE 109: Music, Movement, and Rhythm Activities for Children – 3.0 Units
Revisions: ECE 191: Infant Toddler Development – 3.0 Units
FCS 019: Nutrition – 3.0 Units
FCS 070: Child Development – 3.0 Units

Madhavi Sudarsana presented ECE 109, ECE 191, FCS 019, and FCS 070 to the committee. In some cases, courses have been updated to include prerequisites to increase student success and three have added hybrid supplements.

Sean Abel motioned to move and approve all courses, prerequisites (FCS 019, FCS 070), and hybrid supplements (ECE 191, FCS 019, FCS 070) by one motion, after separate review; Robert Gutierrez seconded the motion.

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

ECE 109 was approved by separate review with minor edits.

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

ECE 191 *and* the corresponding hybrid supplement were approved by separate review with minor edits.

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

FCS 019 *and* the corresponding hybrid supplement were approved by separate review with minor edits.

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

FCS 071 *and* the corresponding hybrid supplement were approved by separate review with minor edits.

C. New Program Proposals (*requires Board approval*)

New Program: **Dance: Associate of Arts Degree – 60.0 Units**
Dance Teaching: Certificate of Achievement, Level 1 – 17.5 Units

Amber McCall presented the AA in Dance and the Certificate of Achievement in Dance Teaching.

Karen Pullen moved to approve the AA degree and Certificate of Achievement, Level 1 by one motion, after separate review.

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

The AA in Dance was unanimously approved by the committee.

Motion carried: 5-0-0

The Dance Teaching, Certificate of Achievement was unanimously approved by the committee.

VI. Adjournment The meeting was adjourned at 4:05 p.m.