



Instructional Policies/Curriculum Committee

Official Minutes of May 12, 2015

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

Absent: M. Conroy

Guests: J. Alonzo, I. Lasik, J. Smay, A. Tran, M. Sudarsana

- I. Call to Order** The meeting was called to order by Linda Meyer, at 1:34 p.m., in the Professional Development Center, #GE-118.

II. Adoption of Agenda

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

Action: Motion carried: 5-0-0

The motion to approve the amended agenda was unanimously approved.

III. Approval of Minutes

- A.** Dorothy Pucay moved to approve the minutes of April 28, 2015 as submitted; Karen Pullen seconded the motion.

Action: Motion carried: 3-0-2

The minutes of April 28, 2015 were unanimously approved.

IV. Curriculum/Articulation

- A. Senate Report**—Linda Meyer reported on the Academic Senate's last meeting. She said that the Academic Senate (AS) intends to draft a procedure for inclusion in the curriculum review process that will provide senate members a voice in program development. Linda expects that senate input would require discussion and action over two senate meetings. According to Linda, this action is expected to occur before the program is received by the College Curriculum Coordinator for presentation to the Technical Review Committee. Thoughts by IPC members included: IPC hopes that new programs be given priority treatment by AS on already crowded agendas, possible creation of a CurricUNET timeline, and the prospect of including program AS discussion and action on the same agenda. IPCC members agreed that AS should have direct impact on program development since they are part of the deactivation of programs as long as the extra step didn't unduly delay program approval.
- B. Distance Education (DE) Coordinator Report**—Dorothy Pucay reported that Ben Seaberry, Vice Chancellor of Information Technology, attended the last DE meeting to provide the committee with a quick technology report. Among topics presented included the imminent rollout of Microsoft 365 and updating of the College's Wi-Fi. Joyce Lui also presented on distance education trends which indicate DE enrollment is decreasing although not as fast as traditional offerings. Dorothy also mentioned that all are welcome to attend the DE meeting on May 18th where Pat James, Executive Director of the California Community Colleges Online Education Initiative, will

present to the committee. Among topics expected to be discussed will be the current Moodle course management system and possible options for change.

- C. **IPCC Schedule of Meetings and Submission Dates**—Committee members acknowledged that they had received next semester’s schedule of meetings with the agenda announcement. The schedule for next semester’s curriculum planning was also sent college-wide by Sue Hager.
- D. **Accreditation Standard IIA: New Standards Update**—VP Graham reported on his attendance at a recent Accrediting Commission (ACCJC) symposium. Duncan said that the focus of this meeting was less practical than he had hoped but did note the next comprehensive report was expected to be less narrative with only a focus essay meant for the College to present one or two large overarching goals to accomplish for the next year. He noted that the essay would delineate where standards are being met and evidenced by policy and procedures. He anticipated that creating clearer policies and procedures would be one of the goals. Linda Meyer asked if VP Graham had created a template for the new report framework. He said that several other team chairs had begun working in this direction and he would obtain a sample template to share.

V. New Discussion/Action Items

A. Consent Agenda

Sean Abel moved for approval of the Consent Agenda; Duncan Graham seconded the motion.

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

The consent agenda was unanimously approved.

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

Sean Abel moved to approve all courses, prerequisites, and distance education supplements on the agenda, after separate review, and with individual approval; Robert Gutierrez seconded the motion.

New CHEM 010: Everyday Chemistry – 4.0 Units

Course: Iyun Lasik presented the new course, CHEM 010, to the committee. This course teaches chemistry concepts practical to everyday life and is developed to attract more students to STEM careers.

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

CHEM 010, prerequisite validation, *and* distance education supplement were unanimously approved with minor edits.

C. SJCC Course Revision Proposals

Course CNSTR 117: OSHA Construction Safety Standards – 1.0 Unit

Revision: The committee agreed to review CNSTR 117 *and* the revised Material Fee Justification without faculty or dean representation.

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

CNSTR 117 and corresponding updated Material Fee Justification were unanimously approved as submitted

Course MATH 070: Discrete Mathematics – 4.0 Units

Revision: Dean Alonzo represented MATH 070 for Marc Frodyma.

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

The MATH 070 course revision was unanimously approved.

Course ECE 020: Observation and Assessment Methods in ECE – 3.0 Units

Revisions: **ECE 102: Principles & Practices of Teaching Young Children – 3.0 Units**

ECE 147: Teaching Young Children in a Diverse Society – 3.0 Units

Madhavi Sudarsana presented the course revisions for ECE 020, ECE 102, and ECE 147.

Action: Motion carried: 5-0-0
The committee unanimously approved the course update *and* prerequisite validation for ECE 020.

Actions: Motion carried: 5-0-0
ECE 102 *and* the ECE 102 prerequisite validation were unanimously approved.

Motion carried: 5-0-0
The new hybrid method of instruction for ECE 102 was unanimously approved.

Actions: Motion carried: 5-0-0
ECE 147 *and* the ECE 147 prerequisite validation were unanimously approved.

Motion carried: 5-0-0
The ECE 147 hybrid validation was unanimously approved.

Course Revision: LS 090: Directed Tutoring Experience – 1.0 Unit
Leslie Rice presented the LS 090 course update to the committee.

Action: Motion carried: 5-0-0
LS 090 was unanimously approved by the committee with minor edits.

D. District Course Revision Proposals

Course Revisions: ASTRO 010: Introduction to Astronomy – 3.0 Units
ASTRO 010L: Introduction to Astronomy Lab – 1.0 Unit
Jessica Smay presented the course update and distance education supplement for ASTRO 010 and the revised lab course, ASTRO 010L.

Action: Motion carried: 5-0-0
ASTRO 010 *and* the updated ASTRO 010 hybrid supplement were unanimously approved.

Action: Motion carried: 5-0-0
ASTRO 010L *and* the prerequisite validation were unanimously approved.

Course Revisions: BIOL 064: Marine Biology – 4.0 Units
BIOL 071: Human Anatomy – 5.0 Units
Dean Alonzo represented BIOL 064 and BIOL 071 for Peter D’Eliscu.

Action: Motion carried: 5-0-0
The committee unanimously approved the course revision for BIOL 064.

Action: Motion carried: 5-0-0
BIOL 071 *and* the BIOL 071 prerequisite validation were unanimously approved as proposed.

Course Revision: PHIL 060: Logic and Critical Thinking – 3.0 Units
Sean Abel presented the PHIL 060 course revision to the committee.

Action: Motion carried: 5-0-0
PHIL 060 was unanimously approved as submitted.

Course Revisions: MATH 013: Intermediate Algebra – 5.0 Units
MATH 111: Elementary Algebra – 5.0 Units
MATH 311: Pre-Algebra – 3.0 Units
Angela Tran represented the course updates for MATH 013, MATH 111, and MATH 311 for the committee.

Actions: Motion carried: 5-0-0

MATH 013 *and* the MATH 013 prerequisite validation were unanimously approved.

Motion carried: 5-0-0

The updated hybrid method of instruction for MATH 013 was unanimously approved.

Action: Motion carried: 5-0-0

MATH 111 *and* the MATH 111 prerequisite validation were unanimously approved.

Action: Motion carried: 5-0-0

The committee unanimously approved the course revision for MATH 311.

VI. Adjournment The meeting was adjourned at 3:12 p.m.