Instructional Policies Curriculum Committee

Official Minutes of October 13, 2015

Present:  L. Meyer, D. Graham, D. Pucay, K. Pullen, S. Abel, M. Conroy (left at 3:35 pm), M. Sola (left at 2:30 pm), L. Chenportillo (left at 3:10), L. Garcia (proxy for R. Guiterrez)
Absent:  R. Gutierrez
Guests:  K. Kimura, B. Gebhardt, P. Manian, I. Ulate, C. March

I. Call to Order
The meeting was called to order by Linda Meyer, at 1:40 p.m., in the Professional Development Center, #GE-118.

II. Adoption of Agenda

Duncan Graham moved for approval of the agenda as amended; Karen Pullen seconded the motion.

Action: Motion carried: 8-0-0
The motion to approve the amended agenda was unanimously approved.

III. Approval of Minutes

A. Dorothy Pucay moved to approve the minutes of September 22, 2015 as submitted; Karen Pullen seconded the motion.

Action: Motion carried: 4-0-2
The minutes of September 22, 2015 were approved, two abstentions.

IV. Curriculum/Articulation

A. Senate Report—Linda Meyer reported on the Academic Senate’s last meeting. Senate discussed Adult Education Consortium/Steering Committee. Senate approved CDCP (non-credit) courses to move forward through the IPCC process. Approval of minutes reflecting previous meeting topic on Ethnic Studies Graduation Requirement was also discussed. The Senate voted to amend minutes to “approve” rather than “reaffirm” the Criteria Checklist for Ethnic Studies Requirement proposed by the Ethnic Studies Department as the criteria to be used to decide which courses are acceptable in fulfillment for the SJCC ethnic studies graduation requirement. Senate minutes reflecting a previous vote were not found.

B. Distance Education (DE) Coordinator Report – VP Graham reported on Distance Education’s last meeting. Top priority is developing a distance education plan to comply with Accreditation Standards. Part of plan will be establishing expectations on “effective student contact” and how long it should be before an instructor responds to student questions/concerns. DE Committee also discussed the difference between a correspondence course and a distance education course. Financial Aid will not pay for a correspondence course. The job description for the Dean of Library, Learning Resources and Distance Education went out, but did not include some edits due to HR requirements.
C. Reviewing of IPCC goals - Linda Meyer provided a copy of and reviewed IPCC goals for 15-16 as established at the end of spring semester.

D. Educational Master Plan and IPCC- Linda Meyer shared results of Educational Master Plan draft published during the summer. In that draft, it was recommended that a new Program Development Procedure be created by IPCC. Duncan Graham stated as of yesterday a new draft of Educational Master Plan is on SJCC website under Discover SJCC – College Plans and Programs.

E. Non-credit Curriculum – deferred to next meeting due to time constraints

F. Course Deactivation Process – Linda Meyer stated VP Graham expressed a need to be involved earlier in the curriculum process when a course is proposed to be deactivated.

G. Curriculum Institute Update – deferred to next meeting due to time constraints

H. Curriculum Coordinator Update – deferred to next meeting due to time constraints

I. New Program Approval Process – Linda Meyer brought Academic Senate’s concerns about not having a more involvement with the development of new programs early in the curriculum process. IPCC members reviewed a draft revision of program approval process to provide Academic Senate’s earlier involvement. Linda will make revisions based on discussion and we will review again at next meeting.

J. Ethnic Studies Graduation Requirement Criteria – Linda Meyer reviewed criteria approved by Academic Senate. As new courses come through IPCC and faculty want them to be considered for the Ethnic Studies/Cultural Pluralism requirement, we will need to use this criteria.

V. New Discussion/Action Items

A. SJCC New Course Proposals (requires Board approval)

Mary Conroy moved to approve all courses and prerequisites on the agenda, after separate review, and with individual approval; Karen Pullen seconded the motion.

   New Course: THEAT 050: Introduction to Theatre Design—3.0 Units

   Action: Motion carried: 7-0-1

   Theat 050 was approved with no edits, 1 abstention.

   New Course: JOURN 150: Introduction to Public Relations—3.0 Units

   Action: Motion carried: 7-0-1

   JOURN 150 was approved with no edits, 1 abstention.

B. SJCC Course Revision Proposals

   Course Revision: BROAD 042A: Introduction to Radio Broadcast and Theory—3.0 Units

   Action: Motion carried: 7-0-1

   BROAD 042A was approved with no edits, 1 abstention.
HIST 011A: World History to 1500 — 3.0 Units  
P. Manian presented the course revisions for HIST 011A.  
**Actions:**  
Motion carried: 6-0-1  
HIST 011A was approved with minor edits, 1 abstention.

HIST 011B: World History to 1500 — 3.0 Units  
P. Manian presented the course revisions for HIST 011B.  
**Actions:**  
Motion carried: 6-0-1  
HIST 011B was approved with minor edits, 1 abstention.

GUIDE 130: College Success — 3.0 Units  
M. Sola presented the course revisions for GUIDE 130.  
**Actions:**  
Motion carried: 5-0-0  
GUIDE 130 was approved with no edits.

MACH 120: Basic CNC Machining Center/CNC Mill — 3.0 Units  
I. Ulate presented the course revisions for MACH 120.  
**Actions:**  
Motion carried: 6-0-0  
MACH 120 was approved with no edits.

MACH 123: Basic CNC Lathe — 3.0 Units  
I. Ulate presented the course revisions for MACH 123.  
**Actions:**  
Motion carried: 6-0-0  
MACH 123 was approved with no edits.

MACH 126: Advanced CNC Machining Center — 3.0 Units  
I. Ulate presented the course revisions for MACH 126.  
**Actions:**  
Motion carried: 5-0-0  
MACH 126 was approved with no edits.

D. District Course Revision Proposals

HIST 017A: History of the United States — 3.0 Unit  
HIST 017A was approved with minor edits.  
**Action:**  
Motion carried: 6-0-1  
HIST 017A was unanimously approved with minor edits.

HIST 017B: History of the United States — 3.0 Unit  
HIST 017B was unanimously approved with minor edits.  
**Action:**  
Motion carried: 6-0-1  
HIST 017B was unanimously approved with minor edits.

AJ 013 DE: Criminal Procedures — 3.0 Unit  
AJ 013 Distance Education supplement was unanimously approved with minor edits.  
**Action:**  
Motion carried: 6-0-0  
AJ 013 Distance Education supplement was unanimously approved with minor edits.

VI. Adjournment  
The meeting was adjourned at 3:50 p.m.