



## Instructional Policies/Curriculum Committee

Official Minutes of November 26, 2013

**Present:** L. Meyer, S. Hager, L. Garcia, D. Pucay, S. Abel, D. Graham, R. Gutierrez, S. Sukuta

**Absent:** T. Oberg, K. Pullen

**Guests:** J. Bell, L. Rice, M. DelBuono, M. Reyes, P. Crawford

- I. Call to Order** The meeting was called to order by Linda Meyer, at 3:50 p.m., in the Library Videoconference Room, #L307.

### II. Adoption of Agenda

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

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

The motion to approve the agenda was unanimously approved.

### III. Approval of Minutes

- A.** Duncan Graham moved to approve the minutes of November 12, 2013; Dorothy Pucay seconded the motion.

**Action: Motion carried: 3-0-2**

The minutes of November 12, 2013 were unanimously approved.

### IV. Curriculum/Articulation

- A. Senate Update, 11.19.13**—Linda Meyer presented the committee with the IPCC Report to the Academic Senate (AS), Nov. 19, 2013. The report included IPCC's strategy and timeline for the Program Development/Discontinuance Process, approved revisions on the Directed Study template, and curriculum actions from the Nov. 12th meeting. Linda explained to IPC members that she continues to ask for input on the current the Program Development but to date has not received any. November 26<sup>th</sup> is the deadline to request action at senate's December 3<sup>rd</sup> meeting should action on an amended process be necessary.
- B. Program Discontinuance**—Linda Meyer shared a document outlining factors for consideration in developing a program discontinuance policy and members discussed examples of policies and procedures from other community colleges. Based on a step-by-step approach the Committee reached consensus on the following:
- Any party (constituency member) can initiate the process by bringing evidence (details on types of evidence to be considered in later discussion) to the Vice President of Academic Affairs (VPAA)
  - A Taskforce would be convened by the VPAA and the Academic Senate (AS) President to begin the program's viability review
  - The Program Viability Review Committee (name to be decided later) would include, 1) the VPAA, 2) the Division Dean of the program, 3) the AS President, 4) no more than

three, randomly selected and AS approved, faculty from the program's discipline, 5) the Articulation Officer (serving as a rep from Counseling and IPCC), 6) one AS approved faculty member who is not a member of the division in question, 7) one representative from the Faculty Association who is also not a member of the division in question, 8) the College Researcher (serving as a resource), 9) and a Classified representative, if a substantial number of classified staff serve the program.

- Viability review by the ad hoc group would not always result in action to discontinue the program. Other possible action could be recommendation to revitalize, suspend (two years), combine with, or relocate the program to sister college.

The Committee's next step will be to consider types of criteria that may initiate the viability review (e.g. declining market, low enrollment and retention, subject obsolescence, etc.), the appropriate evidence to examine this criteria (e.g. Program Review, evidence of workforce demand, impact on other programs, student satisfaction, etc.), and, who will have final decision on the Taskforce's recommended action.

## V. New Discussion/Action Items

### A. Consent Agenda

Dorothy Pucay moved for approval of the Consent Agenda; Sean Abel seconded the motion.

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

The consent agenda was unanimously approved.

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

**New Course: ART 076B: Professional Practices and Portfolio Development 2–3.0 Units**

Judith Bell presented the ART 076 and ART 076B course proposals. Dorothy Pucay motioned to approve ART 076B; Duncan Graham seconded the motion.

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

ART 076B was unanimously approved as submitted.

Sean Abel moved to approve the prerequisite validation for ART 076B; Dorothy Pucay seconded the motion.

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

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

The ECE 020 new course proposal was presented by Monette Reyes. Dorothy Pucay moved for approval of ECE 020 as amended; Sydney Sukuta seconded the motion.

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

ECE 020 was unanimously approved with the following revision:

- **Item 19: add recommendation "FCS 070"**

**New Course: ETH 041: Vietnamese American Culture – 3.0 Units**

Mai Le DelBuono presented the ETH 041 course proposal. Sydney Sukuta moved to approve as revised; Dorothy Pucay seconded the motion.

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

ETH 041 was unanimously approved with the following revisions:

- **Item 6: first sentence-replace "Students will examine" with "Students will analyze"; second sentence-delete "This course will offer a unique opportunity for" and add "by examining" after "internal politics"; combine first and second sentences to read, "Students will analyze the transition and adaptation of the Vietnamese Americans...experiences of Vietnamese Americans...by examining the experiences of Vietnamese Americans who have resettled..."**
- **Item 9a: 1.-Insert "their experiences of" after "relation to" to read, "...in the United States in relation to their experiences of acculturation..."; 2.-replace**

“between” with “among” to read, “Describe the differences among various identities of Vietnamese Americans...”

- Item 11b: added new title “Le, Mai-Nhung, Vietnamese in America. Cognella Academic Publishing, 2014.

### C. SJCC Course Revision Proposals

**Course** ART 076: Professional Practices and Portfolio Development 1 – 3.0 Units

**Revision:** Sean Abel moved to approve the ART 076 course revision with some amendment; Dorothy Pucay seconded the motion.

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

The committee unanimously approved the ART 076 update as revised:

- Item 8a: 1- replace “Students will research” with “Researching” to read, “Researching career opportunities...”; 2-replace “Students will develop” with “Developing” to read, “Developing a creative process...”; 3-replace “Students will create” with “Creating” to read, “Creating a portfolio...”; 4-replace “Students will develop” with “Developing” to read, “Developing marketing materials”; 5-replace “Students will engage” with “Engaging” to read, “Engaging in presentation and critiques”

Dorothy Pucay moved to approve the prerequisite validation for ART 076; Duncan Graham seconded the motion.

Motion carried: 5-0-0

**Course** AJ 126: Fundamentals of Court Operations II – 3.0 Units

**Revision:** Phil Crawford presented the AJ 126 course update and online supplement. Sean Abel motioned to approve AJ 126 as proposed; Duncan Graham seconded the motion.

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

AJ 126 was unanimously approved.

**Course** AJ 126: Fundamentals of Court Operations II, Distance Education Supplement

**Revision:** Sean Abel moved to approve the distance education supplement for AJ 126 with minor revision; Duncan Graham seconded the motion.

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

The AJ 126 online method of instruction was unanimously approved as revised:

- Item 1.c: uncheck box “Social Media”

### D. SJCC Non-credit Course Revision Proposals

**Course** LS 210: Supervised Tutoring – 0.0 Units

**Revision:** Leslie Rice presented the LS 210 course revision to the committee. Sean Abel moved to approve LS 210 as amended; Duncan Graham seconded the motion.

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

The committee unanimously approved LS 210 with the following revision:

- Item 7: delete “Individualized” to read, “Tutoring for students referred by...”
- Item 8b: 2-delete “With tutor assistance, students complete” to read “Learning activities using appropriate...”; 3-replace “reinforce” and “clarify” with “reinforcing” and “clarifying” to read, “Learning activities reinforcing and clarifying concepts appropriate to...”; 4-replace “enhance” with “enhancing” to read, “Learning activities enhancing skills and study skills...”; delete “5. Students may be tutored on an individual basis or within small groups” and “6. Student attendance will be monitored using a software program”

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