



## Instructional Policies/Curriculum Committee

Official Minutes of March 11, 2014

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

**Absent:** T. Oberg, D. Graham

**Guests:** A. Johnson, J. Alonzo, R. Levesque, M. Frodyma, I. Thompson, K. Connolly, P. Manian

**I. Call to Order** The meeting was called to order by Linda Meyer, at 2:00 p.m., in the Library Videoconference Room, #L307.

### II. Adoption of Agenda

Sydney Sukuta moved for approval of the agenda as amended; Dorothy Pucay seconded the motion.

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

The motion to approve the agenda was approved as revised. Item IV. Add "B. Role of IPCC Chair in Academic Senate" and amend V.5 to include "AIRC AS Degree"

### III. Approval of Minutes

**A.** Dorothy Pucay moved to approve the minutes of February 25, 2014; Karen Pullen seconded the motion.

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

The minutes of February 25, 2014 were unanimously approved.

### IV. Curriculum/Articulation

**A. Program Discontinuance**—Linda Meyer developed and distributed a rough draft of a Program Viability Review (PVR) Procedure. She suggested that the term program discontinuance be replaced with the term program viability. She explained that PRV procedure was crafted from San Francisco City, Questa, and Southwest Community Colleges. The committee looked at stages of the procedure, such as appointment of the review committee, possible courses of action with a revitalization option, and a timeline. Linda asked the committee to review the draft and come back to the next meeting with comments and suggestions. The committee again clarified that for purposes of this procedure a program would be defined as in the *Program and Course Approval Handbook* (per Title 5, section 55000(g)), as "an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education." The committee is working hard to forward a PVR procedure draft to Academic Senate in hopes of finalizing this semester.

**B. Role of IPCC Chair in Academic Senate**—The committee was reminded that the Academic Senate (AS) would be reviewing their constitution later in the week at a Professional Development Day (PDD) break-out. Linda Meyer and Dorothy Pucay (past IPCC chair) told members that the current constitution is not very clear but that the chair is currently asked to attend full meetings,

provides a very brief report on IPCC matters at the end of the agenda, but is not allowed to vote. Linda felt that a written report could easily be submitted in advance of the meeting without the IPCC chair's attendance at the meeting. After some discussion, feedback from IPCC members included a consensus in support of this statement, "If AS continued to require the chair's presence at their meetings then the chair's vote should be permitted, and if voting rights were not going to be allowed then the chair would only attend when curriculum matters were on the agenda." Linda will bring IPCC's support on this position to the PDD breakout in hopes of amending this area of their Constitution.

## V. New Discussion/Action Items

### A. Consent Agenda

Dorothy Pucay moved for approval of the Consent Agenda; Sydney 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: FMT 130: Management of People in Technical and Building Services Industries – 2.0 Units**

Kieron Connolly presented the new course, FMT 130, and the revision proposal for AIRC 145. He explained that FMT was created based on advisory feedback and he hoped that it may be offered to students among many of the CTE programs in the future. Sean Abel moved to approve as revised; Dorothy Pucay seconded the motion.

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

**Action:** FMT 130 was unanimously approved with the following revisions:

- **Item 4: correct to remove redundant "to"**
- **Item 9a: 1-replace "Demonstrate an understanding of" with "Explain" to read, "Explain the importance of motivating people..."**
- **Item 10: replace "Essay" with "Written" to read, "Written assignments based..."; replace "project" with "project(s)" to read, "Individual or team project(s)"**

### C. SJCC Course Revision Proposals

**Course AIRC 145: Sheet Metal Principles – 2.0 Units**

**Revision:** Robert Gutierrez motioned for approval of AIRC 145 as revised; Karen Pullen seconded the motion.

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

The committee unanimously approved AIRC 145 as amended:

- **Item 9a: 1-delete "practices" and insert "Use standard practices to" at beginning of sentence to read, "Use standard practices to design and implement small scale installations for HVAC air systems"; 2-delete "to duct leaks" to read, "Test duct work and make repairs as acceptable..."**

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

**Revision:** Monette Reyes presented the course revisions for ECE 147 and ECE 195. Sydney Sukuta moved to approve ECE 147 with some revision; Dorothy Pucay seconded the motion.

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

ECE 147 was unanimously approved with the following changes:

- **Item 6: sentence four-delete "is intended to" and replace "promote" with "promotes" to read, "This course promotes equity and a deeper understanding..."**
- **Item 9a: 1-replace "effect" with "influence" to read, "...and societal impacts**

that influence the development of young children's social identity"

- Course Revision:** ECE 195: The School Age Child: Development, Behavior, Curriculum Activities – 3.0 Units
- Action:** Dorothy Pucay motioned for approval of the ECE 195 as revised; Sydney Sukuta seconded the motion.
- Motion carried: 5-0-0**
- ECE 195 was unanimously approved with minor revision:
- **Item 6: last sentence-insert "also" after word "Students" to read, "Students also learn how to plan and..."**
- Course Revision:** HUMNT 003: Introduction to Women's Studies – 3.0 Units
- Padma Manian presented the course update and distance education supplement for HUMNT 003. Sean Abel moved to approve HUMNT 003 as amended; Sydney Sukuta seconded the motion.
- Action:** **Motion carried: 5-0-0**
- The committee unanimously approved HUMNT 003 with the following changes:
- **Item 9a: 2-replace "Analyze" with "Describe" to read, "Describe women's roles and experiences..."; 3-replace "Analyze" with "Appraise" to read, "Appraise how the media presents images of women"**
  - **Item 10: delete "Out of class" to read, "Written reflections and homework assignments"; delete "In-class" to read, "Quizzes and examinations"**
- Course Revision:** HUMNT 003: Introduction Women's Studies, Distance Education Supplement
- Karen Pullen moved to approve the online supplement for HUMNT 003 as amended; Sean Abel seconded the motion.
- Action:** **Motion carried: 5-0-0**
- The online supplement for HUMNT 003 was unanimously approved as amended:
- **Cover page: replace SLOs per revision in primary course Item 9a (see HUMNT 003 above)**
  - **Item 2: amend methods of evaluation as revised in item 10 of primary course (see HUMNT 003 above)**
- Course Revision:** PHOTO 077: Photoshop 2 – 3.0 Units
- Sean Abel represented the course revision for PHOTO 077. Karen Pullen motioned for approval of PHOTO 077 with some amendment; Sydney Sukuta seconded the motion.
- Action:** **Motion carried: 5-0-0**
- PHOTO 077 was unanimously approved with the following revisions:
- **Item 6: add "to complete complex and creative digital images" at end of first sentence to read, "...Photoshop at an advanced level to complete complex and creative digital images"; add new sentence two "Students will continue to build skills in color correction, channels, masks, effects, and filters"**
- Dorothy Pucay moved to approve the prerequisite validation as submitted; Sydney Sukuta seconded the motion.
- Motion carried: 5-0-0**
- Course Revision:** THEAT 020: Introduction to Theatre – 3.0 Units  
THEAT 030: Theatre Rehearsal and Performance – 1.0 to 2.0 Units  
THEAT 040: Introduction to Film – 3.0 Units
- Donna Mendoza presented the course revisions for THEAT 020, THEAT 030, and THEAT 040. Sydney Sukuta moved to approve all THEAT 020, THEAT 030, and THEAT 040; Karen Pullen seconded the motion
- Action:** **Motion carried: 5-0-0**

THEAT 020, THEAT 030, and THEAT 040 were unanimously approved after separate review, and by one action, with the following revisions:

**THEAT 020**

- **Item 6:** replace "This course introduces students" with "Students are introduced" to read, "Students are introduced to elements of theatre production..."
- **Item 7:** replace comma after word "theatre" with a hyphen "-" to read, "...study of theatre-plays, performances, and stagecraft"
- **Item 9:** 3-replace "Evaluate" with "Assess" to read, "Assess a venue for play production including stage features..."
- **Item 10:** delete "Written and oral" to read, "Play analyses, quizzes, pre-production journal..." critical thinking example-replace "Completion of" with "Complete a journal for a theoretical production..."

**THEAT 030**

- **Item 6:** end sentence one after word "production"; new sentence two-replace "including analyzing" with "They will analyze," building" with "build," practicing" with "practice," and "working" with "work" to read, "They will analyze the script, build a physical and psychological characterization, practice vocal and movement techniques...and work as a member of..."
- **Item 7:** replace "Acting in a theatre" with "Students participate as actors in a theatrical" to read, "Students participate as actors in a theatrical production"
- **Item 9.III:** delete "effectively" to read, "Participate in a creative collaboration with..."

**THEAT 040**

- **Item 10:** critical thinking example-replace "effect" with "affect" to read, "...and editing techniques affect the viewer's perception..."
- **Item 12:** fourth line- delete "in class" to read, "Preparing notes for discussion"

Dorothy Pucay moved to approve the prerequisite validation for THEAT 030; Sean Abel seconded the motion.

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

**D. District Course Revision Proposals**

**Course** ESL 317: English Pronunciation 3 – 3.0 Units

**Revision:** Ron Levesque presented the ESL 317 course revision to the committee. Dorothy Pucay moved to approve with minor revision; Sydney Sukuta seconded the motion.

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

The committee unanimously approved ESL 317 with one amendment:

- **Item 6:** insert "American" before "English" to read, "Students develop native-like speech in American English"

Sean Abel moved to approve the prerequisite validation for ESL 317; Sydney Sukuta seconded the motion.

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

**Course** PHYS 004B: General Physics – 5.0 Units

**Revision:** Marc Frodyma presented the updates for PHYS 004B and PHYS 004C. Dorothy Pucay motioned for approval of PHYS 004B with some revision; Sydney Sukuta seconded the motion.

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

The committee unanimously approved PHYS 004B with the following revision:

- **Item 9a:** 1-delete "Think objectively and critically about phenomena" and "using scientific knowledge to formulate solutions to real world situations," and begin sentence "Solve real world problems" to read, "Solve real world problems involving electricity and magnetism"

Dorothy Pucay moved to approve the prerequisite validation for PHYS 004B; Sydney Sukuta seconded the motion.

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

**Course** **PHYS 004C: General Physics – 5.0 Units**

**Revision:** Dorothy Pucay moved to approve the course revision for PHYS 004C; Sydney Sukuta seconded the motion

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

PHYS 004C was unanimously approved as amended:

- **Item 6: Move sentence two to first sentence position-first sentence reads “Students are introduced to general principles of optics and thermodynamics”**
- **Item 7: replace “Third” with “One of” to read, “One of four courses in...”**
- **Item 9.a: 1-delete “Think objectively and critically about phenomena” and “Using scientific knowledge to formulate solutions to real world situation,” and begin sentence “Solve real world problems” to read, “Solve real world problems involving propagation of light and heat”**
- **Item 46: correct prerequisite “PHYS 004B” with “PHYS 004A”**

Dorothy Pucay moved to approve the prerequisite validation as corrected; Sydney Sukuta seconded the motion.

**Course** **THEAT 040: Introduction to Film – 3.0 Units**

**Revision:** This course was approved together with THEAT 020 and THEAT 030, by single action, and is listed under SJCC Revision Proposals.

**Action:** **Motion: see SJCC Revision Proposals**

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