Instructional Policies/ Curriculum Committee

Official Minutes of October 24, 2017


Absent: R. Gutierrez

Guests: M. Cook (via phone), J. Cronan, L. Ferrell, D. Meakin, K. Sengal

I. CALL TO ORDER
The meeting was called to order by K. Pullen, at 1:38 p.m., in L-307.

II. ADOPTION OF AGENDA
L. Meyer moved for approval of the agenda with additions to Item IV; M. Branom seconded the motion.
Action: Motion carried: 8-0-0
The motion was unanimously approved.

III. APPROVAL OF MINUTES
M. Branom moved for approval of the October 10, 2017 minutes; L. Chenportillo seconded the motion.
Action: Motion carried 8-0-0

IV. ARTICULATION/CURRICULUM
A. Senate Report – K. Pullen shared that the Alcohol and Drug Studies Certificate-Certificate of Achievement: Level 3 was approved by Academic Senate. Academic Senate also approved a verification process for teaching courses online.

B. Distance Education Report—M. Cook reiterated that a verification process was approved for teaching courses online.

C. Review of IPCC Charge—K. Pullen presented the IPCC charge and noted that good practices included the inclusion of the VP of Instruction, faculty. However, she discovered that a couple of schools do not have a VP of Instruction serving on the curriculum committee. She added that the best practices indicated that it is not the role of Academic Senate to change recommendations after they have been approved by the curriculum committee. In regards to voting privileges, L. Meyer emphasized that the Articulation Specialist and Curriculum Coordinator have technical expertise and knowledge and courses have to meet those standards so that they can be approved at the State level. K. Ruano added that the Curriculum Coordinator and Articulation Specialist should be able to vote and serve as proxies given their contributions to the committee. M. Branom added that if classified staff are able to vote, there should be a clause only designating the Curriculum Coordinator and the Articulation Specialist as qualified classified voters. LeDee stated that at EVC, the Articulation Specialist and Curriculum Coordinator are voting members. K. Pullen said that she will research this topic further.

V. NEW DISCUSSION/ACTION
A. Course Revision Proposals
M. Branom motioned to approve the following courses, Distance Education supplements, unit changes, prerequisites, and corequisites, after separate review and with individual approval; L. Meyer seconded.
Course: ACCTG 138: Work Experience 1-8 Units
Revision: L. Ferrell presented the revisions for ACCTG 138.
Action: Motion carried: 8-0-0
ACCTG 138, DE supplement, grading standard of letter grade only, description, content, SLOs, methods of evaluation, homework, and textbooks were unanimously approved.

Course: CIS 018C: CCNA R&S: Scaling Networks – 3 Units
Revision: K. Sengal and M. Branom presented the revisions for CIS 018C.
Action: Motion carried: 8-0-0
CIS 018C, DE supplement, grading standard of letter grade only, description, content, SLOs, methods of evaluation, homework, and textbook were unanimously approved.

Course: CIS 018D: CCNA R&S: Connecting Networks – 3 Units
Revision: K. Sengal and M. Branom presented the revisions for CIS 018D.
Action: Motion carried: 8-0-0
CIS 018D, DE supplement, description, content, SLOs, methods of evaluation, homework, and textbooks were unanimously approved.

Course: CIS 037: SQL Fundamentals – 3 Units
Revision: K. Sengal and M. Branom presented the revisions for CIS 037.
Action: Motion carried: 8-0-0
CIS 037, DE supplement description, content, SLOs, methods of evaluation, and textbooks were unanimously approved.

Course: CIS 038: Programming the Mobile Web – 3 Units
Revision: K. Sengal and M. Branom presented the revisions for CIS 038.
Action: Motion carried: 8-0-0
CIS 038, DE supplement, description, content, SLOs, methods of evaluation, homework, and textbooks were unanimously approved.

Course: CIS 062B: A+ Core PC Hardware Technology A+ PC Hardware Technology – 2 Units
Revision: K. Sengal and M. Branom presented the revisions for CIS 062B.
Action: Motion carried: 8-0-0
The Committee unanimously voted to send CIS 062B back to faculty for further revision.

Course: CIS 062C: A+ Core PC Operating Systems Technology – 2 Units
Revision: K. Sengal and M. Branom presented the revisions for CIS 062C.
Action: Motion carried: 8-0-0
The Committee unanimously voted to send CIS 062C back to faculty for further revision.

B. SJCC New Course Proposals (Requires Board approval)
L. Meyer motioned to approve the following new courses and its prerequisites, corequisites, and Distance Education supplements, after separate review and individual approval; L. Chenportillo seconded.

New: IRON 139: Work Experience – 1-8 Units
Course: D. Meakin and J. Cronan presented the IRON 139 new course proposal.
Action: Motion carried 8-0-0
IRON 139 was unanimously approved.

New: IRON 161: OSHA 30/COMET Training – 2 Units
Course: D. Meakin and J. Cronan presented the IRON 161 new course proposal.
Action: Motion carried: 8-0-0
IRON 161 was unanimously approved.
New Course: IRON 501: Ironworkers Preapprenticeship--Noncredit
D. Meakin and J. Cronan presented the IRON 501 new course proposal.
Action: Motion carried 8-0-0
IRON 501 was unanimously approved.

C. SJCC Course Deactivations
L. Meyer motioned to approve the following deactivations, after separate review and individual approval; M. Conroy seconded.

Course: GUIDE 100: Diagnostic Learning—0.50 Unit
Action: Motion carried 8-0-0
Due to additional clarification regarding the reason for the deactivation, GUIDE 100 will be moved to the following meeting.

D. SJCC New Program Proposals
New Program: Alcohol and Drug Studies Advanced Certification: Certificate of Achievement-Level 2—38-41 Units
M. Cook presented the Alcohol and Drug Studies Advanced Certification: Certificate of Achievement-Level 2 new program proposal.
Action: Motion carried 8-0-0
Alcohol and Drug Studies Advanced Certification: Certificate of Achievement-Level 2 was unanimously approved.

ADJOURNMENT
Meeting adjourned at 3:37 pm.