Instructional Policies/ Curriculum Committee

Official Minutes of March 14, 2017


Absent: M. Berke, G. Castilla, J. LeDee, K. Pullen

Guests: M. Adamczeski, J. Breheny, F. Dada, L. Ferrell, T. Oberg, A. Tran

I. CALL TO ORDER The meeting was called to order by Linda Meyer, at 1:35 p.m., in L-307.

II. ADOPTION OF AGENDA
D. Graham moved for approval of the agenda; L. Chenportillo seconded the motion.
Action: Motion carried: 5-0-0
The motion was unanimously approved.

III. APPROVAL OF MINUTES
D. Graham moved for the approval of the February 28, 2017 minutes; M. Conroy seconded the motion.
Action: Motion carried: 5-0-0

IV. ARTICULATION/CURRICULUM
A. Senate Report — L. Meyer stated that the IPCC chair job description will need to be revised and sent to Academic Senate. Academic Senate reviewed Board policies. Additionally, the QFE will need to have a manual developed by May 20th. The ADT in Global Studies and Geography will be on one of the upcoming Academic Senate meeting agendas.

B. Distance Education Report — M. Conroy shared that there was a discussion whether Canvas could offer faculty an option to use Canvas in a limited capacity, for example, using it as a file box and as a method of student communication for non-DE courses.

C. Course Deactivations — The discussion will be rescheduled for the March 28th IPCC meeting.

D. Satisfactory Progress Grade Symbol — EVC’s has approved SP (Satisfactory Progress) for non-credit courses. EVC will ask Governet to add the SP option to their CurricUNET as a grading option. It is also recommended that the SP option to Colleague as well. Further discussion on this topic is needed and will be scheduled for the March 28th IPCC meeting.

E. IPCC Chair Job Description — L. Meyer suggested that faculty will need to discuss compensatory time for local and state committees. More clarity will need to be written in to job description. Further discussion on this topic is needed and will be scheduled for the March 28th IPCC meeting.

F. Committee Self-Evaluation — L. Meyer presented the from last year’s self-evaluation as a refresher. Further discussion on this topic is needed and will be scheduled for the March 28th IPCC meeting.
V. NEW DISCUSSION/ACTION

A. Course Revision Proposals

L. Chenportillo motioned to approve the following courses, Distance Education supplements, unit changes, prerequisites, and corequisites, after separate review and with individual approval; S. Abel seconded.

Course ACCTG 020: Financial Accounting—4 Units
Revision: L. Ferrell presented the revisions for ACCTG 020.
Action: Motion carried: 5-0-0
ACCTG 020, DE supplement, description, content, methods of evaluation, homework, textbooks, SLO assessment methods, unit decrease from 5→4 units, and minimum grade of prerequisite changed to P were unanimously approved.

Course ACCTG 021: Managerial Accounting—4 Units
Revision: L. Ferrell presented the revisions for ACCTG 021.
Action: Motion carried: 5-0-0
ACCTG 021, description, methods of evaluation, textbooks, homework, SLO assessment methods, and unit decrease from 5→4 units were unanimously approved.

Course ACCTG 098: Directed Study in Accounting—0.50-9 Units
Revision: L. Ferrell presented the revisions for ACCTG 098.
Action: Motion carried: 5-0-0
ACCTG 098, ACCTG 020 prerequisite, methods of evaluation, homework, and SLOs were unanimously approved.

Course CIS 062A: Introduction to PC Hardware and Diagnostics—2 Units
Revision: L. Ferrell presented the revisions for CIS 062A.
Action: Motion carried: 5-0-0
CIS 062A, DE supplement, content, methods of evaluation, textbooks, and SLO assessment methods were unanimously approved.

Course DANCE 098: Directed Study in Dance—0.50-9 Units
Revision: L. Ferrell presented the revisions for DANCE 098.
Action: Motion carried: 5-0-0
DANCE 098, description, content, methods of evaluation, SLOs, and DANCE 010, DANCE 020, DANCE 023B, DANCE 040B, or DANCE 050 as a prerequisite were unanimously approved.

Course ENGL 098: Directed Study—0.50-9 Units
Revision: J. Breheny presented the revisions for ENGL 098.
Action: Motion carried: 5-0-0
ENGL 098, DE supplement, Pass/No Pass grading option, content, methods of evaluation, homework, textbooks, SLOs, and ENGL 001A prerequisite were unanimously approved.

Course JOURN 035C: High Intermediate Editorial Management—1 Unit
Revision: F. Dada presented the revisions for JOURN 035C.
Action: Motion carried: 5-0-0
JOURN 035C, description, content, methods of evaluation, homework, textbooks, and SLOs were unanimously approved.

Course JOURN 035D: Advanced Editorial Management—1 Unit
Revision: F. Dada presented the revisions for JOURN 035D.
Action: Motion carried: 5-0-0
JOURN 035D, regular and short schedule description, content, methods of evaluation, homework, textbooks, and SLOs were unanimously approved.
Course: MATH 021: Precalculus Algebra — 4 Units
Revision: A. Tran presented the revisions for MATH 021.
Action: Motion carried: 5-0-0
MATH 021, description, content, and methods of evaluation were unanimously approved.

B. SJCC New Course Proposals (Requires Board approval)

New ACCTG 050: Personal Financial Planning — 3 Units
Course: L. Ferrell presented the ACCTG 050 new course proposal.
Action: Motion carried 5-0-0

New KINPE 024: Beginning Golf — 1 Unit
Course: T. Oberg presented the KINPE 024 new course proposal.
Action: Motion carried 5-0-0

New LS 290: Leadership in Small-Group Peer-Assisted Learning — 0.50 Unit
Course: M. Adamczeski presented the LS 290 new course proposal.
Action: Motion carried 5-0-0

New LS 291: Pedagogies/Best Practices in Small-Group Peer-Assisted Learning — 0.50 Unit
Course: M. Adamczeski presented the LS 291 new course proposal.
Action: Motion carried 5-0-0

New LS 292: Learning Strategies in Small-Group Peer-Assisted Learning — 0.50 Unit
Course: M. Adamczeski presented the LS 292 new course proposal.
Action: Motion carried 5-0-0

New MATH 013A: Intermediate Algebra Part A — 3 Units
Course: A. Tran presented the MATH 013A new course proposal.
Action: Motion carried 5-0-0
An additional motion carried 5-0-0 to add MATH 013A/B’s low cost textbook as a textbook option for MATH 013 so that the textbook options are aligned.

New MATH 013B: Intermediate Algebra Part B — 3 Units
Course: A. Tran presented the MATH 013B new course proposal.
Action: Motion carried 5-0-0

New OCEAN 098: Directed Study — 0.50-9 Units
Course: M. Adamczeski presented the OCEAN 098 new course proposal.
Action: Motion carried 5-0-0

C. Course Deactivation

Course: LIB 015: Electronic Research and Internet — 3 Units
Action: Motion carried 5-0-0

ADJOURNMENT

Meeting adjourned at 3:40pm.