Instructional Policies/ Curriculum Committee

Official Minutes of March 28, 2017

Present: S. Abel, G. Castilla, D. Graham, R. Gutierrez, L. Meyer, K. Pullen, K. Ruano

Absent: M. Berke, L. Chenportillo, M. Conroy, J. LeDee


I. CALL TO ORDER  The meeting was called to order by Linda Meyer, at 1:33 p.m., in L-307.

II. ADOPTION OF AGENDA
D. Graham moved for approval of the agenda; S. Abel seconded the motion.
Action: Motion carried: 6-0-0
The motion was unanimously approved.

III. APPROVAL OF MINUTES
S. Abel moved for the approval of the March 14, 2017 minutes; D. Graham seconded the motion.
Action: Motion carried: 6-0-0

IV. ARTICULATION/CURRICULUM
A. Senate Report – L. Meyer shared that Academic Senate would like to develop guidelines for course selection for ADT degrees. The question arose as to who would be the discipline expert if other people can add classes to another instructor’s ADT proposal.

B. Distance Education Report – No report.

C. Course Deactivations—D. Graham noted that there needs to be procedures for deactivating courses that have not been offered in more than 2 years.

D. Satisfactory Progress Grade Symbol—L. Meyer noted that this discussion will be on the Academic Senate agenda.

E. IPCC Chair Job Description—L. Meyer explained that the IPCC Chair should be compensated for extra time spent at the Curriculum Institute and other meetings as well as other after hours curriculum activities.

F. Committee Self-Evaluation—L. Meyer collected votes and IPCC feedback to add to the Committee Self-Evaluation.

G. Curriculum System Management—S. Abel notified the committee that K. Ruano will be the new point of contact for CurricUNET.

H. Approved designation in CurricUNET—S. Abel discussed the approval designation for the IPCC Chair level in CurricUNET.
V. NEW DISCUSSION/ACTION

A. Course Revision Proposals

D. Graham 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 CA 040D: Microsoft Word Specialist Microsoft Word Level 1 — 1 Unit
Revision: M. Branom presented the revisions for CA 040D.
Action: Motion carried: 6-0-0
CA 040D, DE supplement, title, regular and short descriptions were unanimously approved.

Course CA 045D: Microsoft Word Expert Microsoft Word Level 2 — 1 Unit
Revision: M. Branom presented the revisions for CA 045D.
Action: Motion carried: 6-0-0
CA 045D, DE supplement, title, SLOs, recommended preparation, regular and short schedule descriptions were unanimously approved.

Course CA 050D: Microsoft Excel Specialist Microsoft Excel Level 1 — 1 Unit
Revision: M. Branom presented the revisions for CA 050D.
Action: Motion carried: 6-0-0
CA 050D, DE supplement, title, description, content, and SLO assessment methods were unanimously approved.

Course CA 055D: Microsoft Excel Expert Microsoft Excel Level 2 — 1 Unit
Revision: M. Branom presented the revisions for CA 055D.
Action: Motion carried: 6-0-0
CA 055D, DE supplement, title, description, and content were unanimously approved.

Course ENGL 001A: English Composition — 3 Units
Revision: L. Rice presented the revisions for ENGL 001A.
Action: Motion carried: 6-0-0
ENGL 001A, DE supplement, description, methods of evaluation, textbooks, and SLO assessment methods were unanimously approved.

Course ESL 106: Grammar for Writers 2 — 3 Units
Revision: D. Pucay was present for the discussion of ESL 106.
Action: The revision proposal for ESL 106 was withdrawn at the request of D. Pucay.

Course ESL 322: Paragraph Development — 5 Units
Revision: D. Pucay presented the revisions for ESL 322.
Action: Motion carried: 6-0-0
ESL 322, Description, methods of evaluation, textbooks, and SLO assessment methods were unanimously approved.

Course ESL 342: Basic Writing Skills 1 — 4 Units
Revision: D. Pucay was present for the discussion of ESL 342.
Action: The revision proposal for ESL 342 was withdrawn at the request of D. Pucay.

Course GUIDE 102: Diagnostic Learning-Reading Strategies — 1 Unit
Revision: M. Denham and E. Rutland presented the revisions for GUIDE 102.
Action: Motion carried: 6-0-0
GUIDE 102, the regular and short schedule description, content, SLO assessment methods, and recommended preparation were unanimously approved.
Course GUIDE 104: Diagnostic Learning-Writing Strategies—1 Unit  
Revision: M. Denham and E. Rutland presented the revisions for GUIDE 104.  
Action: Motion carried: 6-0-0  
GUIDE 104, the regular and short schedule description, content, SLO assessment methods, and recommended preparation were unanimously approved.

Course GUIDE 108: Diagnostic Learning-Mathematical Strategies—1 Unit  
Revision: M. Denham and E. Rutland presented the revisions for GUIDE 108.  
Action: Motion carried: 6-0-0  
GUIDE 108, the regular and short schedule description, content, SLO assessment methods, and recommended preparation were unanimously approved.

Course SL 015: Deaf Culture—3 Units  
Revision: R. Blair presented the revisions for SL 015.  
Action: Motion carried: 6-0-0  
SL 015, description, content, and textbooks were unanimously approved.

B. New Course Proposals (Requires Board approval)

New APE 500: Adapated Body Conditioning—Non-credit  
Course: T. Rafat presented the APE 500 new course proposal.  
Action: Motion carried 6-0-0

New CIS 106: Introduction to Computer Coding—2 Units  
Course: M. Branom presented the CIS 106 new course proposal  
Action: Motion carried 6-0-0

New ESL 208: ESL Skills Lab—Non-credit  
Course: D. Pucay presented the ESL 208 new course proposal.  
Action: Motion carried 6-0-0

New MATH 111A: Elementary Algebra Part 1—3 Units  
Course: G. Cochran presented the MATH 111A new course proposal.  
Action: Motion carried 6-0-0

New MATH 111B: Elementary Algebra Part 2—3 Units  
Course: G. Cochran presented the MATH 111B new course proposal.  
Action: Motion carried 6-0-0

C. Course Deactivation

Course: PHYS 004D: General Physics—3 Units  
Action: Motion carried 6-0-0

ADJOURNMENT

Meeting adjourned at 4:05 pm.