Instructional Policies/Curriculum Committee

Official Minutes of April 24, 2018


Absent: L. Chenportillo, R. Montemayor, R. Gutierrez

Guests: J. Kahlon, D. Meakin, K. Nguyen, K. Sengal, J. Smay (via phone), S. Sukuta, T. McKimmey

I. CALL TO ORDER
The meeting was called to order by K. Pullen, at 1:40 p.m., in L-307.

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

III. APPROVAL OF MINUTES
April 10, 2018
M. Conroy moved for the approval of the April 10, 2018 minutes; L. Meyer seconded the motion.
Action: Motion carried 5-0-0

IV. ARTICULATION/CURRICULUM
A. Senate Report — No report.
B. Distance Education Report — No Report

V. NEW DISCUSSION/ACTION
A. SJCC Course Revision Proposals
I. Betancourt motioned to approve the following courses, Distance Education supplements, unit changes, prerequisites, and corequisites, after separate review and with individual approval; L. Meyer seconded.

<table>
<thead>
<tr>
<th>Course</th>
<th>Revision</th>
<th>Action</th>
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<tbody>
<tr>
<td>ASTRO 010: Introduction to Astronomy — 3 Units</td>
<td>J. Smay presented the revisions for ASTRO 010.</td>
<td>Motion carried: 5-0-0</td>
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<td>ASTRO 010, DE supplement, content, methods of evaluation, and textbooks were unanimously approved.</td>
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<tr>
<td>ASTRO 010L: Introductory Astronomy Lab — 1 Unit</td>
<td>J. Smay presented the revisions for ASTRO 010L.</td>
<td>Motion carried: 5-0-0</td>
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<td></td>
<td>ASTRO 010L, description, content, and SLOs were unanimously approved.</td>
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<tr>
<td>CHEM 012A: Organic Chemistry — 5 Units</td>
<td>K. Nguyen presented the revisions for CHEM 012A.</td>
<td>Motion carried: 5-0-0</td>
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<td></td>
<td>CHEM 012A, Math Level 3 advisory, content, SLOs, methods of evaluation, and textbooks were unanimously approved.</td>
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</tbody>
</table>
Course CHEM 012B: Organic Chemistry — 5 Units
Revision: K. Nguyen presented the revisions for CHEM 012B.
Action: Motion carried: 5-0-0
CHEM 012B, content, SLOs, methods of evaluation, and textbooks were unanimously approved.

Course CIS 068: Administering Microsoft SQL Server — 3 Units
Revision: K. Sengal presented the revisions for CIS 068.
Action: Motion carried: 5-0-0
CIS 068, DE supplement, content, SLOs, methods of evaluation, and textbooks were unanimously approved.

Course CIS 084: Java Programming — 3 Units
Revision: M. Branom presented the revisions for CIS 084.
Action: Motion carried: 5-0-0
CIS 084, DE supplement, description, content, SLO assessment methods, methods of evaluation, homework, and textbooks were unanimously approved.

Course CIS 158: Linux System Administration — 3 Units
Revision: K. Sengal presented the revisions for CIS 158.
Action: Motion carried: 5-0-0
CIS 158, DE supplement, description, content, SLOs, methods of evaluation, homework, and textbooks were unanimously approved.

Course ECE 016: Storytelling for Children — 2 Units
Revision: Action: Motion carried: 5-0-0
The Committee unanimously voted to send ECE 106 back to the instructor for further revisions.

Course ECE 017: Literacy Development in Children — 2 Units
Revision: Action: Motion carried: 5-0-0
The Committee unanimously voted to send ECE 017 back to the instructor for further revisions.

Course ECE 018: Children’s Literature — 2 Units
Revision: Action: Motion carried: 5-0-0
ECE 018, content, methods of evaluation, and textbooks were unanimously approved.

Course ECE 109: Music, Movement, and Rhythm Activities for Children — 3 Units
Revision: Action: Motion carried: 5-0-0
ECE 109, content, SLOs, and textbooks were unanimously approved.

Course ECE 191: Infant Toddler Development — 3 Units
Revision: Action: Motion carried: 5-0-0
The Committee unanimously voted to send ECE 191 back to the instructor for further revisions.

Course IRON 161: OSHA 30/COMET Training — 2.50 Units
Revision: D. Meakin presented the revisions for IRON 161.
Action: Motion carried: 5-0-0
IRON 161, lecture hour increase and total unit increase were unanimously approved.
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<thead>
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<td>LASER 100: Introduction to Photonics—4 Units</td>
<td>S. Sukuta presented the revisions for LASER 100.</td>
<td>Motion carried: 5-0-0</td>
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<td>LASER 100, DE supplement, description, content, SLOs, methods of evaluation, and textbooks were unanimously approved.</td>
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<tr>
<td>LS 090: Directed Tutoring Experience—1 Unit</td>
<td>T. McKimmey presented the revisions for LS 090.</td>
<td>Motion carried: 5-0-0</td>
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<td>LS 090, DE supplement, description, content, SLOs, methods of evaluation, homework, textbooks, corequisite, and Read/Write Level 4 advisory were unanimously approved.</td>
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<td>MA 005: Medical Office Emergencies—2 Units</td>
<td>J. Kahlon presented the revisions for MA 005.</td>
<td>Motion carried: 5-0-0</td>
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<td>MA 005, MA 006 prerequisite, content, SLOs, methods of evaluation, and textbooks were unanimously approved.</td>
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<td>MA 006: Introduction to Medical Assisting—3 Units</td>
<td>J. Kahlon presented the revisions for MA 006</td>
<td>Motion carried: 5-0-0</td>
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<td>MA 006, DE supplement, removal of MA 005 as recommended preparation, content, SLOs, methods of evaluation, and homework were unanimously approved.</td>
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<td>MA 007: Medical Front Office Procedures—3 Units</td>
<td>J. Kahlon presented the revisions for MA 007.</td>
<td>Motion carried: 5-0-0</td>
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<td>MA 007, content, SLOs, methods of evaluation, homework, and textbooks were unanimously approved.</td>
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<tr>
<td>MA 008: Medical Office Financial Procedures—3 Units</td>
<td>J. Kahlon presented the revisions for MA 008.</td>
<td>Motion carried: 5-0-0</td>
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<td>MA 008, content, SLOs, methods of evaluation, and textbooks were unanimously approved.</td>
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<tr>
<td>MA 011: Medical Coding—2 Units</td>
<td>J. Kahlon presented the revisions for MA 011.</td>
<td>Motion carried: 5-0-0</td>
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<td>MA 011, SLOs, methods of evaluation, and textbooks were unanimously approved.</td>
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<tr>
<td>MA 012: Medical Assisting Administrative Practicum Experience—4 Units</td>
<td>J. Kahlon presented the revisions for MA 012.</td>
<td>Motion carried: 5-0-0</td>
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<td>MA 012, content, SLOs, methods of evaluation, homework, and textbooks were unanimously approved.</td>
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<tr>
<td>B. SJCC New Course Proposals</td>
<td>I. Betancourt Lopez motioned to approve the following courses, Distance Education supplements, prerequisites, and corequisites, after separate review and with individual approval; M. Conroy seconded.</td>
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<tr>
<td>New Course</td>
<td>ECE 192: Care and Education for Infants and Toddlers—3 Units</td>
<td>Motion carried 5-0-0</td>
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</table>
The Committee unanimously voted to send ECE 192 back to the instructor for further revisions.

**New Course**

IRON 195: Foreman Training, Ironworkers Union History, Qualified Rigger — 2.50 Units

D. Meakin presented the IRON 195 new course proposal.

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

IRON 195 was unanimously approved.

**C. SJCC Course Deactivations**

I. Betancourt Lopez motioned to approve the following deactivations; L. Meyer seconded.

**Course:** BUS 025: Introduction to Investments — 3 Units

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

BUS 025’s deactivation was unanimously approved.

**D. SJCC New Program Proposals**

I. Betancourt Lopez motioned to approve the following new program after separate review and individual approval; G. Castilla seconded.

**New Program:** Computer Applications-Level 1: Certificate of Achievement-Level 1 — 12 Units

M. Branom presented the new program proposal for Computer Applications-Level 1: Certificate of Achievement-Level 1.

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

Computer Applications-Level 1: Certificate of Achievement-Level 1 was unanimously approved.

**ADJOURNMENT**

Meeting adjourned at 4:08 pm.