



AGENDA

IMPERIAL VALLEY COLLEGE COUNCIL

**Monday, January 26, 2009 – 2:30 P.M.
Administration Building Board Room**

MEMBERSHIP

Kathy Berry, Administrative Representative
Robin Ying, Administrative Representative
Efrain Silva, Administrative Representative
Sergio Lopez, Alternate Administrative Representative

Michael Heumann, Faculty Representative (Vice Chair)
Bruce Seivertson, Faculty Representative
Armando Mendez, Faculty Representative
Norma Nuñez, Alternate Faculty Representative

John Abarca, Classified Representative (Chair)
Frances Arce-Gomez, Classified Representative
Jessica Waddell, Classified Representative
Mariam Trejo, Alternate Classified Representative

Carlos Fletes, CMCA Representative
Rick Webster, Alternate CMCA Representative

Chantilee Mendenhall, Student Representative
Itzel Bejarano, Student Representative
Jonathan Balint, Student Representative
Steven Sciaky, Alternate Student Representative
Josasat Trejo, Alternate Student Representative

Dr. Ed Gould, Ex Officio

Recording Secretary: Adriana Sano

MEMBERSHIP CHANGES

PUBLIC COMMENT

APPROVAL OF MINUTES DATED MONDAY, JANUARY 12, 2009

AREA REPORTS/UPDATES

Instruction/Academic Services/Accreditation – Kathy Berry
Business Services – John Lau
Student Services – Dr. Victor Jaime
Technology Services – Dr. Robin Ying
Associated Student Government – Chantilee Mendenhall
President's Update – Dr. Ed Gould

MINUTES FROM STANDING AND AD HOC COMMITTEE

1. Citizens Oversight Committee for Measure L, 12/12/08
2. Competitive Athletics Committee Meeting, 12/9/08
3. Curriculum and Institution Committee Meeting 11/6/08,12/04/08
4. Environmental Health & Safety Committee Meeting, 11/17/08

DISCUSSION AND INFORMATION ITEMS

1. Veteran's Memorial Location – Gaylla Finnell

ACTION ITEMS

1. Approval of Appointment of College Council representative to the Strategic Planning Committee – John Abarca

ADJOURNMENT

**2008-2009 College Council Meeting Schedule
at 2:30 p.m. in the Board Room**

2009	
January 12 & 26	April 27
February 9 & 23	May 11
March 9 & 23	June 8 & 22*

Meeting Canceled

**Fall Semester Begins

* Summer Session Begins

Overload rate for 177-day members



MINUTES

IMPERIAL VALLEY COLLEGE COUNCIL

Monday, January 12, 2009 – 2:30 P.M.
Administration Building Board Room

College Council Chair John Abarca called the meeting to order at 2:30 p.m.

Council members in attendance were as follows:

Robin Ying, Administrative Representative
Efrain Silva, Administrative Representative
Sergio Lopez, Alternate Administrative Representative

Michael Heumann, Faculty Representative (Vice Chair)
Bruce Seivertson, Faculty Representative
Armando Mendez, Faculty Representative

John Abarca, Classified Representative (Chair)
Frances Arce-Gomez, Classified Representative
Jessica Waddell, Classified Representative

Chantilee Mendenhall, Student Representative
Itzel Bejarano, Student Representative

Dr. Ed Gould, Ex Officio

Recording Secretary: Adriana Sano

Council members not in attendance were as follows:

Kathy Berry, Administrative Representative
Norma Nunez, Alternate Faculty Representative
Mariam Trejo, Alternate Classified Representative
Carlos Fletes, CMCA Representative
Rick Webster, Alternate CMCA Representative
Johathan Balint, Student Representative
Steven Sciaky, Alternate Student Representative
Josasat Trejo, Alternate Student Representative

Others Present:

John Lau, Ted Ceasar, Gaylla Finnell, Victor Jaime, Tina Aguirre, Frank Rapp, Toni Pfister

MEMBERSHIP CHANGES

There were no membership changes.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES DATED MONDAY, DECEMBER 8, 2008

M/S/C Sergio Lopez/Michael Heumann to approve the minutes dated December 8, 2008.

Motion carried.

AREA REPORTS/UPDATES

Instruction/Academic Services/Accreditation

Vice President for Academic Services Kathy Berry was not present at this meeting.

Business Services

Vice President for Business Services John Lau reported the following:

- Reported that the college has received a \$1.2 Million grant from the County, and he is in the process of applying for an additional grant in the sum of \$600,000.00. This grant money will be used for the new bus stop which should be completed by August 2009.
- Reported the State is moving forward with taking back the COLA, and it would be safe to assume there will be no COLA for the next two years. He indicated the caps would stay around two to three percent.
- Reported the next two years the college is looking at hard financial times. He reported that the college would probably be going out for another TRANS, but he would be doing a cash flow analysis to see what will be needed. He reported that the college would be selling the remainder of the construction bonds in February which would generate around \$8.7 Million.
- Reported that the science building construction is going well, and in the next couple of weeks his office will be coordinating tours.

Member Sergio Lopez asked if DSA approval is required at the new bus stop. He indicated DSA usually causes delays if not approved.

VP Lau stated he would follow-up with Jimmy Sanders, but assumes that this has all been worked out. He stated that County approval is required since the County is funding for the new bus stop. He stated the shade structure plan has been changed to accommodate up to 140 people.

Student Services

Vice President for Student Services Dr. Victor Jaime reported the following:

- Reported Student Services is busy helping students with spring registration. He indicated Student Services is more efficient than ever before. Enrollment has increased for both winter and spring despite fewer class offerings.
- Announced the next three months are outreach months. Student Services would be out at high schools to talk first about financial aid, and then assessments and one-on-one counseling.

Technology Services

Dean of Technology Robin Ying reported the following:

- Reported that the problem with the slow network has been identified and Banner is running nine times faster at around 26 megabits per seconds.
- Reported that the Shortel training has been rescheduled to the end of month.

Member Sergio Lopez asked if there is a completion date of when all phones would be installed.

Dean Ying stated that the phones are being installed building by building because of limited IT resources, there is no completion date yet, but the goal is to cover the entire campus.

Associated Student Government

ASG President Chantilee Mendenhall reported the following:

- Announced that the student senate does not meet during winter session, but plan to meet before the new semester begins in order to get a head start.
- Reported that ASG purchased new tables and chairs for the College Center, the new chairs have arrived but are still waiting for the new tables to arrive.

President's Update

Dr. Ed Gould was not present at this meeting; he was attending a SDICCCA Meeting in San Diego.

MINUTES FROM STANDING AND AD HOC COMMITTEES

Minutes from the following committee meetings were received:

1. IVC Academic Senate, 11/19/08.
2. IVC Insurance Committee, 12/08/08.
3. Planning and Budget Committee, 12/10/08 & 12/12/08.

DISCUSSION AND INFORMATION ITEMS

1. Veteran's Memorial Location – Gaylla Finnell (Handout)

Gaylla Finnell reported that there are now three different options for the location of the Veteran's Memorial. These three options have been reviewed by the Architect, Dr. Gould, Rick Webster, and Student Affairs.

She stated that she has spoken with the designer and the designer has indicated that a location needs to be selected first before she can start her design. She indicated that it is her understanding that College Council will make a recommendation to the President to take to the Board of Trustees.

She further stated that Rick Webster was concerned with Option # 3 because the trees in that area would be high maintenance. She indicated that because Option #1 and #2 are open spaces, she is leaning toward these two options.

She stated that a discussion about shading was brought up at the last meeting and the designer has forwarded a video that shows different types of shading that would be very effective. She indicated that a green design would be used, which would take very little maintenance and incorporate the college's natural terrain.

Member Sergio Lopez stated he was concerned with Option #1 if it would cause any change order to the construction site, he recommended Option #2.

Member Efrain Silva asked if she had a preference between Option #1 and Option #2.

Gaylla Finnell stated that the designer did not have a preference but was waiting to hear from Jimmy Sanders about which Option he would prefer. She indicated that Jimmy Sanders was working with the designer.

2. Appointment of College Council representative to the Strategic Planning Committee – John Abarca

Chair Abarca asked if there were any volunteers for the appointment of a College Council representative to the Strategic Planning Committee.

Member Bruce Seivertson volunteered to be appointed to the Strategic Planning Committee.

Chair Abarca asked if there was anyone else who would want to be considered for this committee, there were no other volunteers.

Chair Abarca asked that this item be placed as an action item for the next College Council meeting.

ACTION ITEMS

There were no action items.

ADJOURNMENT

M/S/C Michael Heumann and Armando Mendez adjourn the meeting at 2:45 p.m.

2008-2009 College Council Meeting Schedule at 2:30 p.m. in the Board Room

2009	
January 12 & 26	April 27
February 9 & 23	May 11
March 9 & 23	June 8 & 22*

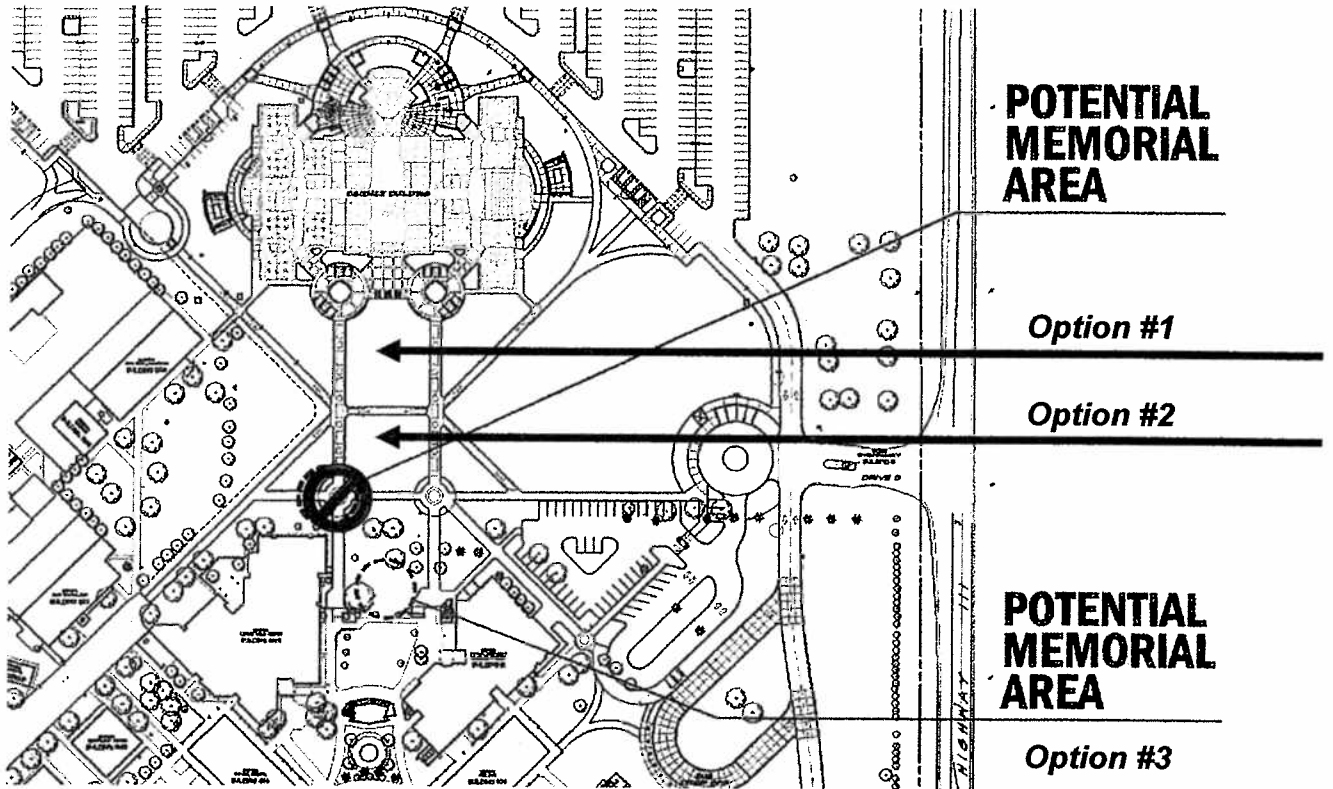
Meeting Canceled

**Fall Semester Begins

* Summer Session Begins

Overload rate for 177 day members

IVC VETERANS MEMORIAL





Citizens Oversight Committee for Measure L
December 12, 2008

Members Present: Marlene Best, Amanda Brooke, Terence Donovan, Cathy Kennerson, Dr. Barbara Macci-Trethewey, Henry Monroy, Gil Perez and Rick Webster Jr.

Absent: John Anderson and Bertha Morris

Others Present: Dr. Ed Gould, Superintendent/President, John Lau, Vice President for Business Services, and Rick Webster, Director of Maintenance

Recorder: Mary Carter

Call to Order

The regular meeting of the Citizens Oversight Committee for Measure L was called to order by Dr. Barbara Macci-Trethewey, chairperson, at 2:00 p.m. on Friday, December 12, 2008 in the IVC Board Room.

Introductions

All the members of the committee introduced themselves. The newly appointed members are Amanda Brooke, Superintendent of the McCabe School District, Gil Perez, United Taxpayers of Imperial County representative, and Rick Webster, Jr., student representative. Two additional committee members, Nicole Nicolas Gilles and Tim Kelley, will be appointed at the December 17, 2008 Board of Trustees meeting.

John Lau, Vice President for Business Services, thanked the out-going members, Dr. Barbara Macci-Trethewey, Terence Donovan, Cathy Kennerson, David Lopez, Henry Monroy and Bertha Morris for their service on the committee. He extended an invitation to all past committee members to tour the Science Building in the Spring.

Approval of Minutes

The minutes of the October 17, 2008 minutes were approved as presented.

Construction Update

John Lau reported that the Science Building is about one week behind schedule, mainly due to a slight delay in the delivery of steel. The College will be awarding two contracts for communications and concrete at the December 17, 2008 board meeting. There are another four contracts that will go out to bid in January for a sewer lift station, landscaping, final clean-up and electrical work.

Budget/Finance Report

The committee reviewed a report of bond expenditures through December 12, 2008. Total expenditures since 2004-05 are \$21,197,241. There is currently \$31,406,887 cash in the County Treasury. John Lau reported that the College has one more series of bonds to sell in the amount of about \$7.5 million. The sale will probably take place in February. Mr. Lau reviewed the list of bond contracts awarded and noted that at least 50% of the contracts were awarded to local firms.

Annual Report

Dr. Ed Gould stated that he would like the next annual report to be distributed widely throughout the community to justify bond expenditures to the taxpayers. The new report will be developed by the College's public relation department.

Meeting schedule

The committee agreed to meeting on a quarterly basis, on the second Friday of the last month of the quarter. The next meeting will be Friday, March 13, 2009 at 2:00 p.m. John Lau will invite Nielsen Construction, Jimmy Sanders, architect, and Doug Hartline, inspector to attend the meeting and report to the committee.

Meeting adjourned at 2:45 p.m.

**IMPERIAL VALLEY COLLEGE
COMPETTIVE ATHLETICS COMMITTEE MEETING
UNADOPTED MINUTES**

Tuesday, December 9, 2008

Call to Order: The meeting was called to order at 2:10 PM by Jim Mecate.

Present: Jim Mecate, Kathy Berry - Vice President, Jill Lerno, Jill Tucker, Sandie Noel, Tyson Aye, Rafael Contreras, Chris Mays, and Angelica Ramos

1. Welcome: Mr. Mecate welcomed the members and stated that Kathy Berry, the Vice President, would be addressing the committee with information on the proposed football plans and a new athletic trainer.
2. Approval of Minutes: Jill Lerno motioned for the minutes of Friday, August 22nd, 2008 to be approved and it was second by Jill Tucker. The committee members approved the minutes.
3. CCCAA - New Rules & News: Mr. Mecate informed the staff that all new athletes must have a completed physical prior to the first day of practice and stated that the next scheduled physical is on January 12th at 4:30 pm. He also stated that some amount of games for each sport will most likely be cutback and distributed a flyer with this information. The staff discussed their concerns on how the women's games will be affected by these cutbacks.
4. Out of State Waiver Ends: Mr. Mecate informed the committee that there is one year left for out-of-state recruiting before the waiver ends by July 1, 2010.
5. Pacific Coast Conference Update: Mr. Mecate informed the coaches that the Pacific Coast Conference will be issuing a quarterly newsletter and that they can send in statistics about their players or team to be published in the newsletter.
6. Gender Equity - Adding Women's Cross Country: Mr. Mecate stated that Eric Lehthonen is going to be the coach for the cross country team that will be starting in the fall of 2009.
7. Program Review: Mr. Mecate informed the staff and members that the Athletic Department will be having a program review on April 22nd, 2009. He distributed the 2004 Program Review's documents for everyone to review. Mr. Mecate asked for volunteers who would be willing to gather new data that is being requested for the upcoming program review. He informed the staff that the data should be returned by the end of January 2009.
8. Other: Mrs. Kathy Berry informed the staff that plans for a football team is in an exploratory process right now. She also stated that plans to hire a second athletic trainer are on hold presently. She also encouraged the staff to submit a wish list or items of need and list them in the next program review. She informed the staff that these items of need and wants should be seen on the program review so that it would increase the possibility of funds becoming available for those purchase in the future.
9. Adjournment:
The meeting was adjourned at 2:45 PM

**IMPERIAL VALLEY COLLEGE
CURRICULUM AND INSTRUCTION COMMITTEE MEETING
ADOPTED MINUTES
REGULAR MEETING
THURSDAY, NOVEMBER 6, 2008
3:05 P.M. – BOARD ROOM**

Present:	Kathy Berry Ted Ceasar David Drury Carol Lee	Suzanne Gretz Melani Guinn Gonzalo Huerta Jose Lopez	Victor Jaime Tina Aguirre Val Rodgers	Taylor Ruhl Lianna Zhao David Zielinski
Consultants:	Frances Beope	Norma Nunez	Efrain Silva	Kathie Westerfield
Absent:	Chantilee Mendenhall	Michael Heumann		
Guests:	Frank Rapp	Becky Green	Jessica Waddell	
Recorder:	Linda Amidon			

I. Opening of the Meeting

A. Call to Order of Regular C & I Committee Meeting – Carol Lee, Co-Chair

Carol Lee, Co-Chair, called the regular meeting of the Imperial Valley College Curriculum and Instruction Committee to order at 3:05 p.m. on Thursday, November 6, 2008, and made the following announcements:

B. Approval of the Minutes of October 16, 2008

M/S/C Zhao/Rodgers to approve the C & I Committee meeting minutes of October 16, 2008, as presented. The motion carried.

II. Action Items

A. Motion to “Reconsider” Curriculum and Instruction Committee Actions

1. Motion to “Reconsider” Committee Actions Taken October 16, 2008

M/S/C Zhao/Gretz to reconsider the approval of the amendment of the effective date from 2008 - 2009 to 2009 - 2010, on the following actions taken by the C & I Committee at its meeting of October 16, 2008, as presented. The motion carried.

“M/S/C Zielinski/Guinn to approve the revision of the MIS course designation for ENGL 100 as a basic skills course, effective the ~~2008 – 2009~~ 2009 – 2010 academic year, as presented.”

“M/S/C Zielinski/Guinn to approve the revision of the MIS course designation for ENGL 100 as non-degree applicable, effective the ~~2008 – 2009~~ 2009 – 2010 academic year, as modified.”

B. Credit Courses

1. Deleted Courses

- a. EMT 010 – EMT Transitional Program (1.0)
- b. EMT 106 – EMT I – Defibrillation (.50)
- c. FIRE 110 – Introduction to Fire Fighter (3.0)
- d. FIRE 111 – Streams, Nozzles, Hoses, and Appliances (2.5)

- e. FIRE 112 – Ground Entry and Rescue (2.5)
- f. FIRE 113 – Ventilation and Fire Control (2.0)
- g. FIRE 114 – Fire Fighter I – Advanced (3.5)
- h. FIRE 116 – Fire Hydraulics (2.0)
- i. FIRE 119 – Pipeline Transportation Emergencies (.50)

M/S/C Aguirre/Zhao to approve the deletion of EMT 010, EMT 106, FIRE 110, FIRE 111, FIRE 112, FIRE 113, FIRE 114, FIRE 116, and FIRE 119, effective 2009 - 2010, as presented. The motion carried.

2. New Courses

- a. PE 170 – Bowling, Beginning (1.0)
- b. PE 171 – Bowling, Intermediate (1.0)
- c. PE 172 – Bowling, Advanced (1.0)

M/S/C Drury/Guinn to approve the addition of PE 170, PE 171, and PE 172 to the credit curriculum, effective winter 2009, with corrections. The motion carried.

Carol Lee pointed out that PE 172 may only be repeated one time; Form 1 for PE 172 was corrected accordingly.

3. Revised Courses

- a. CDEV 102 – First Aid and CPR (1.0)

M/S/C Zhao/Rodgers to approve the reduction in the class size limit from 35 to 16 students for CDEV 102, effective 2008 - 2009, as presented. The motion carried.

It was noted that the reduction in class size limit was due to the limitation imposed by the American Heart Association.

- b. CS 230 – Intermediate Object-Oriented Programming with Java (4.0)
- c. CS 280 – Assembly Language and Machine Organization (4.0)

Lianna Zhao announced that CS 230 and CS 280 would be addressed under two separate motions. The following motions represent the revised motions:

M/S/C Zhao/Guinn to approve the revision to the catalog description, course content and prerequisite statement for CS 230, Intermediate Object-Oriented Programming with Java (4.0), as requested by IVC and SDSU to meet curriculum and articulation standards, effective 2008 – 2009, as presented. The motion carried.

M/S/C Zhao/Guinn to approve the revision to the prerequisite statement for CS 280, Assembly Language and Machine Organization (4.0), effective 2008 - 2009, as presented. The motion carried.

- d. PE 103 – Physical Fitness, Women (1.0)
- e. PE 144 – Advanced Basketball, Women (1.0)

M/S/C Drury/Guinn to approve the textbook upgrades for PE 103 and PE 144, effective 2008 - 2009, as presented. The motion carried.

B. Majors and Certificates

1. Revised Majors

- a. Physical Education Major

*M/S/C Drury/Guinn to approve the revision of the **Physical Education Major** to add PE 170 – Bowling, Beginning; PE 171 – Bowling, Intermediate; and PE 172 – Bowling, Advanced to Section II, effective winter 2009, as presented. The motion carried.*

b. University Studies Major

*M/S/C Zhao/Rodgers to approve the revision of the **University Studies Major** pending approval of the Chancellor's Office, effective 2008 - 2009, as presented. The motion carried.*

C. General Catalog (Textual, Major and Certificate Items)

1. CAN Statement (2008 – 2009 General Catalog, pp. 40 - 41)

M/S/C Zhao/Gretz to approve the removal of the CAN statement (2008 – 2009 General Catalog, pp. 40 – 41) and CAN identifiers in course descriptions, effective with the 2009 – 2010 General Catalog, as presented. The motion carried.

The justification noted on Form 3 indicates that the CAN program is being dissolved and is being phased out of all Region X catalogs effective with the 2009 – 2010 academic year.

III. Discussion Items

A. Certificate of Proficiency (Lee/Berry)

Members reviewed the handout that Carol Lee distributed, which described a proposed Certificate of Proficiency award program for IVC. Carol explained that the program and process modeled Mira Costa College's program and included minor revisions recommended by the Chancellor's Office. Kathy explained that the proposal to issue Certificates of Proficiency stemmed from concern regarding the Nursing and EMT low-unit certificates (i.e., EMT, Health Assistant, Home Health Aide). She explained that these fields require official documentation showing completion of a program of study for testing purposes. Carol stated that Certificates of Proficiency would not be reflected on student transcripts. However, Kathie Westerfield is willing to have the process administered by the Admissions and Records Department. Kathie shared her concerns regarding the need to track and maintain Certificates of Proficiency for MIS and the ARCC. She stated that if it is necessary to track and monitor the awards, she would like a tracking mechanism. Kathie also recommended using the term "Proficiency Award" instead of "Certificate of Proficiency." In response to Frances Beope's inquiry regarding whether it is necessary to report awards for programs of less than 12 units, Kathy Berry explained that such data was required for core indicators, not the ARCC. Gonzalo Huerta related his discussion with Al Taccone, who is from Mira Costa and serves as Chair of the Regional Consortium. He stated that Al had encouraged a program similar to Mira Costa's for IVC to ensure that the college receives recognition for issuance of the awards, as the awards add to the college's successful completion rates and core indicators. Since it is necessary to determine how to track the awards in Banner, Carol Lee recommended that this item be brought back for further discussion.

IV. Information Items

A. Legal Brief on "TBA" Designation

Kathy Berry referred members to the handout, Legal Advisory 08-02, To Be Arranged (TBA) Hours Compliance Advice. As an example of compliance with the regulations, Kathy cited a TBA lab for multiple languages where the instructor is "in the line of sight" of students and meets the minimum qualifications for all languages. Per the advisory, the schedule for TBA computer labs must be established before census and students must be notified when to attend the lab. Kathy urged members to review and share the legal advisory with division faculty.

B. MIS Course Coding

Referring to the handouts (Data Element Dictionary for CB21, Course-Prior-To-College-Level; list of math and English courses reflecting the CB21 coding), Kathy reported that during review of the ARCC it was discovered that some of the courses were miscoded. Following review by the committee, it was determined that the codes for the courses listed appeared to be correct, except that ENGL 096, 097, 098 and 100 reflected the codes for 2009 – 2010. (At a previous meeting the committee had agreed to designate ENGL 100 as a non-transferable basic skills course effective 2009 – 2010. ENGL 100 is currently designated as a transferable non-basic skills course and thus impacts the CB21 coding for ENGL 096, 097 and 098.)

C. Budget (item added)

Kathy and Victor reported that the governor announced his proposal to make 10% mid-year cuts for community colleges, UC's and CSU's.

D. Court Services Specialist (item added)

Carol Lee congratulated Val Rodgers and Frances Beope for completing the paperwork for the Court Services Specialist Certificate. She stated that Gonzalo Huerta would be delivering the application to the Chair of the Regional Consortium for signature.

E. Awarding of High School Diplomas Program (item added)

Efrain reported there are now official regulations related to the awarding of a high school diploma by California community colleges. Per the regulations, courses under such a program must be noncredit courses. Efrain requested the assistance of faculty to develop a program.

V. Other Items - None

VI. Next Regular Meeting – 3:05 p.m., Thursday, November 20, 2008, Board Room
Materials Due: 5:00 p.m., Wednesday, November 20, 2008

VII. Adjournment

The meeting was adjourned at 3:42 p.m.

**IMPERIAL VALLEY COLLEGE
CURRICULUM AND INSTRUCTION COMMITTEE MEETING
ADOPTED MINUTES
REGULAR MEETING
THURSDAY, DECEMBER 4, 2008
3:05 P.M. – BOARD ROOM**

Present:	Kathy Berry Ted Ceasar David Drury Suzanne Gretz	Melani Guinn Gonzalo Huerta Victor Jaime Carol Lee	Joe Trejo (ASG Rep) Tina Aguirre Val Rodgers Lianna Zhao	David Zielinski
Consultants:	Norma Nunez	Kathie Westerfield	Frances Beope	Jose Lopez
Absent:	Taylor Ruhl	Frances Beope	Michael Heumann	Efrain Silva
Guests:	Frank Rapp	Jessica Waddell	Gloria Carmona	
Recorder:	Linda Amidon			

I. Opening of the Meeting

A. Call to Order of Regular C & I Committee Meeting – Carol Lee, Co-Chair

Carol Lee, Co-Chair, called the regular meeting of the Imperial Valley College Curriculum and Instruction Committee to order at 3:06 p.m. on Thursday, December 4, 2008.

Carol introduced Joe Trejo, who attended the meeting on behalf of Chantilee Mendenhall, ASG President.

B. Approval of the Minutes of November 6, 2008

M/S/C Jaime/Zhao to approve the C & I Committee meeting minutes of November 6, 2008, as presented. The motion carried.

II. Action Items

A. Credit Courses

1. New Courses

a. ANTH 120 – Introduction to Archaeology (3.0)

M/S/C Gretz/Guinn to approve the addition of ANTH 120, Introduction to Archaeology, to the credit curriculum, effective 2009 – 2010, with corrections. The motion carried.

b. FIRE 108 – Fire and Emergency Services Safety/Survival (3.0)

c. FIRE 220 – Public Education 1 (2.5)

d. FIRE 222 – Fire Command 1C (2.5)

e. FIRE 224 – Fire Prevention 1C (2.5)

f. FIRE 240 – Fire Instructor 2A (2.5)

M/S/C Aguirre/Zhao to approve the addition of FIRE 108, FIRE 220, FIRE 222, FIRE 224 and FIRE 240, to the credit curriculum, effective 2009 – 2010, with corrections. The motion carried.

Kathie Westerfield expressed concern regarding the building of the prerequisites for the courses in Banner. She explained that courses and test scores only could be entered as prerequisites in Banner.

2. Revised Courses

- a. **ANTH 100 – Physical Anthropology (3.0)**
- b. **ANTH 102 – Cultural Anthropology (3.0)**
- c. **ANTH 104 – California Indians (3.0)**
- d. **ANTH 106 – Indians of North America (3.0)**

M/S/C Gretz/Guinn to approve the revision of the course description and textbook upgrades for ANTH 100, ANTH 102, ANTH 104 and ANTH 106, effective 2009 – 2010, with corrections. The motion carried.

Carol Lee noted that the class limit for the course was excluded from Form 1. In addition, the textbooks for ANTH 106 are dated and the UC's would deny the course on this basis since textbooks can't be older than five years.

- e. **ANTH 108 – Indians of the Southwest (3.0)**

M/S/C Gretz/Zhao to approve the upgrade of the core content for ANTH 108, effective 2009 – 2010, as presented. The motion carried.

It was noted that the class limit was excluded from Form 1 and that the required textbooks on the course outline are dated.

- f. **EMT 107 – Emergency Medical Technician I Refresher (2.0)**

M/S/C Aguirre/Zhao to approve the revision of the 2004 course number and prerequisites for EMT 107, effective 2009 – 2010, with corrections (publication year for textbooks is missing from course outline). The motion carried.

- g. **FIRE 100 – Fire Protection (3.0)**
- h. **FIRE 120 – Hazardous Materials for First Responder (3.0)**

M/S/C Aguirre/Guinn to approve the revision of the 2004 course number, the upgrading of the course lecture hours, preparation, course objectives, and textbooks for FIRE 100 and FIRE 120, effective 2009 – 2010, as presented. The motion carried.

- i. **FIRE 200 – Fire Apparatus 1A – Driver (2.5)**
- j. **FIRE 201 – Fire Apparatus 1B – Pump (2.5)**

M/S/C Aguirre/Guinn to approve (1) the revision of the 2004 course number, (2) the upgrading of the course title, units, lecture hours, course description, prerequisites and textbooks to reflect State Fire Training requirements, and (3) the upgrading of the course description to reflect current California Vehicle Code, for FIRE 200 and FIRE 201, effective 2009 – 2010, with corrections. The motion carried.

It was recommended that the first four sentences of the course description for FIRE 200, and the first three sentences for FIRE 201, be deleted so that the description for each course begins with, "This course provides the student..." Tina Aguirre, Associate Dean of Nursing Ed/Health Tech/EMS, stated that she would present this recommendation to fire faculty for input.

- k. **FIRE 202 – Fire Investigation 1A (2.5)**
- l. **FIRE 203 – Fire Investigation 1B (2.5)**
- m. **FIRE 204 – Fire Management 1 (2.5)**
- n. **FIRE 205 – Fire Prevention 1A (2.5)**
- o. **FIRE 206 – Fire Prevention 1B (2.5)**
- p. **FIRE 207 – Fire Instructor 1A (2.5)**
- q. **FIRE 208 – Fire Instructor 1B (2.5)**

- r. **FIRE 209 – Fire Command 1A (2.5)**
- s. **FIRE 210 – Fire Command 1B (2.5)**
- t. **FIRE 211 – ICS 300 (1.5)**

M/S/C Aguirre/Zhao to approve (1) the revision of the 2004 course number, and (2) the upgrading of the course title, units, lecture hours, course description and textbooks to reflect State Fire Training requirements, for FIRE 202, FIRE 203, FIRE 204, FIRE 205, FIRE 206, FIRE 207, FIRE 208, FIRE 209, FIRE 210 and FIRE 211, effective 2009 – 2010, with corrections. The motion carried.

Corrections included marking Form 1 for each course to indicate a prerequisite restriction, and spelling out the words for the acronym, “ICS” (Incident Command System).

- u. **PHIL 106 – Logic (3.0)**

M/S/C Guinn/Rodgers to approve the revision of the course description, prerequisite. objectives, core content, and textbook upgrades for PHIL 106, to comply with IGETC requirements for critical thinking transfer courses, effective 2009 – 2010, with corrections. The motion carried.

Carol Lee explained that critical thinking courses are moving to forced English prerequisites. Corrections to Form 1 included replacing CSU Bakersfield and CSU Chico with CSU San Luis Obispo and CSU Northridge as colleges offering parallel courses with prerequisites.

B. Distance Education Courses – Addendum Documentation

- 1. **AG/ENVS 110 – Environmental Science (3.0)**

M/S/C Zhao/Gretz to approve the Distance Education Addendum for AG/ENVS 110, effective 2009 – 2010, to provide greater access and allow the inclusion of all modalities of learning, as presented. The motion carried.

C. Majors and Certificates

- 1. **Revised Majors and Certificates**

- a. **Anthropology Major**

M/S/C Gretz/Guinn to approve the revision of the Anthropology Major, effective 2009 – 2010, as presented. The motion carried.

AG 110 was added as a cross-reference to ENVS 110 under section II of Form 2.

- b. **Fire Technology Major and Certificate**

M/S/C Aguirre/Gretz to approve the revision of the Fire Technology Major and Certificate, effective 2009 – 2010, with corrections (FIRE 204 units are missing). The motion carried.

D. General Catalog (Textual, Major and Certificate Items)

- 1. **General Education Requirements (2008 – 2009 General Catalog, p. 31)**

M/S/C Jaime/Guinn to approve the revision of the General Education Requirements (2008 – 2009 General Catalog, p. 31) to remove POLS 052, effective 2009 – 2010, as presented. The motion carried.

2. Addition of Mathematics Chart

M/S/C Zhao/Guinn to approve the addition of the Mathematics Chart to the General Catalog, effective 2009 – 2010, as presented. The motion carried.

Kathy stated her opposition to the motion reflected in Form 3, which indicates that the chart would be included in the class schedule in addition to the catalog. She recommended that the chart be published in the catalog only.

3. New Disciplines/Department Rubric

- a. American Indian Studies**
- b. Latino/Latina Studies**

M/S/C Gretz/Rodgers to approve the addition of new disciplines and rubrics, American Indian Studies (AIS) and Latino/Latina Studies (LAS), to the Behavioral and Social Sciences Division, effective 2009 – 2010, as presented. The motion carried.

Suzanne Gretz explained that she selected the Latino/Latina Studies rubric over Chicano/Chicano Studies since Latin America will be included in the course studies.

III. Discussion Items

Carol Lee encouraged division chairs to review the Curriculum Training Institute Guide with faculty. She reported that the Building Construction program application was returned because samples of outside assignments were not included. Check-off boxes for methods of instruction and evaluation are no longer acceptable. Per the Guide, statements describing the methods are required. Carol also explained that all new Career Technical Education (CTE) programs require local economic data. Carol will provide the Web link to the Curriculum Training Institute Guide to committee members.

IV. Information Items

A. MIS Coding of Basic Skills Courses

A brief description of the contents of the handout was provided to the committee. Included in the handout was a link to background information, draft rubrics, guidelines and current CB21 (basic skills) coding for colleges.

V. Other Items

The date of the next regular meeting was noted. Members were reminded of the deadline for curriculum changes for the catalog. Items must be submitted to Academic Services by March 25, 2009 for inclusion in the agenda for the April 2 C & I Committee meeting.

Kathy reminded members to identify SLO's when revising existing courses and creating new courses. She stated that outcomes should be identified and tied to the institutional SLO's. SLO's are to be attached to the course outline as an addendum and not embedded in the course outlines. Kathy and Carol will provide a sample addendum form to committee members.

Kathy also reminded the committee about the January 7, 2009 Student Success Conference.

VI. Next Regular Meeting – 3:05 p.m., Thursday, January 15, 2009, Board Room **Materials Due: 5:00 p.m., Wednesday, January 7, 2009**

VII. Adjournment

The meeting was adjourned at 4:03 p.m.



ENVIRONMENTAL HEALTH & SAFETY COMMITTEE MEETING

Minutes

The regular meeting of the **Environmental Health and Safety Committee** was called to order at 3:00 PM on November 17, 2008 in the Imperial Valley College, Board Room, by Travis Gregory, Associate Dean of Human Resources.

Members Present: Miriam Trejo, Chantilee Mendenhall, Judy Santistevan, Rick Webster, Gonzalo Huerta, Frank Rapp, Becky Green, and Travis Gregory.

Minutes: The minutes from 9/15/08 were approved as corrected (The meeting held on September 15, 2008 was called to order at 3:00 PM. The meeting was adjourned at 4:00 PM).

Old Business:

Emergency Drill/Alarm System Improvement

Rick Webster, Director of Maintenance provided an update on the fire/evacuation alarm system upgrade. The upgrade on the alarm system will occur during the first week of December from 4:00 AM through 3:00 PM.

It was also mentioned that the new phone system is being installed. Under the new proposal, every classroom will have an emergency phone system. The consensus is to schedule an emergency evacuation drill once both systems upgrades are completed.

Fire Extinguishers in Golf Carts

The District has purchased additional fire extinguishers. The Parking Control office has been instructed to install portable fire extinguisher in all parking control golf carts.

Miriam Trejo from Parking Control stated that her department has purchased the brackets needed to install the fire extinguishers. Fire extinguishers will be installed at the bottom of the seat, between the driver and the passenger.

Committee members expressed concern regarding the size and type of fire extinguishers purchased. It is questionable if these extinguishers will be adequate during certain emergencies, such as, the recent car fire incidents.

Judy Santistevan, faculty member, recommended renaming or referring to the golf carts as "service carts."

New Business:

Town Hall Meetings

During the last Town Hall Meeting, Dr. Gould, IVC Superintendent/President provided employees with a brief recruitment update. Due to the current state financial crisis, all newly advertised classified management positions, including the Director of Campus Safety have been placed on hold.

A total of two applications were received for the Director of Campus Safety. The limitation for most applicants seemed to be the POST certification and the Bachelors degree requirement. The job description is being revised and the educational level may be lowered to an Associate Degree.

Security Informational Bulletins

As required by the Clery Act, the Parking Control office is emailing regular security information bulletins. The District is notifying the campus community of incidents/suspicious activities/crimes occurred on IVC property or premises.

The Parking Control office shall be commended for providing warnings, preventative tips, reporting methods, contact information, and raising the level of awareness on campus.

Golden Guardian Update

The statewide emergency readiness exercise was held on November 13, 2008. IVC Allied Health students participated as victims. Steve Holt and Ryan Kelley also participated as evaluator and coordinator respectively.

Two Imperial Valley Press articles were distributed and reviewed during the meeting: "County, state test quake readiness" by Eric Galvan and "NAF simulates train derailment, spills" by Brooke Ruth.

Becky Green, Classified Manager, stated that some faculty members and students are not prepared to respond (what to do) during an emergency.

Action Item: The committee suggested informing staff (i.e., via electronic newsletter) what to do during an earthquake.

Other Issues

A brief update was provided regarding the shade to be installed by the bus stop area. The shade was ordered, but apparently due to a miscommunication issues the order was not processed as planned. The issue will be discussed in more detail at the next Campus Operations meeting.

Meeting adjourned.