

**IMPERIAL VALLEY COLLEGE
CURRICULUM COMMITTEE
ADOPTED MINUTES
REGULAR MEETING
THURSDAY MARCH 17, 2011
3:05 p.m. – Board Room**

Present:	Tina Aguirre Carol Lee Valerie Rodgers Krista Byrd	Daniel Gilison Eric Lehtonen Jose Ruiz	Carol Hegarty Norma Nunez Bruce Seivertson	Michael Heumann James Patterson Cathy Zazueta
Consultants:	Gloria Carmona Brian McNeece	Ted Cesar Frank Rapp	Alfredo Cuellar Lianna Zhao	Jan Magno
Absent:	Kathy Berry Jose Lopez	David Zielinski Norma Nava	David Drury Joe Trejo	Kseniya Kareva
Visitors:				
Recorder:	Dixie Krimm			

I. Opening of the Meeting

A. Call to order

James Patterson called the regular meeting of the Imperial Valley College Curriculum Committee to order at 3:09 p.m. on Thursday, March 17, 2011.

B. Approval of the Minutes

1. Regular Meeting of March 3, 2011

M/S/C Lehtonen/Nunez to approve the minutes of the March 3, 2011 regular meeting of the Curriculum Committee, as presented.

II. Action Items

A. SLO Documentation

M/S/C Lee/Nunez to approve the revision of the motion made November 18, 2010, to remove the requirement to attach the SLO document in CurricUNET, effective March 17, 2011.

Motion from 11-18-10 approved minutes

"M/S/C Lee/Nunez to approve the addition of SLO's to the course outlines of record for new and revised courses by embedding into the outline ~~and by attachment of the document into CurricUNET~~, effective November 18, 2010. The motion carried."

B. SB 1440 Catalog Language

M/S/C Lee/Lehtonen to approve SB 1440 catalog language effective July 1, 2011, as presented.

Discussion:

- Carol Lee – explained the language for the catalog for the Transfer Model Curriculums. The last note on the document was the only portion that was modified. This was made to provide clarity that since the programs have not been approved by the State they will not be included in the catalog. As long as the main statement is included we are meeting the requirement. An addendum to the catalog will be provided.

C. SAM Code Correction

M/S/C Aguirre/Zazueta to approve the review and correction of SAM Codes (CB09), for course outlines of record for all courses, by September 1, 2011.

M/S/C Lee/Rodgers to review and approve the SAM Codes for the 12 courses that are improperly identified, effective March, 17, 2011.

Carol Lee explained the document provided, which showed the discrepancy with the SAM Codes between the college and the Chancellor's Office.

Discussion: The following are the codes determined to be the correct codes.

1. AG 130 – D
2. AG 220 – C
3. BIOL 140 – E
4. CDEV 101 – C
5. CDEV 106 – C
6. CDEV 107 – C
7. CDEV 212 – B
8. DSPS 242 – C
9. EMTP 200 – C
10. ESL 824 – E
11. ESL 825 – E
12. MUS 801 – E

D. Credit by Examination (AP) 4235

M/S Lehtonen/Aguirre to approve Administrative Procedures (AP) 4235 Credit by Examination, effective July 1, 2011. Motion withdrawn.

Discussion:

- James Patterson – documents provided, Board Policy 4235 – Proposed Changes to BP 4235 Credit by Examination which were approved by the Academic Senate. Kevin White was waiting to approve the proposed changes until the Administrative Procedures were ready.
- Carol Lee – does the board need to vote on the administrative procedures as well?
- James Patterson – no, but the comment was made at the senate meeting that it should wait until the administrative procedures are ready before the board policy change goes to the board. The board policy presented has been approved by the Academic Senate and is ready to go to the Board.
- Val Rodgers – wanted to make sure that when we approve this form we can use it for credit by exam for courses that are initiated here and also for credit by exam for courses that are articulated by the high schools.

- Gloria Carmona – Efrain has looked at the form, will counselors be assisting high school students to complete the form?
- Jan Magno – understood that either someone that was running the program with the group of students who were getting the credit, someone in ROP, someone in Efrain’s area, were going to be completing the forms, or students were going to see a counselor, there needs to be clarification to move the process forward if a student had not applied to the college.
- James Patterson – on the procedures sent by Efrain it is indicated in item 3: prior to the administration of the exam students must complete the admission application through CCCApply.
- Carol Lee – faculty have determined which courses can be taken for credit by exam. For those students who would like to get credit they would fill out the form and complete the CCCApply.

Discussion ensued regarding items in the document.

Lehtonen/Aguirre to withdraw the original motion.

MOTION WITHDRAWN

III. Discussion Items

A. Catalog language for “Attendance and Automatic Withdrawals” – Jan Magno

Discussion:

- Jan Magno – per the direction at the last meeting, met with Instructional Council regarding updating AP 5075 which she will be taking to the policies and procedures committee. Proposal will include removal of the statement regarding tardies, and removal of the line stating that instructors should be taking attendance into consideration when assigning grades.
- Jan Magno clarified that instructors may drop up until the drop date, but it is still the responsibility of the student. This needs to be provided as language in the catalog and schedule.
- Carol Lee – AS is looking at title 5
- Jan Magno will bring back a resolution item to the committee.

B. SB 1440 and Institutional Requirements under General Education

Discussion:

- James Patterson – there has been virtual dialogue, is there any discussion at the table or should dialogue continue virtually?
- Carol Lee – sent out reading survey, what is the English departments take on the issue? There are over 20 schools that use English 101 to clear the reading competency requirement.
- Michael Heumann – ENGL 089 is the graduation requirement, not a transfer level class. ENGL 101 is the prerequisite for ENGL 111. There are lots of reasons to make ENGL 101 the reading requirement. This is the course students would need to take anyways.
- Carol Lee – the 1440 general education does not have a reading competency requirement, each campus has defined it differently, trying to see if we want to modify our existing Associate Degree requirements to bring into compliance with the GE requirements. Looking at rewording the IVC institutional requirements to make it work best for the students.
- Gloria Carmona – during time as a counselor has found that our students have a need for reading skills. Students will be expected to use those skills at the university level. Would not want to be doing a disservice to students.

- Michael Heumann – there is a fundamental difference between 4-year institutions and community colleges, one of them is that 4 year schools assume students know how to read but do not assume they know how to write. Community Colleges know that students need both skills. The transfer level class is English 101 which is a writing class, there is a transfer level reading class but it is in the 201 advanced reading level. If we only require students to take English 101 and don't require the assessments to get students into reading classes, they will not take the reading classes and this should be looked into further. Will meet with Brian and Carol fur further discussion.
- Carol Lee – do we need to change our general education for our terminal associate degrees?
- Committee members commented that if a student were successful in ENGL 101 or at ENGL 101 they would meet reading requirements.

IV. Information Items

A. Curriculum status by discipline (Department Chairs/Deans)

Discussion:

- James Patterson was looking for feedback from the committee. Kathy Berry mentioned that some departments were working on a significant amount of changes. Would like to find out which departments are working on major curriculum changes.
- Tina Aguirre – PE, Nursing, and AJ.
- Committee discussed being able to continue submitting items for catalog.

B. Report on Enrollment Management (Friday Meetings)

No report at this time.

V. Other Items

- Cathy Zazueta – the library has about 30 online databases. They can be accessed anytime, anywhere. No special passwords required, uses G# and pin numbers. Can be accessed off campus as well – encyclopedias/newspapers/journals.
- Carol Lee – suggested advertising through facebook and twitter.

VI. Next Regular Meeting: THURSDAY, APRIL 7, 2011, 3:05 P.M.

VII. The meeting adjourned at 4:04 p.m.