# IMPERIAL VALLEY COLLEGE CURRICULUM COMMITTEE ADOPTED MINUTES REGULAR MEETING THURSDAY NOVEMBER 18, 2010 3:00 p.m. – Board Room

Present:	Tina Aguirre	Kathy Berry	Krista Byrd	David Drury
	Daniel Gilison	Michael Heumann	Kseniya Kareva	Carol Lee
	Eric Lehtonen	Jose Lopez	Norma Nunez	Val Rodgers

Jose Ruiz Bruce Seivertson David Zielinski

**Consultants:** Gloria Carmona Alfredo Cuellar Victor Jaime Jane Magno

Brian McNeece Toni Pfister Taylor Ruhl Efrain Silva Lianna Zhao

**Absent:** Carol Hegarty Norma Nava James Patterson Joe Trejo

Cathy Zazueta

**Visitors**: Trinidad Argüelles Kevin White

**Recorder:** Dixie Krimm

## I. Opening of the Meeting

#### A. Call to order

Kathy Berry called the regular meeting of the Imperial Valley College Curriculum Committee to order at 3:05 p.m. on Thursday, November 18, 2010.

# B. Approval of the Minutes

# 1. Regular Meeting of November 4, 2010

**M/S/C Lehtonen/Gilison** to approve the minutes of the November 4, 2010 regular meeting of the Curriculum Committee, as presented. The motion carried.

# C. Student Learning Outcomes

Toni stated that the SLO Committee would like to postpone the requirement to include SLO's to the course outlines of record to the next academic year since they are not a requirement yet and they felt most areas were not ready to include them. Curriculum Committee members agreed that most were ready and had the ability to add them and it was now just to determine the location to include them in Curriculumer. (See action item A for motion)

#### II. Action Items

#### A. SLO Documentation

**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.** Credit Courses

#### 1. Deleted Courses

- a. CIS 122 Desktop Publishing (2.0)
- b. CSI 102 Concepts of Criminal Law (3.0)
- c. CSI 120 Public Safety Communications (3.0)

**M/S/C Rodgers/Seivertson** to approve the deletion of CIS 122, CSI 102, and CSI 120 from the credit curriculum effective 2011-2012, as presented. The motion carried.

#### 2. Revised Courses

- a. BIOL 200 Human Anatomy & Physiology I (4.0)
- b. BIOL 202 Human Anatomy & Physiology II (4.0)

**M/S/C Gilison/Lehtonen** to approve the core content, assignment, and textbook updates, for BIOL 200 and BIOL 202, effective 2011 - 2012, as presented. The motion carried.

c. BUS 180 - Microsoft Office for the Workplace (4.0)

**M/S/C Rodgers/Seivertson** to approve the TOP and SAM code revision, and update to SLO's assignments and textbooks, for BUS 180, effective 2011 - 2012, as presented. The motion carried.

d. BUS 260 – Business Communications (3.0)

**M/S/C Rodgers/Seivertson** to approve the update to assignments and textbooks, for BUS 260, effective 2011 - 2012, as presented. The motion carried.

- e. CIS 050 Online Learning An Orientation (1.0)
- f. CIS 102 Computer Applications Laboratory (1.0)
- g. CIS 104 Introduction to Telecommunications (3.0)
- h. CIS 120 Microsoft Word I (1.0)
- i. CIS 121 Microsoft Word II (1.0)
- j. CIS 124 EXCEL I (1.0)
- k. CIS 125 EXCEL II (1.0)
- I. CIS 130 Power Point I (1.0)
- m. CIS 131 Power Point II (1.0)
- n. CIS 202 Programming in Visual Basic (3.0)

**M/S/C Rodgers/Seivertson** to approve the TOP code revision, and update to assignments and textbooks, for CIS 050, 102, 104, 120, 121, 124, 125, 130, 131 and 202, effective 2011-2012, as presented. The motion carried.

- o. CIS 100 Computer Literacy (1.0)
- p. CIS 210 Programming in C++ (3.0)

**M/S/C Rodgers/Seivertson** to approve the TOP code revision, and update to assignments, SLO's, and textbooks for CIS 100 and CIS 210, effective 2011 - 2012, as presented. The motion carried.

# q. ENGL 051 – Individualized Writing Skills (1.0)

**M/S/C Heumann/Gilison** to approve the revision to the description, objectives, and core content, and update to assignments and SLO's, for ENGL 051, effective 2011 - 2012, as presented. The motion carried.

## C. Majors and Certificates

# 1. Revised Major

#### a. Communication Arts

**M/S/C Seivertson/Lee** to approve the addition of SPCH 130 as an acceptable course for the Communication Arts major, effective 2011-2012, as presented. The motion carried.

#### III. Discussion Items

#### A. SB 1440

Discussion regarding impact of SB 1440 continued. Carol urged members to look at documents. Kathy requested any comments be submitted by December 1<sup>st</sup>.

### B. Class Size

Kathy informed members to be sure to bring rationale to committee if they need a class limit below 25.

# IV. Information Items

Kathy Berry reviewed what was discussed at the technical review. It was a good opportunity for those involved to look at TOP and SAM codes and make necessary corrections.

Kathy provided a handout "Think Like The LAO!", which presented items to look at for sound academic principles. She explained that the committee should be looking at these items when reviewing courses.

Efrain Silva questioned the guidelines for non-credit.

#### V. Other Items

None.

- VI. Next Regular Meeting: THURSDAY, DECEMBER 2, 2010, 3:00 P.M.
- VII. The meeting adjourned at 3:35 p.m.