IMPERIAL VALLEY COLLEGE CURRICULUM AND INSTRUCTION COMMITTEE MEETING ADOPTED MINUTES REGULAR MEETING THURSDAY, MARCH 19, 2009 3:00 P.M. – BOARD ROOM

Present: Kathy Berry Melani Guinn Chantilee Mendenhall Lianna Zhao

Ted CeasarGonzalo HuertaTina AguirreDavid DruryVictor JaimeVal RodgersSuzanne GretzCarol LeeTaylor Ruhl

Consultants: Frances Beope Michael Heumann Norma Nunez Kathie Westerfield

Absent: David Zielinski Efrain Silva

Guests:Frank RappJose LopezEd ScheuerellMarco MoralesGloria CarmonaVeronica SotoDeirdre RowleySydney Rice

Javier Rangel

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, March 19, 2009.

B. Approval of the Minutes of March 5, 2009

M/S/C Jaime/Rodgers to approve the C & I Committee meeting minutes of March 5, 2009, as presented. The motion carried.

II. Action Items

A. New Disciplines/Department Rubric

1. English as a Second Language (ESL)

M/S/C Rodgers/Gretz to approve the addition of new discipline and rubric, English as a Second Language (ESL), to the English Division, effective 2009 – 2010, as presented. The motion carried.

B. Credit Courses

1. Deleted Courses

a. AU T 175 – Automotive Techniques and Applications (3.0)

M/S/C Berry/Rodgers to approve the deletion of AU T 175 from the credit curriculum, effective 2009 - 2010, as presented. The motion carried.

b. CIS 208 - Programming in Java (3.0)

M/S/C Rodgers/Drury to approve the deletion of CIS 208 from the credit curriculum, effective 2009 - 2010, as presented. The motion carried.

- c. ENGL 062 Beginning Oral English for ESL (3.0)
- d. ENGL 063 Low Intermediate Oral English for ESL (3.0)
- e. ENGL 064 Intermediate Oral English for ESL (3.0)
- f. ENGL 065 High Intermediate Oral English for ESL (3.0)
- g. ENGL 066 Advanced Public Speaking for Bilinguals (3.0)
- h. ENGL 072 Beginning Reading and Vocabulary for ESL I (3.0)
- i. ENGL 073 Beginning Reading and Vocabulary for ESL II (3.0)
- j. ENGL 074 Vocabulary and Phrasal Verbs I (3.0)
- k. ENGL 075 Vocabulary and Phrasal Verbs II (3.0)
- I. ENGL 076 Vocabulary and Idiom for Advanced ESL (3.0)
- m. ENGL 095 The Writing Process for Advanced ESL (3.0)

M/S/C Drury/Jaime to approve the deletion of ENGL 062, 063, 064, 065, 066, 072 and 073 (items c through m-11 courses) from the credit curriculum, effective 2009 - 2010, as presented. The motion carried.

Kathy recognized the ELS Department for the time and effort put into the ESL curriculum.

- n. WELD 075 Basic Shop Skills (3.0)
- o. WELD 081 Flux Core Arc Welding Techniques (1.0)
- p. WELD 240 Pipe and Structural Welding (5.0)
- q. WELD 250 Welder Qualification and Blue Print Reading (3.0)

M/S/C Rodgers/Guinn to approve the deletion of WELD 075, 081, 240 and 250, from the credit curriculum, effective 2009 - 2010, as presented. The motion carried.

2. Revised Courses

a. ART 112 – Design (3.0)

M/S/C Guinn/Rodgers to approve the revision of the class enrollment, content and textbooks, for ART 112, effective 2009 – 2010, as presented. The motion carried.

Kathy pointed out the importance of maintaining a standard class limit. She explained that when a change to the class limit is needed to accommodate the size of a classroom, the change should be made at the time the schedule is developed; the course itself should not be changed. Suzanne Gretz noted the contract implications to changes in the class limit. It was suggested that this issue be studied and presented to the committee for review and consideration.

- b. ART 120 Beginning Drawing (3.0)
- c. ART 160 Graphic Design (3.0)

M/S/C Guinn/Jaime to approve the revision of the class enrollment, description, scope and content, and textbooks, for ART 120 and ART 160, effective 2009 - 2010, as presented. The motion carried.

- d. BUS 132 Business Management (3.0)
- e. BUS 144 Principles of Marketing (3.0)

f. BUS 260 – Business Communications (3.0)

M/S/C Rodgers/Guinn to approve the revision of the scope and content for BUS 132 and 144, and textbook upgrades for BUS 260, effective 2009 - 2010, as presented. The motion carried.

- g. ECON 101 Intro to Micro Economics (3.0)
- h. ECON 102 Intro to Macro Economics (3.0)

M/S/C Rodgers/Drury to approve the addition of MATH 090 as a prerequisite and the revisions to the grading and textbook upgrades, for ECON 101 and ECON 102, effective 2009 – 2010, as presented. The motion carried.

- i. ESL 001 Grammar and Composition for ESL 1 (5.0) (Formerly ENGL 091)
- j. ESL 002 Grammar and Composition for ESL 2 (5.0) (Formerly ENGL 092)
- k. ESL 003 Grammar and Composition for ESL 3 (5.0) (Formerly ENGL 093)
- I. ESL 004 Grammar and Composition for ESL 4 (5.0) (Formerly ENGL 094)
- m. ESL 010 ESL Language Laboratory (1.0) (Formerly ENGL 050)
- n. ESL 023 ESL Reading 1 (3.5) (Formerly ENGL 084)
- o. ESL 024 ESL Reading 2 (3.5) (Formerly ENGL 085)

M/S/C Drury/Guinn to approve the revisions to the title, recommended companion course, description, scope and content, and textbook upgrades for ESL 001, 002, 003, 004, 010, 023, and 024 (items i through o-7 courses), effective 2009 -2010, as presented. The motion carried.

It was noted that all former ENGL classes listed would be equivalent to the corresponding ESL courses.

p. SPAN/HUM 262 – Introduction to Chicano/a Studies (3.0)

M/S/C Guinn/Drury to approve the revisions to the course title, description, scope and content, and textbook upgrades for SPAN/HUM 262, effective 2009 – 2010, as presented. The motion carried.

- q. WELD 100 Welding Technology (5.0) (Formerly WELD 130)
- r. WELD 101 Gas Tungsten Arc Welding on Plate (3.0) (Formerly WELD 160)
- s. WELD 102 Arc Welding on Plate (5.0) (Formerly WELD 220)

M/S/C Drury/Rodgers to approve the revisions to the course number, title, description, scope and content, and textbook upgrades for WELD 100, 101 and 102 to comply with American Welding Society accreditation standards, effective 2009 - 2010, as corrected (all courses are CSU transferable). The motion carried.

Carol Lee informed the committee that SDSU – IV Campus is working on a Bachelor's of Vocational Education major, thus the recommendation that the courses are established as CSU transferable.

In response to inquiry, Marco Morales, Welding Instructor, provided a brief explanation of the differences between gas tungsten arc welding and arc welding.

3. New Courses

- a. ESL 005 Grammar and Composition for ESL 5 (5.0)
- b. ESL 011 Speaking and Listening for ESL 1 (5.0)

- c. ESL 012 Speaking and Listening for ESL 2 (5.0)
- d. ESL 013 Speaking and Listening for ESL 3 (5.0)
- e. ESL 014 Speaking and Listening for ESL 4 (5.0)
- f. ESL 015 Speaking and Listening for ESL 5 (5.0)
- g. ESL 025 ESL Reading 3 (3.0)
- h. ESL 029 News and Current Events for ESL (1.0)
- i. ESL 031 Verb Review 1 (1.0)
- j. ESL 032 Verb Review 2 (1.0)
- k. ESL 033 Verb Review 3 (1.0)
- I. ESL 034 Verb Review 4 (1.0)
- m. ESL 035 Verb Review 5 (1.0)
- n. ESL 036 Verb Review 6 (1.0)
- o. ESL 037 Verb Review 7 (1.0)
- p. ESL 038 Verb Review 8 (1.0)
- q. ESL 041 Conversation 1 (1.0)
- r. ESL 042 Conversation 2 (1.0)
- s. ESL 043 Conversation 3 (1.0)
- t. ESL 044 Conversation 4 (1.0)
- u. ESL 045 Conversation 5 (1.0)
- d. LSE 043 Conversation 5 (1.0)
- v. ESL 051 Pronunciation 1 (1.0)
- w. ESL 052 Pronunciation 2(1.0)
- x. ESL 053 Pronunciation 3 (1.0)
- y. ESL 054 Pronunciation 4 (1.0)
- z. ESL 055 Pronunciation 5 (1.0)
- aa. ESL 060 Vocabulary 1 (1.0)
- bb. ESL 061 Vocabulary 2 (1.0)
- cc. ESL 062 Vocabulary 3 (1.0)
- dd. ESL 063 Vocabulary 4 (1.0)
- ee. ESL 064 Vocabulary 5 (1.0)
- ff. ESL 065 Vocabulary 6 (1.0)
- gg. ESL 066 Vocabulary 7 (1.0)
- hh. ESL 067 Vocabulary 8 (1.0) ii. ESL 068 – Vocabulary 9 (1.0)
- jj. ESL 069 Vocabulary 10 (1.0)

M/s/c Drury/Guinn to approve the addition of ESL 005, 011, 012, 013, 014, 015, 025, 029, 031, 032, 033, 034, 035, 036, 037, 038, 041, 042, 043, 044, 045, 051, 052, 053, 054, 055, 060, 061, 062, 063, 064, 065, 066, 067, 068, and 069 (items a through jj – 36 courses) as new courses to the credit curriculum, effective 2009-10, with corrections. The motion carried.

In response to inquiry, Ed Scheuerell, ESL Coordinator, explained that establishing individual oneunit courses, without prerequisites, as opposed to combined courses, allowed for better control over offering what students needed. He further explained that he and Frances Beope had discussed at length the possibility that students would have difficulty following the course sequencing reflected on the matrix. They determined that counselors and instructors would advise students, and a user-friendly course matrix driven by faculty would be developed for use by counseling.

kk. PD 120 - College Success Skills (3.0)

M/S/C Jaime/Aguirre to approve the addition of PD 120 to the credit curriculum, effective 2009 – 2010, as presented. The motion carried.

Carol Lee noted that although the PD 120 course outline is correct, there are discrepancies with the Form 1 included in the packet of materials. These included the cross-referencing (PD 120 is not cross-referenced with any other courses) and missing information. She presented a corrected original Form 1 as a replacement.

Val Rodgers questioned the stand-alone status of PD 120; she stated she understood stand-alone courses were disallowed by the state. An explanation regarding the revised stand-alone course provisions of Title 5 was provided to the committee: A community college could have stand alone courses as long as the courses are approved by the board and all curriculum faculty staff undergoes annual training.

II. WELD 103 – Arc Welding on Pipe (3.0) mm. WELD 104 – Gas Tungsten Arc Welding on Pipe (3.0) nn. WELD 105 – Flux Core Arc Welding Techniques (3.0)

M/S/C Drury/Aguirre to approve the addition of WELD 103, 104 and 105 to the credit curriculum as major and certificate requirements to comply with American Welding Society accreditation standards, effective 2009 – 2010, with corrections (all courses are CSU transferable). The motion carried.

Carol Lee noted that the recommendation in the preceding discussion regarding the CSU transferability of WELD 100, 101 and 102 (items II. B. 2. q-s) is also applicable to WELD 103, 104 and 105.

C. Majors and Certificates

1. Revised Majors and Certificates

a. CIS Major and Certificate

M/S/C Rodgers/Drury to approve the revisions to the CIS major and certificate, effective 2009 – 2010, as presented. The motion carried.

b. Social Science Major

M/S/C Gretz/Guinn to approve the revisions to the Social Science major, effective 2009 – 2010, as presented. The motion carried.

b. Welding Technology Major and Certificate

M/S/C Drury/Mendenhall to approve the revisions to the Welding Technology major and certificate, effective 2009 - 2010, as presented. The motion carried.

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

1. Grading System Statement (2008 – 2009 General Catalog, p. 24)

M/S/C Jaime/Rodgers to approve the revisions to the Grading System statement to include the deletion of the "Credit/No Credit" statements and the addition of the "Pass/No Pass" statements as per the Education Code, effective 2009 – 2010, as presented. The motion carried.

III. Discussion Items - None

IV. Information Items

The committee was reminded that the April 2 C & I meeting is the deadline for the 2009 - 2010 catalog items. All curriculum paperwork must be submitted to Linda by March 25, 2009; proposals submitted thereafter would be included in the 2010 - 2011 catalog.

Kathy informed members that the annual Curriculum Institute would be held July 9-11, and so far three individuals have registered to attend (Kathy, Carol, Frank). Tina Aguirre and Lianna Zhao expressed interest in attending the institute.

Carol reported that she had provided an Advance Placement chart and training to the division chairs. Members expressed appreciation to Carol for putting together the chart.

Carol reminded members that there were still programs that were out of compliance. She stated she would send a reminder electronically to the appropriate division chairs. She expressed concern that a second consecutive year with programs marked "pending approval" is misleading to students.

V. Other Items - None

VI. Next Regular Meeting – 3:05 p.m., Thursday, April 2, 2009, Board Room Materials Due: 5:00 p.m., Wednesday, March 25, 2009

VII. Adjournment

The meeting was adjourned at 3:50 p.m.