

**IMPERIAL VALLEY COLLEGE
CURRICULUM AND INSTRUCTION COMMITTEE MEETING
ADOPTED MINUTES
REGULAR MEETING
THURSDAY, MAY 7, 2009
3:00 P.M. – BOARD ROOM**

Present:	Kathy Berry Ted Ceasar Dave Drury Suzanne Gretz	Melani Guinn Gonzalo Huerta Victor Jaime Carol Lee	Tina Aguirre Val Rodgers Taylor Ruhl Lianna Zhao	David Zielinski
Consultants:	Frances Beope	Michael Heumann	Efrain Silva	Kathie Westerfield
Absent:	Chantilee Mendenhall	Norma Nunez		
Guests:	Frank Rapp	Robin Ying		
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 3:15 p.m. on Thursday, May 7, 2009.

B. Approval of the Minutes of April 30, 2009

M/S/C Huerta/Jaime to approve the C & I Committee meeting minutes of April 30, 2009, with corrections (typographical errors). The motion carried.

II. Action Items

Carol Lee announced that several items have come up and that it would be necessary to meet next week (Thursday, May 14, 2009) immediately preceding the regular meeting of Instructional Council. She stated this would be the deadline for curriculum items to be included in the 2009 – 2010 General Catalog.

Carol further announced that because there continues to be some issues with the proposed apprenticeship certificates, these items would be pulled from today's agenda (items II.B.2.a - g). These items would be included in the agenda for next week's C & I Committee meeting.

A. Credit Courses

1. Deleted Courses

- a. APEL 101 – Apprenticeship, Electrician I (4.0)
- b. APEL 102 – Apprenticeship, Electrician II (4.0)
- c. APEL 103 – Apprenticeship, Electrician III (4.0)
- d. APEL 104 – Apprenticeship, Electrician IV (4.0)
- e. APGN 101 – Apprenticeship, Generation Mechanic I (4.0)

- f. **APGN 102 – Apprenticeship, Generation Mechanic II (4.0)**
- g. **APGN 103 – Apprenticeship, Generation Mechanic III (4.0)**
- h. **APGN 104 – Apprenticeship, Generation Mechanic IV (4.0)**
- i. **APLN 101 – Apprenticeship, Power Lineman I (4.0)**
- j. **APLN 102 – Apprenticeship, Power Lineman II (4.0)**
- k. **APLN 103 – Apprenticeship, Power Lineman III (4.0)**
- l. **APLN 104 – Apprenticeship, Power Lineman IV (4.0)**
- m. **APMT 101 – Apprenticeship, Meter Technician I (4.0)**
- n. **APMT 102 – Apprenticeship, Meter Technician II (4.0)**
- o. **APMT 103 – Apprenticeship, Meter Technician III (4.0)**
- p. **APMT 104 – Apprenticeship, Meter Technician IV (4.0)**
- q. **APRL 101 – Apprenticeship, Relays Technician I (4.0)**
- r. **APRL 102 – Apprenticeship, Relays Technician II (4.0)**
- s. **APRL 103 – Apprenticeship, Relays Technician III (4.0)**
- t. **APRL 104 – Apprenticeship, Relays Technician IV (4.0)**
- u. **APSB 101 – Apprenticeship, Substation-Electrician I (4.0)**
- v. **APSB 102 – Apprenticeship, Substation-Electrician II (4.0)**
- w. **APSB 103 – Apprenticeship, Substation-Electrician III (4.0)**
- x. **APSB 104 – Apprenticeship, Substation-Electrician IV (4.0)**
- y. **APSC 101 – Apprenticeship, SCADA/Telecommunications I (4.0)**
- z. **APSC 102 – Apprenticeship, SCADA/Telecommunications II (4.0)**
- aa. **APSC 103 – Apprenticeship, SCADA/Telecommunications III (4.0)**
- bb. **APSC 104 – Apprenticeship, SCADA/Telecommunications IV (4.0)**

M/S/C Huerta/Drury to approve the deletion of APEL 101 – 104, APGN 101 – 104, APLN 101 – 104, APMT 101 – 104, APRL 101 – 104, APSB 101 – 104, APSC 101 – 104 (items a – b), from the credit curriculum, effective 2009 - 2010, as presented. The corresponding ELTT courses will be maintained. The motion carried.

Gonzalo Huerta explained his intention is to formalize the information found on page 121 of the current General Catalog. It was noted that the corresponding ELTT 101 – 104 courses would be maintained, and the motion includes this statement.

- cc. **BUS 192 – Legal Aspects of Real Estate (3.0)**
- dd. **BUS 193 – Real Estate Finance (3.0)**
- ee. **BUS 194 – Real Estate Appraisal (3.0)**
- ff. **BUS 195 – Real Estate Economics (3.0)**

M/S/C Rodgers/Guinn to approve the deletion of BUS 192, BUS 193, BUS 194 and BUS 195 (items cc – ff), from the credit curriculum, effective 2009 - 2010, as presented. The motion carried.

2. Revised Courses

- a. **ENGL 099 – Basic English Composition (3.0) (FORMERLY ENGL 100)**

M/S/C Zielinski/Drury to approve the revision of the course number and textbook upgrades, for ENGL 099 (FORMERLY ENGL 100), effective 2009 - 2010, with corrections. The motion carried.

Form 1 was corrected to include the SAM and Classification Codes and to indicate that the course is not transferable, not degree applicable. The course outline was also corrected to move the text from the Recommended Preparation section to the Prerequisites section.

b. JRN 104 – Career Journalism (3.0)

M/S/C Guinn/Rodgers to approve the revision of the course description, recommended preparation, measurable course objectives, core content, method of evaluation, instructional methodology, and textbook upgrades, for JRN 104, effective 2009 - 2010, as presented. The motion carried.

B. Majors and Certificates

1. Revised Majors and Certificates

a. Communication Arts Major

M/S/C Guinn/Drury to approve the revision to the Communication Arts major to update the course selection in Section I, and to update and increase the course selection in Section II, effective 2009 – 2010, with modifications. The motion carried.

Modifications included the addition of AJ 120 as a cross-reference to CSI 120.

b. Journalism Major

M/S/C Guinn/Rodgers to approve the revision to the Journalism major to update and increase the course selection in Section I, and to update and decrease the course selection and decrease the units required in Section II, effective 2009 – 2010, as presented. The motion carried.

c. Physical Science Major

M/S/~~WITHDRAWN~~ Zhao/Drury to approve the revisions to the Physical Science major, to decrease the units required for the major, and to update the course selection in Area I and II, effective 2009 – 2010, as presented. The motion was ~~WITHDRAWN~~.

Suzanne Gretz expressed concern that students who had taken Calculus I and II would not get credit for the major. Lianna Zhao stated she would address this concern with physical science faculty. The committee agreed to maintain the major as is for 2009 – 2010, and recommended that the major be resubmitted for revision effective 2010 - 2011.

d. Pre-Engineering Major

M/S/C Zhao/Guinn to approve the revisions to the Pre-Engineering major, to update and increase the course selection in Section IV, effective 2009 – 2010, as presented. The motion carried.

Suzanne Gretz expressed the same concern she has regarding the Physical Science major: Students who had taken Calculus I and II would not get credit for the major. The committee approved the revisions as submitted. To address the concern, the committee recommended that the major be resubmitted for revision effective 2010 – 2011.

2. New Majors and Certificates

- a. Apprenticeship, Generation Mechanic (APGN) Certificate**
- b. Apprenticeship, Electrician (APEL) Certificate**
- c. Apprenticeship, Meter Technician (APMT) Certificate**
- d. Apprenticeship, Power Lineman (APLN) Certificate**

- e. Apprenticeship, Relays Technician (APRL) Certificate
- f. Apprenticeship, SCADA/Telecommunications Technician (APSC) Certificate
- g. Apprenticeship, Substation-Electrician (APSB) Certificate

ITEMS a – g WERE PULLED. The items will be added to the agenda for the next C & I Committee meeting.

III. Discussion Items

ENGL 089. Frances Beope expressed concern regarding ENGL 089: The course meets the graduation requirements and is designated as a degree-applicable, nontransferable course. However, the course is reflected on some student records as non-degree-applicable. Kathie Westerfield and Linda Amidon provided a brief background regarding the issue. Linda stated that the codes were changed in response to MIS errors, but the codes were changed back to the original designations. Kathie and Linda will work together to address the student records. Kathie explained that Admissions and Records staff has been alerted of the problems with the student records.

Prerequisites: Kathie Westerfield described the difficulty that she and Academic Services staff has in interpreting prerequisites as they are reflected in course outlines. She provided a short training session to the committee, explaining that the prerequisites data is entered into Banner as algebraic equations or using Boolean logic. Kathie stated that entering prerequisites for any given course incorrectly into Banner creates registration problems for students.

IV. Information Items

V. Other Items - None

VI. Next Regular Meeting – 3:05 p.m., Thursday, May 21, 2009, Board Room Materials Due: 5:00 p.m., Wednesday, May 13, 2009

Special Meeting – 3:05 p.m., Thursday, May 14, 2009, Board Room (immediately preceding the regular meeting of Instructional Council)

VII. Adjournment

The meeting was adjourned at 4:05 p.m.