

**IMPERIAL VALLEY COLLEGE
CURRICULUM AND INSTRUCTION COMMITTEE MEETING
ADOPTED MINUTES
REGULAR MEETING
THURSDAY, JUNE 4, 2009
3:00 P.M. – BOARD ROOM**

Present:	Kathy Berry Ted Ceasar David Drury	Suzanne Gretz Melani Guinn Victor Jaime	Carol Lee Tina Aguirre Val Rodgers	Taylor Ruhl Lianna Zhao David Zielinski
Consultants:	Frances Beope	Kathie Westerfield	Michael Heumann	Efrain Silva
Absent:	Chantilee Mendenhall	Gonzalo Huerta		
Guests:	Jose Lopez			
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 3:09 p.m. on Thursday, June 4, 2009.

B. Approval of the Minutes of May 7, 2009 and May 14, 2009

M/S/C Drury/Guinn to approve the C & I Committee meeting minutes of May 7 and May 14, 2009, as presented. The motion carried.

II. Action Items

A. Credit Courses

1. Revised 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. APEL 105 – Apprenticeship, Electrician V (4.0)
- f. APEL 106 – Apprenticeship, Electrician VI (4.0)
- g. APEL 107 – Apprenticeship, Electrician VII (4.0)
- h. APEL 108 – Apprenticeship, Electrician VIII (4.0)
- i. APGN 101 – Apprenticeship, Generation Mechanic I (4.0)
- j. APGN 102 – Apprenticeship, Generation Mechanic II (4.0)
- k. APGN 103 – Apprenticeship, Generation Mechanic III (4.0)
- l. APGN 104 – Apprenticeship, Generation Mechanic IV (4.0)
- m. APGN 105 – Apprenticeship, Generation Mechanic V (4.0)
- n. APGN 106 – Apprenticeship, Generation Mechanic VI (4.0)
- o. APGN 107 – Apprenticeship, Generation Mechanic VII (4.0)

- p. APGN 108 – Apprenticeship, Generation Mechanic VIII (4.0)
- q. APLN 101 – Apprenticeship, Power Lineman I (4.0)
- r. APLN 102 – Apprenticeship, Power Lineman II (4.0)
- s. APLN 103 – Apprenticeship, Power Lineman III (4.0)
- t. APLN 104 – Apprenticeship, Power Lineman IV (4.0)
- u. APLN 105 – Apprenticeship, Power Lineman V (4.0)
- v. APLN 106 – Apprenticeship, Power Lineman VI (4.0)
- w. APLN 107 – Apprenticeship, Power Lineman VII (4.0)
- x. APLN 108 – Apprenticeship, Power Lineman VIII (4.0)
- y. APMT 101 – Apprenticeship, Meter Technician I (4.0)
- z. APMT 102 – Apprenticeship, Meter Technician II (4.0)
- aa. APMT 103 – Apprenticeship, Meter Technician III (4.0)
- bb. APMT 104 – Apprenticeship, Meter Technician IV (4.0)
- cc. APMT 105 – Apprenticeship, Meter Technician V (4.0)
- dd. APMT 106 – Apprenticeship, Meter Technician VI (4.0)
- ee. APMT 107 – Apprenticeship, Meter Technician VII (4.0)
- ff. APMT 108 – Apprenticeship, Meter Technician VIII (4.0)
- gg. APRL 101 – Apprenticeship, Relays Technician I (4.0)
- hh. APRL 102 – Apprenticeship, Relays Technician II (4.0)
- ii. APRL 103 – Apprenticeship, Relays Technician III (4.0)
- jj. APRL 104 – Apprenticeship, Relays Technician IV (4.0)
- kk. APRL 105 – Apprenticeship, Relays Technician V (4.0)
- ll. APRL 106 – Apprenticeship, Relays Technician VI (4.0)
- mm. APRL 107 – Apprenticeship, Relays Technician VII (4.0)
- nn. APRL 108 – Apprenticeship, Relays Technician VIII (4.0)
- oo. APSB 101 – Apprenticeship, Substation-Electrician I (4.0)
- pp. APSB 102 – Apprenticeship, Substation-Electrician II (4.0)
- qq. APSB 103 – Apprenticeship, Substation-Electrician III (4.0)
- rr. APSB 104 – Apprenticeship, Substation-Electrician IV (4.0)
- ss. APSB 105 – Apprenticeship, Substation-Electrician V (4.0)
- tt. APSB 106 – Apprenticeship, Substation-Electrician VI (4.0)
- uu. APSB 107 – Apprenticeship, Substation-Electrician VII (4.0)
- vv. APSB 108 – Apprenticeship, Substation-Electrician VIII (4.0)
- ww. APSC 101 – Apprenticeship, SCADA/Telecommunications I (4.0)
- xx. APSC 102 – Apprenticeship, SCADA/Telecommunications II (4.0)
- yy. APSC 103 – Apprenticeship, SCADA/Telecommunications III (4.0)
- zz. APSC 104 – Apprenticeship, SCADA/Telecommunications IV (4.0)
- aaa. APSC 105 – Apprenticeship, SCADA/Telecommunications V (4.0)
- bbb. APSC 106 – Apprenticeship, SCADA/Telecommunications VI (4.0)
- ccc. APSC 107 – Apprenticeship, SCADA/Telecommunications VII (4.0)
- ddd. APSC 108 – Apprenticeship, SCADA/Telecommunications VIII (4.0)

M/S/C Aguirre/Rodgers to approve the revision of the credit and transferability status from credit, non-degree applicable (“Nontransferable, non-degree-applicable”) to credit, degree-applicable (“Nontransferable, AA/AS degree only”), for APEL 101 – 108, APGN 101 – 108, APLN 101 – 108, APMT 101 – 108, APRL 101 – 108, APSB 101 – 108, APSC 101 – 108 (items a – ddd), effective 2005 - 2006, to correct an oversight, as presented. The motion carried.

- eee. ELTT 101 – Electrical Trades I (4.0)
- fff. ELTT 102 – Electrical Trades II (4.0)
- ggg. ELTT 103 – Electrical Trades III (4.0)
- hhh. ELTT 104 – Electrical Trades IV (4.0)

M/S/C Drury/Guinn to approve the revision of the credit and transferability status from credit, non-degree applicable ("Nontransferable, non-degree-applicable") to credit, degree-applicable ("Nontransferable, AA/AS degree only"), for ELTT 101 – 104, effective 2005 - 2006, to correct an oversight, as presented. The motion carried.

B. Distance Education Courses – Addendum Documentation

1. **AJ/CSI 120 – Public Safety Communications (3.0)**
2. **FIRE 100 – Fire Protection Organization (3.0)**
3. **FIRE 101 – Fire Prevention Technology (3.0)**
4. **FIRE 102 – Fire Protection Equipment and Systems (3.0)**
5. **FIRE 103 – Building Construction for Fire Protection (3.0)**
6. **FIRE 104 – Fire Behavior and Combustion (3.0)**
7. **FIRE 108 – Fire and Emergency Services Safety and Survival (3.0)**

M/S/C Aguirre/Drury to approve the Distance Education Addendum for AJ/CSI 120, FIRE 100, 101, 102, 103, 104, and 108, 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. **Deleted Majors and Certificates**

The committee agreed to add items e, f and g to the agenda and to take action on the following items a – g under a consent agenda.

a. Electrical Wiring Technology Certificate

M/S/C Aguirre/Zhao to approve the deletion of the Electrical Wiring Technology Certificate from the credit programs, effective 2009 - 2010, as presented. The motion carried.

b. Electronics Certificate

M/S/C Aguirre/Zhao to approve the deletion of the Electronics certificate from the credit programs, effective 2009 - 2010, as presented. The motion carried.

c. Waste Water Technology Certificate

M/S/C Aguirre/Zhao to approve the deletion of the Waste Water Technology certificate from the credit programs, effective 2009 - 2010, as presented. The motion carried.

d. Water Treatment Technology Certificate

M/S/C Aguirre/Zhao to approve the deletion of the Water Treatment Technology certificate from the credit programs, effective 2009 - 2010, as presented. The motion carried.

e. Carpentry Construction Technology Certificate

M/S/C Aguirre/Zhao to approve the deletion of the Carpentry Construction Technology certificate from the credit programs, effective 2009 - 2010, as presented. The motion carried.

f. Electrical Trades Certificate

M/S/C Aguirre/Zhao to approve the deletion of the Electrical Trades certificate from the credit programs, effective 2009 - 2010, as presented. The motion carried.

g. Cement Mason Construction Technology Certificate

M/S/C Aguirre/Zhao to approve the deletion of the Cement Mason Construction Technology certificate from the credit programs, effective 2009 - 2010, as presented. The motion carried.

Carol Lee provided a brief background on the status of the certificates, explaining that applications had been submitted to the Chancellor's Office for the Carpentry Construction Technology, Cement Mason Construction Technology and Electrical Trades certificates. Kathy reported that the Chancellor's Office had extended the deadline for submission of information it had requested for these certificates; the new deadline is the end of June. Kathy also reported that the college was notified, during a conference call with the Community College League of California regarding the budget, that IVC is being scrutinized because it is offering courses that aren't part of core (such as bowling); as a result, IVC's courses will be audited. To address this concern and in preparation of the audit, Kathy stated it will be necessary for the divisions to review its course offerings once again.

2. Revised Majors and Certificates

The committee agreed to take action on the following items a – j under a consent agenda.

a. Business Accounting Technician Major and Certificate

M/S/C Rodgers/Guinn to approve the revision of the textual description for the Business Accounting Technician major and certificate, effective 2009 - 2010, as presented. The motion carried.

b. Business Administrative Assistant Major and Certificate

M/S/C Rodgers/Guinn to approve the revision of the textual description for the Business Administrative Assistant major and certificate, effective 2009 - 2010, as presented. The motion carried.

c. Business Administration Major

M/S/C Rodgers/Guinn to approve the revision of the textual description for the Business Administration major, effective 2009 - 2010, as presented. The motion carried.

d. Business Financial Services Major and Certificate

M/S/C Rodgers/Guinn to approve the revision of the textual description for the Business Financial Services major and certificate, effective 2009 - 2010, as presented. The motion carried.

e. Business Management Major and Certificate

M/S/C Rodgers/Guinn to approve the revision of the textual description for the Business Management major and certificate, effective 2009 - 2010, as presented. The motion carried.

f. Business Marketing Major and Certificate

M/S/C Rodgers/Guinn to approve the revision of the textual description for the Business Marketing major and certificate, effective 2009 - 2010, as presented. The motion carried.

g. Business Office Technician Major and Certificate

M/S/C Rodgers/Guinn to approve the revision of the textual description for the Business Office Technician major and certificate, effective 2009 - 2010, as presented. The motion carried.

h. Computer Information Systems Major and Certificate

M/S/C Rodgers/Guinn to approve the revision of the textual description for the Computer Information Systems major and certificate, effective 2009 - 2010, as presented. The motion carried.

i. Legal Assistant Major and Certificate

M/S/C Rodgers/Guinn to approve the revision of the textual description for the Legal Assistant major and certificate, effective 2009 - 2010, as presented. The motion carried.

j. Physical Education Major

M/S/C Rodgers/Guinn to approve the revision of the Physical Education Major to add PE 144 to the acceptable course selections under section II, effective 2009 - 2010, as presented. The motion carried.

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

1. Graduation Requirements (2008 – 2009 General Catalog, pp. 32 – 34)

M/S/C Drury/Zhao to approve the revisions to the IVC Graduation Requirements, sections II – V (2008 – 2009 General Catalog, pp. 32 - 34), to reflect Curriculum and Instruction Committee actions and Title 5 mandates, effective 2009 – 2010, with corrections. The motion carried.

2. Transfer Preparation, CSU – GE Breadth Requirements (2008 – 2009 General Catalog, pp. 34 – 36)

M/S/C Zhao/Berry to approve the revisions to the Transfer Preparation statement (2008 – 2009 General Catalog, pp. 34 - 36), including the Certification of California State University General Education Breadth Requirements (CSU GE-Breadth), to reflect CSU System title changes to general education areas, effective 2009 – 2010, as presented. The motion carried.

3. Transfer Preparation – IGETC (2008 – 2009 General Catalog, pp. 36 – 38)

M/S/C Zhao/Guinn to approve the revisions to the Intersegmental General Education Transfer Curriculum section of the Transfer Preparation statement (2008 – 2009 General Catalog, pp. 36 - 38), to include new approvals by the CSU and UC Systems, effective 2009 – 2010, with corrections and amendments. The motion carried.

In addition to recommending minor corrections, Kathie Westerfield noted that all general education requirements should be completed before IGETC is certified.

4. Credit for Advanced Placement Examinations (AP), Chart (2008 – 2009 General Catalog, p. 25)

M/S/C Aguirre/Rodgers to approve the revisions to the Advanced Placement Credit chart (2008 – 2009 General Catalog, p. 25), effective 2009 – 2010, with corrections. The motion carried.

5. Majors Statement (2008 – 2009 General Catalog, p. 127)

M/S/C Zhao/Aguirre to approve the revisions to the Majors statement (2008 – 2009 General Catalog, p. 127), to reflect Title 5 mandates, effective 2009 – 2010, as presented. The motion carried.

Carol Lee provided a brief explanation of the revisions to the Majors text statement. Kathie Westerfield stated that the statement would be added in DegreeWorks.

E. APPROVAL OF 2009 – 2010 MEETING CALENDAR

M/S/C Rodgers/Zhao to approve the C & I Committee meeting calendar for the 2009 – 2010 academic year, with corrections. The motion carried.

Carol Lee will send the revised calendar electronically to committee members.

III. Discussion Items - None

IV. Information Items - None

V. Other Items

Val Rodgers offered to make a formal recommendation to the Academic Senate, on behalf of the division chairs, that Carol Lee be appointed to continue as Curriculum Coordinator for academic year 2009 - 2010.

**VI. Next Regular Meeting –
Materials Due:**

The committee agreed to conduct virtual meetings during the summer as needed. Carol Lee recommended that committee members be given 24 hours to respond to any action items.

VII. Adjournment

The meeting was adjourned at 3:53 p.m.