

**IMPERIAL VALLEY COLLEGE
CURRICULUM AND INSTRUCTION COMMITTEE MEETING
ADOPTED MINUTES
REGULAR MEETING
THURSDAY, AUGUST 27, 2009
3:05 P.M. – ROOM 213**

Present:	Tina Aguirre Ted Ceasar Sandie Noel (D. Drury)	Melani Guinn Gonzalo Huerta Victor Jaime	Val Rodgers Taylor Ruhl Lianna Zhao	Suzanne Gretz Carol Lee David Zielinski
Consultants:	Frances Beope Michael Heumann	Norma Nunez	Gloria Carmona	Efrain Silva
Absent:	Kathy Berry	David Drury	Steven Sciaky	
Visitors:	Jose Lopez	Becky Green	Toni Pfister	Kevin White
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, August 27, 2009.

B. Approval of the Minutes of June 4, 2009

M/S/C Jaime/Rodgers to approve the C&I minutes of June 4, 2009, as presented. The motion carried.

II. Discussion Items

A. SLO/PLO's – Toni Pfister

Toni Pfister, SLO Coordinator, reported that in addition to working to meet progress report deadlines (she is writing the District's response to Recommendation 4 related to SLO's), she will begin to address program SLOs. The committee reviewed the Timeline for Student and Academic Services: From Program Outcomes to Program Review, and Instruction SLOs – Timeline for Course and Program Collection. The timelines cover three years in advance and they tie in with program review. Toni's concerns and challenges at this time include: how to incorporate ongoing training for SLOs in the programs; and her current inability to conduct program level meetings at this time due to her workload. Minor changes were made to the timelines including deletion of columns for summer 2010 and 2011, since there is usually no SLO activity during the summer. Toni requested that committee members submit any other changes to the timelines, and that the SLO Identification Form be included with the C & I course and program documentation submitted to the committee.

B. UC TCA Review for 09-10 – Lee (Email Message 08/22/09)

The committee reviewed the results of the UC TCA 2009-10 Review which listed courses approved and not approved as UC transferable. The most significant issue with the approved courses is that the textbooks are older than five years.

C. Noncredit CB21 Feedback – Lee/Aguirre (Email Message 08/13/09)

The committee reviewed the email correspondence addressed to BSI Coordinators and Curriculum Chairs which requests that districts provide feedback on the statewide CB21 rubrics to be used to code noncredit courses and track student progress in noncredit basic skills. To demonstrate the importance of correct coding, Carol Lee distributed to members a copy of a memo dated May 8, 2009, from Frances Beope to Administrative Council regarding the coding errors discovered during the ARCC Report for 2000-01 to 2005-06 Cohort Review. Carol also explained that CB21 coding for credit and noncredit courses impacts funding.

D. Curriculum Institute – Zhao, Aguirre, Rapp, White, Pfister and Lee

Carol Lee, Lianna Zhao, Tina Aguirre, Frank Rapp, Toni Pfister, and Kevin White attended the Curriculum Institute and found it to be very informative. Carol encouraged all individuals involved with curriculum to attend next year's institute.

E. Non-Compliant Degrees and Certificates – Lee (Email Message)

Due to the lack of staff of space the Chancellor's Office will deny and discard all applications that have been pending for at least six months, including applications for which information has been requested by the Chancellor. Some of the programs that may be affected include Computer Science and Building Construction, among others, and it will be necessary to resubmit the applications. The Counseling Department will remove the major and certificate sheets for these programs from its inventory. Carol recommended that unless course revisions are minor (i.e., textbook upgrades), due to everyone's workload (program SLOs), divisions should consider holding off on major curriculum changes this academic year.

F. CurricuNet – Amidon/Lee (Chart – Handout)

The committee received a brief status report on the project and an explanation of the flowchart presented, which process is applicable to both courses and programs. The flowchart was corrected to add Learning Services to the review process. A conference call with the CurricUNET consultant will take place during the C & I Committee meeting on September 3, 2009.

III. Action Item

A. Certification for Stand Alone Training – MANDATORY

Carol Lee distributed to committee members the current Program & Course Approval Handbook, and circulated an attendance roster for training participants to sign. Commentary during the training included identification of the need to submit ESL as a program; the applicability of the future review and discussion regarding prerequisites, co-requisites and advisories to program review as well as matriculation; and the requirement to include textual descriptions of methods of instruction and evaluation and examples of assignments in course outlines. Carol explained that course outlines lacking these items are considered to be non-compliant and are being denied by the Chancellor's Office. Carol will complete the required Certification of Stand-Alone Training and submit it to the Chancellor by the September 30, 2009, deadline.

IV. Information Items

Information items included the following:

- Recognition and thanks extended to the individuals that worked on the 2009 – 2010 catalog.
- The annual College and University Day will take place on October 5 in the gym.
- A reminder by Carol that she has not been officially elected as the Curriculum Coordinator for 2009 – 2010.
- The furniture committee will be viewing desks at Office Supply Company by September 3.

V. Other Items

None.

VI. Next Regular Meeting – September 3, 2009, Thursday

Materials Due: Too Late – We do have items to cover so the meeting will not be canceled.

VII. ADJOURNMENT

The meeting was adjourned at 4:11 p.m.