IMPERIAL VALLEY COLLEGE
CURRICULUM AND INSTRUCTION COMMITTEE MEETING
ADOPTED MINUTES
REGULAR MEETING
THURSDAY, AUGUST 28, 2008
3:05 P.M. – BOARD ROOM

Present:	Kathy Berry	Melani Guinn	Chantilee Mendenhall	Lianna Zhao

Present:

Kathy Berry	Melani Guinn	Chantilee Mendenhall	Lianna Zhao
Suzanne Gretz	Jan Magno *(for V. Jaime)*	Tina Aguirre	David Zielinski
Ted Ceasar	Gonzalo Huerta *(arrived 3:50 p.m.)*	Val Rodgers	
David Drury	Carol Lee	Taylor Ruhl	

Consultants:

Frances Beope	Frank Rapp	Kathie Westerfield
Norma Nunez	Efrain Silva	Robin Ying

Absent: Michael Heumann

Visitors:

Bruce Seivertson	Toni Pfister	Gloria Carmona	Dr. Ed Gould

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 3:06 p.m. on Thursday, August 28, 2008.

B. Approval of the Minutes of June 12, 2008

M/S/C Zhao/Rodgers to approve the C&I minutes of June 12, 2008, as presented. The motion carried.

II. Action Items

Carol noted the following change in the agenda: Discussion Item III.B, Results of Student Survey, immediately follows Action Item II.A, Stand-Alone Course Certification Mandatory Training.

A. Stand-Alone Course Certification Mandatory Training

Carol Lee, Co-Chair, announced that guests and consultants in attendance should participate in the training, and she circulated an attendance roster for participants to sign. She provided a brief background of the training and explained that only local approval of stand-alone courses is required as long as individuals involved in the curriculum approval process receive annual training. Carol further explained that the training materials and presentation were developed and sponsored by the California Community Colleges Chancellor's Office; she read aloud the required dialogue during the training.

B. Credit Courses

1. <u>Revised Courses</u>

    a. **CS 230 – Intermediate Object-Oriented Programming with Java (4.0)**
    b. **CS 280 – Assembly Language and Machine Organization (4.0)**

M/S/C Zhao/Guinn to approve the revision of the prerequisite for CS 230 and CS 280, effective immediately, with corrections (the class limit was increased from 24 to 25 and minor typographical errors corrected). **THE MOTION WAS PULLED AND THE ITEMS TABLED.**

Jan Magno, representing absent voting member Victor Jaime, pointed out that because of the change in prerequisites for the courses, the content review or validation must be attached to the course outlines for CS 230 and CS 280. Jan questioned the omission of the validation from the course outlines, and explained that without the content review required by Title 5, the committee couldn't vote on the proposed changes. She expressed concern that the Curriculum & Instruction Committee was not following approved matriculation requirements. A discussion followed on course revision processes. Jan stated that the matriculation department would be audited in two years, and she expressed concern that courses without content review would be denied and the prerequisites considered to be ineligible.

2. **New Courses**

   a. **ENGL/HUM 226 – Introduction to Mythology (3.0)**

   M/S/C Zielinski/Drury to approve the addition of ENGL/HUM 226, Introduction to Mythology, to the credit curriculum, effective with the 2009 – 2010 academic year, as presented. **THE MOTION WAS PULLED AND THE ITEMS TABLED.**

   The above discussion regarding the lack of content review for CS 230 and CS 280 was carried over to the discussion regarding ENGL/HUM 226. David Zielinski acknowledged receipt of an email from Norma Nunez indicating the need for validation matrices for these courses. He explained that Carol Lee and Michael Heumann had developed the courses as a favor to, and in an effort to help, students. David presented a validation matrix for existing English courses.

C. **Distance Education Courses – Addendum Documentation**

   1. **MATH 119 – Elementary Statistics**
   2. **SPAN 100 – Elementary Spanish I (5.0)**

   M/S/C Zhao/Rodgers to approve the Distance Education Addendums for MATH 119 and SPAN 100, to provide greater access and allow the inclusion of all modalities of learning, as presented. The motion carried.

D. **Noncredit Courses**

   1. **Revised Noncredit Courses**

   a. **MUS 801 – Stage Band for Older Adults**
   b. **MUS 802 – Community Chorus for Older Adults**

   M/S/C Guinn/Drury to approve the revision of the course title and description, measurable course objectives and minimum standards for passing, and textbooks for MUS 801 and MUS 802, as approved by the Chancellor's Office, as of the approved effective term, as presented. The motion carried.

E. **Majors and Certificates**

   1. **Revised Majors and Certificates**

   a. **Agricultural Business Management Major**

M/S/C Zhao/Guinn to approve the revision of the Agricultural Business Management Major (add AG 101 to Section I; add AG 140 and AG 170 to Section II; move ECON 102 from Section 1 to Section II), effective with the 2008 – 2009 academic year, as presented. The motion carried.

    b.   **Agricultural Science Major**

M/S/C Zhao/Dury to approve the revision of the Agricultural Science Major (add AG 101 to Section I; add AG 080, AG 150, AG 260 and AG 270 to Section II; change title of AG 250; move CIS 101 from Section I to Section II), effective with the 2008 – 2009 academic year, as presented. The motion carried.

    c.   **Agricultural Business Management Certificate**

M/S/C Zhao/Drury to approve the revision of the Agricultural Business Management Certificate (add AG 101 to first section; add AG 140 to second section; increase units from 25 to 25 – 26 units), effective with the 2008 – 2009 academic year, as presented. The motion carried.

Referring to items II.E.1. a through c, Carol reported that errors in the Agricultural Business Management Major and Certificate and in the Agricultural Science Major were discovered and the corrections were included in the 2008 – 2009 General Catalog. She explained these proposals represented formal presentation of the corrections made to the majors and certificate for tracking purposes.

    d.   **English Major**

THIS ITEM WAS WITHDRAWN AND TABLED.

    e.   **Humanities Major**

THIS ITEM WAS WITHDRAWN AND TABLED.

III. Discussion Items

    A.   **Accreditation**

Kathy Berry provided a brief status report on accreditation. She stated the required plans are being written, and she encouraged anyone interested in participating in this process to attend the weekly Friday meetings scheduled at 8:30 a.m. (budget/resource plan) and 10:30 a.m. (educational master plan).

    B.   **Results of Student Survey**
        (As noted above, this item was discussed immediately following Action Item II.A above.)

The survey results were presented to committee members while Kathy Berry provided a brief summary. She stated the survey was conducted last spring using Survey Monkey and the results sent to the campus community via All Users email. The findings generally indicate that survey participants are fairly happy with their experiences at IVC. Pointing to the results of question 24 of the survey, Kathy noted that transfer is the educational goal of the majority of the participants. Kathy encouraged members to refer to the survey results when completing future program reviews. The general discussion that followed included whether to conduct the survey again (members prefer an annual survey for program review purposes); some of the problems with the survey process (notice about the survey was too short), and suggestions for future surveys. A narrative of the survey, which was prepared by Frank Rapp for accreditation, will be emailed to committee members.

IV. Information Items

    A.   **Status of Program Inventory**

Carol Lee provided a brief report on the status of the college's program inventory. She stated that of the nine proposals submitted to the Chancellor's Office, only two have been approved – the CSU GE-B and IGETC Certificates of Achievement. Of all the programs not meeting the requirements of the revised Title 5 provisions, ten are pending approval including the program proposals submitted and those for which proposal documentation is pending from the various divisions. Carol noted that the Multimedia major and certificate did not have Chancellor's Office approval and were not included in the 2008 – 2009 General Catalog.

B. Curriculum Institute

Carol Lee reported she had attended the Curriculum Institute recently, and she highly recommends that all committee members attend. She stated the information provided at the institute created some concerns for her, namely, that a review of prerequisites, co-requisites and advisories must take place every six years; and that if recommended preparations can't be enforced, they should be removed from the course outlines. She suggested that the committee consider a time to conduct the six-year review at the next C & I meeting. Kathy also noted concerns regarding the new repeat laws, which she described as more stringent. She explained the state does not want to continue paying districts for students repeating classes multiple times.

V. Other Items - None

Kathy congratulated faculty for surpassing last fall's FTEs. She explained that on the first day of the fall 2008 semester, FTEs were below last fall's level, but faculty took on more classes and more students in their classes beyond the enrollment cap resulting in a last minute surge in FTEs.

VI. Next Regular Meeting –   3:05 p.m., Thursday, September 4, 2008, Board Room
    Materials Due: 5:00 p.m., Wednesday, August 27, 2008

VII. ADJOURNMENT

The meeting was adjourned at 4:40 p.m.