IMPERIAL VALLEY COLLEGE
CURRICULUM AND INSTRUCTION COMMITTEE MEETING
ADOPTED MINUTES
REGULAR MEETING
THURSDAY, SEPTEMBER 3, 2009
3:05 P.M. – ROOM 902

Present:	Tina Aguirre	Lianna Zhao	Val Rodgers	Suzanne Gretz
	Ted Ceasar	David Drury	Carol Lee	Efrain Silva
	Jessica Waddell *(for M. Guinn)*		David Zielinski	
Consultants:	Frances Beope	Norma Nunez	Gloria Carmona	Efrain Silva
	Michael Heumann	Kathie Westerfield		
Absent:	Kathy Berry	Victor Jaime	Steven Sciaky	Gonzalo Huerta
	Taylor Ruhl	Lianna Zhao	Melani Guinn	
Visitors:	Jose Lopez	Lency Lucas *(for B. Green)*	Dawn Chun	Kevin White
	Jeff Cantwell	Sandie Noel	Eric Lehtonen	
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 2:00 p.m. on Thursday, September 3, 2009.

B. Approval of the Minutes of August 27, 2009

M/S/C Gretz/Rodgers to approve the C&I minutes of August 27, 2009, as presented. The motion carried.

II. Discussion Items

A. CurricUNet Conference Call (Carol Lee)

Steve Thyberg, CurricUNET Consultant, provided a demonstration of the curriculum review and approval process using the CurricUNET program. Changes were made to the process flowchart based on input of committee members. The review and approval process is applicable to both course and program process, which includes the addition, deletion and revision of courses and programs. Training will be conducted once the data is established. In the meantime, Steve Thyberg will provide access to the system for review by committee members next week. Webinars on navigating through the system will be scheduled within the next four weeks, with on-site training to be arranged.

B. Distance Education (Michael Heumann)

Michael Heumann, Distance Education Coordinator, related concerns regarding two courses that are offered online, BIOL 100 and SPCH 100. The concerns include the following:

- The lab component of online courses are required to be face-to-face (impacts BIOL 100 and PE lab courses)
- The UC's may not accept online courses for credit (USC only accepts BIOL 100 as elective credit only)
- Speeches must be a minimum of 20 – 25 minutes duration

- Transcripts don't reflect the instructional methodology of courses; however, some UC's (USC for example) do check college schedules

The concerns raised are the result of a recent survey, which Carol Lee will provide to committee members. Currently, there doesn't appear to be any issues with the online courses in question; however, as a precaution the college should review its online courses in the future. The concerns will be referred to the Distance Education Committee and any recommendations the committee makes will be submitted to the C & I Committee.

C. ARCC Cohort (Tina Aguirre)

In regard to the May 8, 2009 memo from Frances Beope to Administrative Council regarding the ARCC Report for 2000-01 to 2005-06 Cohort Review, Carol Lee and Dawn Chun related the issues with the SAM or occupational code for courses in Banner: There are too many courses coded with SAM Code B (Advanced Occupational, Not Apprenticeship); and the SAM coding of courses in Banner is not synchronized with MIS. Frances Beope recommended that this issue be revisited and the divisions review and verify the SAM codes. It was suggested that a comparison be made of the courses in Banner and the courses in MIS and that any issues discovered be shared with the divisions.

D. Educational Master Plan (added item)

As a means to track the success rates of students enrolled in economic development and workforce training courses, Dawn Chun proposed identifying the courses with SAM Codes of A, B, C, and D.

E. Acceptable Textbooks (added item)

Carol Lee shared with the committee the contents of an email from Citrus Community College regarding acceptable textbooks. Briefly, the rules state that online materials can be listed on the course outline of record but textbooks must also be included.

F. Small-Unit Programs (added item)

The issue was raised regarding who should process awards for completion of small unit programs (i.e., 12 units or less), since these awards aren't posted on student transcripts. Specific questions asked included who should issue the awards, who should enter the records in Banner, and who should track the awards.

It was noted that this issue had been discussed at previous meetings of the C & I Committee. At these meetings the committee had identified the need to track the records and the positive impact the awards would have on the college's student success rates. The committee had also acknowledged that maintaining a record of the award was not the issue; the real issue is how the records would be maintained and who would maintain them. At the last C & I Committee meeting in which this issue was discussed (November 6, 2008), Kathie Westerfield acknowledged that the process should be administered by the Admissions and Records Department. At that time, Kathie had identified the need for a tracking mechanism in Banner, and the committee had agreed to bring this issue back for further discussion. It was suggested that a team be established to look at how to track the awards in Banner and that the team's recommendations be submitted to the C & I Committee at its next meeting.

III. Information Items

IV. Other Items

V. Next Regular Meeting: <u>3:05 p.m. Thursday, September 17, 2009</u>
Materials Due: <u>5:00 p.m. Wednesday, September 9, 2009</u>

VII. ADJOURNMENT

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