# IMPERIAL VALLEY COLLEGE CURRICULUM AND INSTRUCTION COMMITTEE MEETING ADOPTED MINUTES REGULAR MEETING THURSDAY, OCTOBER 15, 2009

3:05 P.M. – BOARD ROOM

Present: Tina Aguirre (as Interim CIO) Ted Ceasar David Drury Suzanne Gretz

Melani Guinn Efrain Silva Victor Jaime Carol Lee

Taylor Ruhl Mario de la Torre (ASG Rep) Lianna Zhao

Tom Paine (for V. Rodgers) David Zielinski

Consultants: Frances Beope Michael Heumann Gonzalo Huerta Gloria Carmona

Val Rodgers

Absent: Kathy Berry Norma Nunez Val Rodgers

**Visitors**: Jose Lopez Toni Pfister

**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 3:08 p.m. on Thursday, October 15, 2009.

Carol Lee reminded the committee that the November 5, 2009 C & I Committee meeting was specifically dedicated for discussion and recommendation regarding the prioritization of faculty replacement positions. Carol asked the committee whether there was a need for such discussion considering the current budget situation. Tina requested that the meeting take place as scheduled.

# B. Approval of the Minutes of September 17, 2009

**M/S/C Zielinski/Aguirre** to approve the C & I Committee minutes of September 17, 2009, as presented. The motion carried.

## II. Program Learning Outcomes (PLOs)

Toni Pfister, SLO Coordinator, distributed to committee members for review and feedback a *Program Outcomes Course Alignment Grid* for the General Education program. She briefly explained the form and asked committee members to distribute the grid to division faculty, specifically to the lead faculty in charge of completing the cycle assessment form for courses. Completion of the grid form would allow the District to see where it stands currently and serve as evidence documentation for accreditation. Results of the process will be posted on the SLO Web page.

## III. Action Items

## A. Curriculum Policies and Procedures

## 1. AP 4105, Distance Education

**M/S/C Jaime/Drury** to approve the revision of AP 4105, Distance Education, to expand the definition of a distance education course, for the purpose of scheduling, to include online, hybrid and Web-enhanced classes and to require the use of the Etudes course management system as the technology to be utilized for all

distance education courses, effective 2009 – 2010, with corrections ("Dean of Instruction" changed to "Vice President for Academic Services"). The motion carried.

Michael Heumann, DE Coordinator, stated that the Distance Education Committee had added an approval process for alternative technology since Etudes won't work for all courses.

#### 2. BP and AP 4400, Community Services

**M/S/C Silva/Jaime** to approve the revision of BP 4400 and AP 4400 to expand community course offerings to the entire community and to include admission requirements for minors, effective 2009 – 2010, as presented. The motion carried.

#### **B.** Credit Courses

#### 1. Revised Courses

- a. APEL 107 Electrician VII (4.0)
- b. APRL 107 Relays Technician VII (4.0)
- c. APSB 107 Substation-Electrician VII (4.0)

**M/S/C Silva/Guinn** to approve the revision of the prerequisites for APEL 107, APRL 107, and APSB 107 as requested by the Imperial Irrigation District, the apprenticeship training program sponsor, effective spring 2010, as presented. The motion carried.

Efrain Silva stated that the Imperial Irrigation Districted (IID) requested that the revisions take effect as soon as possible.

#### 2. New Courses

- a. APHY 105 Hydro Operator V (4.0)
- b. APHY 106 Hydro Operator VI (4.0)
- c. APHY 107 Hydro Operator VII (4.0)
- d. APHY 108 Hydro Operator VIII (4.0)
- e. APIN 105 Instrument Technician V (4.0)
- f. APIN 106 Instrument Technician VI (4.0)
- g. APIN 107 Instrument Technician VII (4.0)
- h. APIN 108 Instrument Technician VIII (4.0)
- i. APPL 105 Power Plant Operator V (4.0)
- j. APPL 106 Power Plant Operator VI (4.0)
- k. APPL 107 Power Plant Operator VII (4.0)
- I. APPL 108 Power Plant Operator VIII (4.0)
- m. APTL 105 Telecommunications Technician V (4.0)
- n. APTL 106 Telecommunications Technician VI (4.0)
- APTL 107 Telecommunications Technician VII (4.0)
   APTL 108 Telecommunications Technician VIII (4.0)

**M/S/C Silva/Guinn** to approve the addition of apprenticeship courses APHY 105 – APHY 108, APIN 105 – APIN 108, APPL 105 – APPL 108, and APTL 105 – APTL 108 to the credit curriculum, effective 2010 - 2011, as presented. The motion carried.

Gonzalo Huerta stated that the courses were established at the request of the IID, program sponsor.

## C. Distance Education Courses – Addendum Documentation

## 1. RELS 100 - Religions of the Modern World (3.0)

**M/S/C Guinn/Drury** to approve the Distance Education Addendum for RELS 100, to provide greater access and allow the inclusion of all modalities of learning, effective spring 2010, with corrections (RELS 100 was incorrectly identified as a new course). The motion carried.

Frances Beope noted that the GI Bill Certification requires at least one face-to-face meeting.

#### D. Majors and Certificates

# 1. Revised Certificates

# a. Apprenticeship - Electrician Certificate

**M/S/C Silva/Drury** to approve the revision of the Apprenticeship – Electrician certificate to include APLN 106, Power Lineman VI as an alternative course for APEL 106, Electrician VI, effective 2010 – 2011, as presented. The motion carried.

# b. Apprenticeship - Relays Technician Certificate

**M/S/C Silva/Drury** to approve the revision of the Apprenticeship –Relays Technician certificate to include APLN 106, Power Lineman VI as an alternative course for APRL 106, Relays Technician VI, effective 2010 - 2011, as presented. The motion carried.

# c. Apprenticeship – Substation-Electrician Certificate

**M/S/C Silva/Drury** to approve the revision of the Apprenticeship –Substation-Electrician certificate to include APLN 106, Power Lineman VI as an alternative course for APSB 106, Substation-Electrician VI, effective 2010 - 2011, as presented. The motion carried.

# 2. New Majors and Certificates and Majors

- a. Apprenticeship Hydro Operator Certificate and Major
- b. Apprenticeship Instrument Technician Certificate and Major
- c. Apprenticeship Power Plant Operator Certificate and Major
- d. Apprenticeship Telecommunications Technician Certificate and Major

**M/S/C Silva/Drury** to approve the addition of the Hydro Operator Certificate and Major, Instrument Technician Certificate and Major, Power Plant Operator Certificate and Major, and the Telecommunications Technician Certificate and Major to the Apprenticeship Training Programs, effective 2010 – 2011, as presented. The motion carried.

Carol Lee questioned whether the IID had identified a need for the programs. Efrain Silva provided assurance that the need for the programs was identified in the program application paperwork.

# E. General Catalog (Textual, Major and Certificate Items)

## 1. Apprenticeship Training Programs (2009 – 2010 General Catalog, p. 117)

**M/S/C Silva/Drury** to approve the revision of the Apprenticeship Training Programs (2009 – 2010 General Catalog, page 117), effective 2010 - 2011, as presented. The motion carried.

#### IV. Discussion Items

# A. Training for CB 21 and TOP Re-Coding (Memo from Chancellor's Office)

Carol Lee reminded members that they must participate in one of the scheduled Webinars described in the memo from the Chancellors' Office. It was recommended that division secretaries should also participate in the training. The memo will be sent electronically to committee members. Course revisions made as a result of the re-coding project would be submitted as action items in January.

#### V. Information Items

Tina Aguirre reported that she recently attended a meeting involving bookstore staff and a Follett representative, and she learned that per recent law colleges must include book ISBNs in the schedule. Tina will distribute the information she received at the meeting to committee members.

#### VI. Other Items

Melani Guinn stated that she had been asked by counselors why certain courses are accepted under the Humanities IGETC but not the Humanities major. Frances explained that she, Fred Fischer and Richard Hann designed the Humanities IGETC over 20 years ago and the program was based on a bachelor's degree. Carol Lee emphasized that this type of issue is exactly what the program review process is intended to reveal, that is, whether or not a program is still valid.

VII. Next Regular Meeting – THURSDAY NOVEMBER 5, 2009, 3:05 P.M. Materials Due: WEDNESDAY OCTOBER 28, 2009, 5:00 P.M.

# **VIII. ADJOURNMENT**

The meeting was adjourned at 3:50 p.m.