

**IMPERIAL VALLEY COLLEGE
CURRICULUM AND INSTRUCTION COMMITTEE MEETING
ADOPTED MINUTES
REGULAR MEETING
THURSDAY, OCTOBER 16, 2008
3:05 P.M. – BOARD ROOM**

Present:	Tina Aguirre Kathy Berry Ted Ceasar	Suzanne Gretz Melani Guinn Gonzalo Huerta	Carol Lee Val Rodgers Sandie Noel (<i>for D. Drury</i>)	Victor Jaime Dave Zielinski Lianna Zhao
Consultants:	Norma Nunez	Kathie Westerfield	Efrain Silva	
Absent:	Chantilee Mendenhall	Taylor Ruhl	Frances Beope	Michael Heumann
Visitors:	Frank Rapp Toni Pfister	Robin Ying Gloria Carmona	Jessica Waddell Jose Lopez	Becky Green Tom Paine
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, October 16, 2008, and made the following announcements:

- Division Chairs and Instructional Deans were asked to remain after the C & I meeting for a short Instructional Council meeting.
- A presentation by SLO Coordinator Toni Pfister has been added to the agenda. The presentation will precede the approval of the minutes.

B. SLO Presentation

Toni Pfister, SLO Coordinator, stated that SLO's have been identified for one-half of the courses offered and the college is ready to proceed to the next phase of the SLO process. She presented the form, "Student Learning Outcomes Identification Form & Cycle Assessment." Toni explained that the form is to be used for documenting the results of the data collected and evaluated, which process is to be completed at the end of the semester. The form will serve to "close the loop" in the SLO identification and assessment process.

C. Approval of the Minutes of September 18, 2008

M/S/C Jaime/Guinn to approve the C & I Committee meeting minutes of September 18, 2008, as presented. The motion carried.

II. Action Items

A. Chancellor's Office MIS (Management Information Systems) Course Designations

1. ENGL 100 – Basic English Composition (3.0) as a Basic Skills Course

*M/S/C Zielinski/Guinn to approve the revision of the MIS course designation for **ENGL 100** as a basic skills course, effective with the 2008 – 2009 academic year, as presented. The motion carried.*

2. ENGL 100 – Basic English Composition (3.0) as a Non-degree Applicable Course

M/S/C Zielinski/Guinn to approve the revision of the MIS course designation for ENGL 100 as non-degree applicable, effective with the 2008 – 2009 academic year, as modified. The motion carried.

Modifications included changing the effective date from 2009 – 2010 to 2008 – 2009.

Kathie Westerfield explained the effect that the designation changes would have on the MIS and 320 reports. She stated that the college had received basic skills funding (approximately \$27,000), and the funds would be lost if ENGL 100 continued to be designated as a degree-applicable non-basic skills course. If it is necessary to amend the 320 Report, the deadline to do so is October 31, 2008. Kathie further explained that with the designation of ENGL 100 as a non-degree applicable basic skills course effective 2008 – 2009, students would have catalog rights for this year since at the time of enrollment the course was designated as degree-applicable and non-basic skills. It would be extremely rare that a student would need ENGL 100 to meet the 60-unit requirement for graduation. However, in the event this became an issue, Kathie suggested dealing with students on a case-by-case basis utilizing the existing petition process.

B. Credit Courses

1. Revised Courses

a. AHP 060 – Health Assistant (5.5)

M/S/C Aguirre/Rodgers to approve the revision of the units and lecture and lab hours for AHP 060, effective spring 2009, with corrections. The motion carried

Form 1 was revised to indicate that only the units and lecture and lab hours for the course were revised; the course description was not changed. Tina Aguirre explained that the course hours must match state requirements. Kathie Westerfield alerted members that students who repeat the course would have their transcripts changed to reflect 5.5 units instead of the former 6.0 units for the course.

b. BUS 126 – Business and the Legal Environment (3.0)

M/S/C Rodgers/Gretz to approve the update of textbooks and the instructional methodology for BUS 126, as presented, effective with the 2009 – 2010 academic year. The motion carried.

2. Deleted Courses

a. POLS 052 – Introduction to American Government (3.0)

M/S/C Gretz/Rodgers to approve the deletion of POLS 052, effective with the 2009 – 2010 academic year, as presented. The motion carried.

Carol Lee stated it would be necessary to submit a Form 3 to reflect the deletion of POLS 052 from the Social Science Major. The deletion also changes Section III.A of the graduation requirements in that now one option only is available for the American Institutions requirement.

C. Distance Education Courses – Addendum Documentation

- 1. AJ/CSI 102 – Concepts of Criminal Law (3.0)**
- 2. ART 106 – Women Artists (3.0)**
- 3. BIOL 100 – Principles of Biological Science (4.0)**
- 4. BUS 126 – Business and the Legal Environment (3.0)**
- 4. ENGL 102 – Introduction to Literature (3.0)**

5. POLS 100 – Introduction to Political Science (3.0)

M/S/C Gretz/Guinn to approve the Distance Education Addendums for AJ/CSI 102, ART 106, BIOL 100, BUS 126, ENGL 102, and POLS 100, to provide greater access and allow the inclusion of all modalities of learning, effective spring 2009, with modifications. The motion carried.

Modifications included the designation of BIOL 100 as a hybrid class only. Carol Lee explained that the UC and CSU systems are not approving hard core lab courses as completely online courses.

D. Majors and Certificates

1. Deleted Certificates

- a. Emergency Medical Technician
- b. Health Assistant
- c. Home Health Aide

ITEMS D.1.a, b and c WERE TABLED. Carol Lee stated that the possibility of offering the programs as low-unit certificates is being explored.

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

1. Financial Aid Statement (2007 – 2008 General Catalog, pp. 18 - 19)

M/S/C Jaime/Guinn to approve the revision of the Financial Aid statement (2007 – 2008 General Catalog, page 18 - 19), effective with the 2008 – 2009 General Catalog, as presented. The motion carried.

III. Discussion Items

A. UC TCA Review Results (Handout)

Carol Lee provided a brief explanation of the handout, which reflected a summary of the Chancellor's Office actions with regard to the transferability of courses to the UC system.

B. Status of Non-Compliant Programs

Carol Lee reminded members of the ten non-compliant programs that are pending action by the divisions. She stated that November 6, 2008 is the deadline for submitting the required forms with supporting documentation. Val confirmed that the Multimedia Certificate was currently placed on hold.

IV. Information Items

Carol Lee announced that NAU faculty would be attending next week's Instructional Council meeting and visiting classes.

V. Other Items - None

VI. Next Regular Meeting – 3:05 p.m., Thursday, October 2, 2008, Board Room Materials Due: 5:00 p.m., Wednesday, September 24, 2008

VII. ADJOURNMENT

The meeting was adjourned at 3:40 p.m.