

**IMPERIAL VALLEY COLLEGE
CURRICULUM AND INSTRUCTION COMMITTEE MEETING
ADOPTED MINUTES
REGULAR MEETING
THURSDAY, NOVEMBER 6, 2008
3:05 P.M. – BOARD ROOM**

Present:	Kathy Berry Ted Ceasar David Drury Carol Lee	Suzanne Gretz Melani Guinn Gonzalo Huerta Jose Lopez	Victor Jaime Tina Aguirre Val Rodgers	Taylor Ruhl Lianna Zhao David Zielinski
Consultants:	Frances Beope	Norma Nunez	Efrain Silva	Kathie Westerfield
Absent:	Chantilee Mendenhall	Michael Heumann		
Guests:	Frank Rapp	Becky Green	Jessica Waddell	
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 3:05 p.m. on Thursday, November 6, 2008, and made the following announcements:

B. Approval of the Minutes of October 16, 2008

M/S/C Zhao/Rodgers to approve the C & I Committee meeting minutes of October 16, 2008, as presented. The motion carried.

II. Action Items

A. Motion to “Reconsider” Curriculum and Instruction Committee Actions

1. Motion to “Reconsider” Committee Actions Taken October 16, 2008

M/S/C Zhao/Gretz to reconsider the approval of the amendment of the effective date from 2008 - 2009 to 2009 - 2010, on the following actions taken by the C & I Committee at its meeting of October 16, 2008, as presented. The motion carried.

“M/S/C Zielinski/Guinn to approve the revision of the MIS course designation for ENGL 100 as a basic skills course, effective the ~~2008 – 2009~~ 2009 – 2010 academic year, as presented.”

“M/S/C Zielinski/Guinn to approve the revision of the MIS course designation for ENGL 100 as non-degree applicable, effective the ~~2008 – 2009~~ 2009 – 2010 academic year, as modified.”

B. Credit Courses

1. Deleted Courses

- a. EMT 010 – EMT Transitional Program (1.0)
- b. EMT 106 – EMT I – Defibrillation (.50)
- c. FIRE 110 – Introduction to Fire Fighter (3.0)
- d. FIRE 111 – Streams, Nozzles, Hoses, and Appliances (2.5)

- e. FIRE 112 – Ground Entry and Rescue (2.5)
- f. FIRE 113 – Ventilation and Fire Control (2.0)
- g. FIRE 114 – Fire Fighter I – Advanced (3.5)
- h. FIRE 116 – Fire Hydraulics (2.0)
- i. FIRE 119 – Pipeline Transportation Emergencies (.50)

M/S/C Aguirre/Zhao to approve the deletion of EMT 010, EMT 106, FIRE 110, FIRE 111, FIRE 112, FIRE 113, FIRE 114, FIRE 116, and FIRE 119, effective 2009 - 2010, as presented. The motion carried.

2. New Courses

- a. PE 170 – Bowling, Beginning (1.0)
- b. PE 171 – Bowling, Intermediate (1.0)
- c. PE 172 – Bowling, Advanced (1.0)

M/S/C Drury/Guinn to approve the addition of PE 170, PE 171, and PE 172 to the credit curriculum, effective winter 2009, with corrections. The motion carried.

Carol Lee pointed out that PE 172 may only be repeated one time; Form 1 for PE 172 was corrected accordingly.

3. Revised Courses

- a. CDEV 102 – First Aid and CPR (1.0)

M/S/C Zhao/Rodgers to approve the reduction in the class size limit from 35 to 16 students for CDEV 102, effective 2008 - 2009, as presented. The motion carried.

It was noted that the reduction in class size limit was due to the limitation imposed by the American Heart Association.

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

Lianna Zhao announced that CS 230 and CS 280 would be addressed under two separate motions. The following motions represent the revised motions:

M/S/C Zhao/Guinn to approve the revision to the catalog description, course content and prerequisite statement for CS 230, Intermediate Object-Oriented Programming with Java (4.0), as requested by IVC and SDSU to meet curriculum and articulation standards, effective 2008 – 2009, as presented. The motion carried.

M/S/C Zhao/Guinn to approve the revision to the prerequisite statement for CS 280, Assembly Language and Machine Organization (4.0), effective 2008 - 2009, as presented. The motion carried.

- d. PE 103 – Physical Fitness, Women (1.0)
- e. PE 144 – Advanced Basketball, Women (1.0)

M/S/C Drury/Guinn to approve the textbook upgrades for PE 103 and PE 144, effective 2008 - 2009, as presented. The motion carried.

B. Majors and Certificates

1. Revised Majors

- a. Physical Education Major

*M/S/C Drury/Guinn to approve the revision of the **Physical Education Major** to add PE 170 – Bowling, Beginning; PE 171 – Bowling, Intermediate; and PE 172 – Bowling, Advanced to Section II, effective winter 2009, as presented. The motion carried.*

b. University Studies Major

*M/S/C Zhao/Rodgers to approve the revision of the **University Studies Major** pending approval of the Chancellor's Office, effective 2008 - 2009, as presented. The motion carried.*

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

1. CAN Statement (2008 – 2009 General Catalog, pp. 40 - 41)

M/S/C Zhao/Gretz to approve the removal of the CAN statement (2008 – 2009 General Catalog, pp. 40 – 41) and CAN identifiers in course descriptions, effective with the 2009 – 2010 General Catalog, as presented. The motion carried.

The justification noted on Form 3 indicates that the CAN program is being dissolved and is being phased out of all Region X catalogs effective with the 2009 – 2010 academic year.

III. Discussion Items

A. Certificate of Proficiency (Lee/Berry)

Members reviewed the handout that Carol Lee distributed, which described a proposed Certificate of Proficiency award program for IVC. Carol explained that the program and process modeled Mira Costa College's program and included minor revisions recommended by the Chancellor's Office. Kathy explained that the proposal to issue Certificates of Proficiency stemmed from concern regarding the Nursing and EMT low-unit certificates (i.e., EMT, Health Assistant, Home Health Aide). She explained that these fields require official documentation showing completion of a program of study for testing purposes. Carol stated that Certificates of Proficiency would not be reflected on student transcripts. However, Kathie Westerfield is willing to have the process administered by the Admissions and Records Department. Kathie shared her concerns regarding the need to track and maintain Certificates of Proficiency for MIS and the ARCC. She stated that if it is necessary to track and monitor the awards, she would like a tracking mechanism. Kathie also recommended using the term "Proficiency Award" instead of "Certificate of Proficiency." In response to Frances Beope's inquiry regarding whether it is necessary to report awards for programs of less than 12 units, Kathy Berry explained that such data was required for core indicators, not the ARCC. Gonzalo Huerta related his discussion with Al Taccone, who is from Mira Costa and serves as Chair of the Regional Consortium. He stated that Al had encouraged a program similar to Mira Costa's for IVC to ensure that the college receives recognition for issuance of the awards, as the awards add to the college's successful completion rates and core indicators. Since it is necessary to determine how to track the awards in Banner, Carol Lee recommended that this item be brought back for further discussion.

IV. Information Items

A. Legal Brief on "TBA" Designation

Kathy Berry referred members to the handout, Legal Advisory 08-02, To Be Arranged (TBA) Hours Compliance Advice. As an example of compliance with the regulations, Kathy cited a TBA lab for multiple languages where the instructor is "in the line of sight" of students and meets the minimum qualifications for all languages. Per the advisory, the schedule for TBA computer labs must be established before census and students must be notified when to attend the lab. Kathy urged members to review and share the legal advisory with division faculty.

B. MIS Course Coding

Referring to the handouts (Data Element Dictionary for CB21, Course-Prior-To-College-Level; list of math and English courses reflecting the CB21 coding), Kathy reported that during review of the ARCC it was discovered that some of the courses were miscoded. Following review by the committee, it was determined that the codes for the courses listed appeared to be correct, except that ENGL 096, 097, 098 and 100 reflected the codes for 2009 – 2010. (At a previous meeting the committee had agreed to designate ENGL 100 as a non-transferable basic skills course effective 2009 – 2010. ENGL 100 is currently designated as a transferable non-basic skills course and thus impacts the CB21 coding for ENGL 096, 097 and 098.)

C. Budget (item added)

Kathy and Victor reported that the governor announced his proposal to make 10% mid-year cuts for community colleges, UC's and CSU's.

D. Court Services Specialist (item added)

Carol Lee congratulated Val Rodgers and Frances Beope for completing the paperwork for the Court Services Specialist Certificate. She stated that Gonzalo Huerta would be delivering the application to the Chair of the Regional Consortium for signature.

E. Awarding of High School Diplomas Program (item added)

Efrain reported there are now official regulations related to the awarding of a high school diploma by California community colleges. Per the regulations, courses under such a program must be noncredit courses. Efrain requested the assistance of faculty to develop a program.

V. Other Items - None

VI. Next Regular Meeting – 3:05 p.m., Thursday, November 20, 2008, Board Room
Materials Due: 5:00 p.m., Wednesday, November 20, 2008

VII. Adjournment

The meeting was adjourned at 3:42 p.m.