IMPERIAL VALLEY COLLEGE CURRICULUM AND INSTRUCTION COMMITTEE MEETING ADOPTED MINUTES REGULAR MEETING THURSDAY, DECEMBER 4, 2008 3:05 P.M. – BOARD ROOM

Present:	Kathy Berry Ted Ceasar David Drury Suzanne Gretz	Melani Guinn Gonzalo Huerta Victor Jaime Carol Lee	Joe Trejo (ASG Rep) Tina Aguirre Val Rodgers Lianna Zhao	David Zielinski
Consultants:	Norma Nunez	Kathie Westerfield	Frances Beope	Jose Lopez
Absent:	Taylor Ruhl	Frances Beope	Michael Heumann	Efrain Silva
Guests:	Frank Rapp	Jessica Waddell	Gloria Carmona	
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, December 4, 2008.

Carol introduced Joe Trejo, who attended the meeting on behalf of Chantilee Mendenhall, ASG President.

B. Approval of the Minutes of November 6, 2008

M/S/C Jaime/Zhao to approve the C & I Committee meeting minutes of November 6, 2008, as presented. The motion carried.

II. Action Items

- A. Credit Courses
 - 1. New Courses
 - a. ANTH 120 Introduction to Archaeology (3.0)

M/S/C Gretz/Guinn to approve the addition of ANTH 120, Introduction to Archaeology, to the credit curriculum, effective 2009 – 2010, with corrections. The motion carried.

- b. FIRE 108 Fire and Emergency Services Safety/Survival (3.0)
- c. FIRE 220 Public Education 1 (2.5)
- d. FIRE 222 Fire Command 1C (2.5)
- e. FIRE 224 Fire Prevention 1C (2.5)
- f. FIRE 240 Fire Instructor 2A (2.5)

M/S/C Aguirre/Zhao to approve the addition of FIRE 108, FIRE 220, FIRE 222, FIRE 224 and FIRE 240, to the credit curriculum, effective 2009 – 2010, with corrections. The motion carried.

Kathie Westerfield expressed concern regarding the building of the prerequisites for the courses in Banner. She explained that courses and test scores only could be entered as prerequisites in Banner.

2. Revised Courses

- a. ANTH 100 Physical Anthropology (3.0)
- b. ANTH 102 Cultural Anthropology (3.0)
- c. ANTH 104 California Indians (3.0)
- d. ANTH 106 Indians of North America (3.0)

M/S/C Gretz/Guinn to approve the revision of the course description and textbook upgrades for ANTH 100, ANTH 102, ANTH 104 and ANTH 106, effective 2009 – 2010, with corrections. The motion carried.

Carol Lee noted that the class limit for the course was excluded from Form 1. In addition, the textbooks for ANTH 106 are dated and the UC's would deny the course on this basis since textbooks can't be older than five years.

e. ANTH 108 - Indians of the Southwest (3.0)

M/S/C Gretz/Zhao to approve the upgrade of the core content for ANTH 108, effective 2009 – 2010, as presented. The motion carried.

It was noted that the class limit was excluded from Form 1 and that the required textbooks on the course outline are dated.

f. EMT 107 – Emergency Medical Technician I Refresher (2.0)

M/S/C Aguirre/Zhao to approve the revision of the 2004 course number and prerequisites for EMT 107, effective 2009 – 2010, with corrections (publication year for textbooks is missing from course outline). The motion carried.

- g. FIRE 100 Fire Protection (3.0)
- h. FIRE 120 Hazardous Materials for First Responder (3.0

M/S/C Aguirre/Guinn to approve the revision of the 2004 course number, the upgrading of the course lecture hours, preparation, course objectives, and textbooks for FIRE 100 and FIRE 120, effective 2009 – 2010, as presented. The motion carried.

- i. FIRE 200 Fire Apparatus 1A Driver (2.5)
- j. FIRE 201 Fire Apparatus 1B Pump (2.5)

M/S/C Aguirre/Guinn to approve (1) the revision of the 2004 course number, (2) the upgrading of the course title, units, lecture hours, course description, prerequisites and textbooks to reflect State Fire Training requirements, and (3) the upgrading of the course description to reflect current California Vehicle Code, for FIRE 200 and FIRE 201, effective 2009 – 2010, with corrections. The motion carried.

It was recommended that the first four sentences of the course description for FIRE 200, and the first three sentences for FIRE 200, be deleted so that the description for each course begins with, "This course provides the student..." Tina Aguirre, Associate Dean of Nursing Ed/Health Tech/EMS, stated that she would present this recommendation to fire faculty for input.

- k. FIRE 202 Fire Investigation 1A (2.5)
- I. FIRE 203 Fire Investigation 1B (2.5)
- m. FIRE 204 Fire Management 1 (2.5)
- n. FIRE 205 Fire Prevention 1A (2.5)
- o. FIRE 206 Fire Prevention 1B (2.5)
- p. FIRE 207 Fire Instructor 1A (2.5)
- q. FIRE 208 Fire Instructor 1B (2.5)

- r. FIRE 209 Fire Command 1A (2.5)
- s. FIRE 210 Fire Command 1B (2.5)
- t. FIRE 211 ICS 300 (1.5)

M/S/C Aguirre/Zhao to approve (1) the revision of the 2004 course number, and (2) the upgrading of the course title, units, lecture hours, course description and textbooks to reflect State Fire Training requirements, for FIRE 202, FIRE 203, FIRE 204, FIRE 205, FIRE 206, FIRE 207, FIRE 208, FIRE 209, FIRE 210 and FIRE 211, effective 2009 – 2010, with corrections. The motion carried.

Corrections included marking Form 1 for each course to indicate a prerequisite restriction, and spelling out the words for the acronym, "ICS" (Incident Command System).

u. PHIL 106 – Logic (3.0)

M/S/C Guinn/Rodgers to approve the revision of the course description, prerequisite. objectives, core content, and textbook upgrades for PHIL 106, to comply with IGETC requirements for critical thinking transfer courses, effective 2009 – 2010, with corrections. The motion carried.

Carol Lee explained that critical thinking courses are moving to forced English prerequisites. Corrections to Form 1 included replacing CSU Bakersfield and CSU Chico with CSU San Luis Obispo and CSU Northridge as colleges offering parallel courses with prerequisites.

B. Distance Education Courses – Addendum Documentation

1. AG/ENVS 110 – Environmental Science (3.0)

M/S/C Zhao/Gretz to approve the Distance Education Addendum for AG/ENVS 110, effective 2009 – 2010, to provide greater access and allow the inclusion of all modalities of learning, as presented. The motion carried.

C. Majors and Certificates

1. <u>Revised Majors and Certificates</u>

a. Anthropology Major

M/S/C Gretz/Guinn to approve the revision of the Anthropology Major, effective 2009 – 2010, as presented. The motion carried.

AG 110 was added as a cross-reference to ENVS 110 under section II of Form 2.

b. Fire Technology Major and Certificate

M/S/C Aguirre/Gretz to approve the revision of the Fire Technology Major and Certificate, effective 2009 – 2010, with corrections (FIRE 204 units are missing). The motion carried.

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

1. General Education Requirements (2008 – 2009 General Catalog, p. 31)

M/S/C Jaime/Guinn to approve the revision of the General Education Requirements (2008 – 2009 General Catalog, p. 31) to remove POLS 052, effective 2009 – 2010, as presented. The motion carried.

2. Addition of Mathematics Chart

M/S/C Zhao/Guinn to approve the addition of the Mathematics Chart to the General Catalog, effective 2009 – 2010, as presented. The motion carried.

Kathy stated her opposition to the motion reflected in Form 3, which indicates that the chart would be included in the class schedule in addition to the catalog. She recommended that the chart be published in the catalog only.

3. New Disciplines/Department Rubric

- a. American Indian Studies
- b. Latino/Latina Studies

M/S/C Gretz/Rodgers to approve the addition of new disciplines and rubrics, American Indian Studies (AIS) and Latino/Latina Studies (LAS), to the Behavioral and Social Sciences Division, effective 2009 – 2010, as presented. The motion carried.

Suzanne Gretz explained that she selected the Latino/Latina Studies rubric over Chicano/Chicano Studies since Latin America will be included in the course studies.

III. Discussion Items

Carol Lee encouraged division chairs to review the Curriculum Training Institute Guide with faculty. She reported that the Building Construction program application was returned because samples of outside assignments were not included. Check-off boxes for methods of instruction and evaluation are no longer acceptable. Per the Guide, statements describing the methods are required. Carol also explained that all new Career Technical Education (CTE) programs require local economic data. Carol will provide the Web link to the Curriculum Training Institute Guide to committee members.

IV. Information Items

A. MIS Coding of Basic Skills Courses

A brief description of the contents of the handout was provided to the committee. Included in the handout was a link to background information, draft rubrics, guidelines and current CB21 (basic skills) coding for colleges.

V. Other Items

The date of the next regular meeting was noted. Members were reminded of the deadline for curriculum changes for the catalog. Items must be submitted to Academic Services by March 25, 2009 for inclusion in the agenda for the April 2 C & I Committee meeting.

Kathy reminded members to identify SLO's when revising existing courses and creating new courses. She stated that outcomes should be identified and tied to the institutional SLO's. SLO's are to be attached to the course outline as an addendum and not embedded in the course outlines. Kathy and Carol will provide a sample addendum form to committee members.

Kathy also reminded the committee about the January 7, 2009 Student Success Conference.

VI. Next Regular Meeting – 3:05 p.m., Thursday, January 15, 2009, Board Room Materials Due: 5:00 p.m., Wednesday, January 7, 2009

VII. Adjournment

The meeting was adjourned at 4:03 p.m.