

**IMPERIAL VALLEY COLLEGE
CURRICULUM COMMITTEE
ADOPTED MINUTES
REGULAR MEETING
THURSDAY APRIL 26, 2012
2:00 p.m. – Board Room**

Present:	Norma Nunez	Bruce Seivertson	Angie Ruiz	Michael Heumann
	Daniel Gilson	Krista Byrd	Norma Nava	David Drury
	Kathy Berry	David Zielinski		
Consultants:	Toni Pfister			
Absent:	Tina Aguirre	Carol Hegarty	Kseniya Gregory	Carol Lee
	Rick Castrapel	Jose Lopez	Jose Ruiz	Daniel Bermudez
	Cathy Zazueta			
Visitors:				
Recorder:	Dixie Krimm			

I. Opening of the Meeting

A. Call to order

Kathy Berry called the regular meeting of the Imperial Valley College Curriculum Committee to order at 2:06 p.m. on Thursday, April 26, 2012.

B. Approval of the Minutes

1. Regular Meeting of April 5, 2012

M/S (Seivertson/Heumann) to approve the minutes of the April 5, 2012, regular meeting of the Curriculum Committee, as presented. The motion carried.

C. Student Learning Outcomes – Toni Pfister

Toni provided a list of all the active courses that were offered this year. Toni and Melody went through the list to indicate which courses had at least one SLO that was assessed. Toni would like help assessing the cycle assessment process. Cycle assessments are due the 5th week after the beginning of the following semester. Need to make report on how we reach proficiency one year from now.

Toni mentioned that there was room for error on the list and asked the committee to review the list at this time to provide input on how the assessment process could be improved.

Committee members provided some reasons for the missing information such as not having the opportunity to collect the data, need to resubmit the information, intimidated by the form, dislike for the SLO process, accounting for cross listed classes, and not having the time to complete the assessments.

Kathy – possibly need to start setting a day aside to get the SLO assessment completed at the end of each semester. Michael suggested setting the day before the beginning of each semester to work on SLO's.

A possible solution for data collection may be to look into software to handle the tracking of SLO assessment documents.

Daniel Gilson suggested turning in the SLO's assessments with final grades.

II. Action Items

A. Curriculum Policies and Procedures

1. BP 4020, Program, Curriculum and Course Development

M/S (Seivertson/Heumann) to approve the revisions to Board Policy (BP) 4020, Program, Curriculum and Course Development, to reflect the Title 5 and U.S. Department of Education mandates, effective as of this date of April 26, 2012, as presented. The motion carried.

2. AP 4020, Program, Curriculum and Course Development

M/S (Seivertson/Heumann) to approve the revisions to Academic Procedures (AP) 4020, Program, Curriculum and Course Development, to reflect Title 5 and U.S. Department of Education mandates along with the IVC procedural updates, effective as of this date of April 26, 2012, as presented. The motion carried.

B. Credit Courses

1. Deleted Courses

a. ESL 029 – News and Current Events for ESL (1)

M/S (Seivertson/Heumann) to approve the deletion of ESL 029, effective 2012 – 2013, as presented. The motion carried.

2. Revised Courses

a. AJ 141 – Arrest and Firearms (3.5)

M/S (Seivertson/Heumann) to approve the increase of course hours (from 63 to 64) meet POST Training Specifications required minimum hours, and textbook update, for AJ 141, effective 2012-2013, as presented. The motion carried.

b. AJ 160 – Regular Basic Course Modular Format Level III (10)

M/S (Seivertson/Heumann) to approve the revision to the course number, (was 142), SLO's, and textbook update, for AJ 160, effective 2012-2013, as presented. The motion carried.

c. BUS 164 – Microsoft Word for the Workplace (3)

d. BUS 172 – Office Procedures for the Workplace (3)

e. BUS 180 – Microsoft Office Suite for the Workplace (4)

M/S (Seivertson/Heumann) to approve the revision of the course titles to allow for more educational options of course selection in the business degrees and certificates for

- *BUS 164 from Office Technology & Procedures I to Microsoft Word for the Workplace,*
- *BUS 172 from Office Technology & Procedures II to Office Procedures for the Workplace,*
- *BUS 180 from Microsoft Office for the Workplace to Microsoft Office Suite for the Workplace, effective 2012-2013, as presented. The motion carried.*

f. CIS 162 – Cisco CCNA Discovery 1: Networking for Home and Small Businesses (4)

M/S (Seivertson/Heumann) to approve the removal of the required prerequisite of CIS 160 from CIS 162, to allow student to progress through the major in a two year time period, effective 2012-2013, as presented. The motion carried.

g. CIS 163 – Cisco CCNA Discovery 2: Working at a Small-to-Medium Bus or ISP (4)

M/S (Seivertson/Heumann) to approve the revision of the prerequisite for CIS 163 to include CIS 160 and CIS 162, with grades of "C" or better, effective 2012-2013, as presented. The motion carried.

- h. PE 102 – Physical Fitness (1)**
- i. PE 103 – Physical Fitness – Women (1)**
- j. PE 105 – Public Safety Fitness (1)**
- k. PE 106 – Walking/Jogging Fitness (1)**
- l. PE 111 – Aerobics – Step (1)**
- m. PE 112 – Basketball – Men (1)**
- n. PE 113 – Basketball – Women (1)**
- o. PE 122 – Lifeguard Training (2)**
- p. PE 123 – Water Safety Instructor Training (2)**
- q. PE 126 – Tennis (1)**
- r. PE 127 – Tennis – Advanced (1)**
- s. PE 128 – Volleyball (1)**
- t. PE 143 – Advanced Basketball – Men (1)**
- u. PE 144 – Advanced Basketball – Women (1)**

M/S (TABLED) to approve the reduction of repeatability from 3 times down to zero (0) times for passing grades as per the repeatability mandates set by Title 5 revisions for Physical Education (items h. through u.) courses PE 102, 103, 105, 106, 111, 112, 113, 122, 123, 126, 127, 128, 143, and 144, effective 2012-2013, as presented. The motion was tabled.

ITEMS h. through u. were tabled to be brought back at the next meeting.

- v. PE 200 – Theory of Baseball (2)**
- w. PE 201 – Theory of Basketball (2)**
- x. PE 202 – Theory of Softball (2)**
- y. PE 203 – Theory of Volleyball (2)**

M/S (TABLED) to approve the reduction of repeatability from 1 time down to zero (0) times for passing grades as per the repeatability mandates set by Title 5 revisions for Physical Education (items v. through y.) courses PE 200, 201, 202, and 203, effective 2012-2013, as presented. The motion was tabled.

ITEMS v. through y. were tabled to be brought back at the next meeting.

- z. PE 104 – Weight Training**
- aa. PE 107 – Aquatic Exercise (1)**
- bb. PE 120 – Softball (1)**
- cc. PE 121 – Beginning to Intermediate Swimming (1)**
- dd. PE 129 – Volleyball – Advanced (1)**
- ee. PE 130 – Adapted Physical Exercises (1)**
- ff. PE 131 – Adapted Sports (1)**
- gg. PE 140 – Baseball – Advanced (1)**
- hh. PE 141 – Softball – Women (1)**
- ii. PE 142 – Advanced Swimming (1)**
- jj. PE 161 – Pre-Season Conditioning for Athletes (1.5)**
- kk. PE 162 – In Season Conditioning for Athletes (1.5)**
- ll. PE 163 – Song and Cheer (2)**

M/S (TABLED) to approve the reduction of repeatability from 3 times down to one (1) time for passing grades as per the repeatability mandates set by Title 5 revisions for Physical Education

(items z. through ll.) courses PE 104, 107, 120, 121, 129, 130, 131, 140, 141, 142, 161, 162, and 163, effective 2012-2013, as presented. The motion was tabled.

ITEMS z. through ll. were tabled to be brought back at the next meeting.

mm. MATH 241 – Mathematics Software – MATLAB (1.0)

M/S (Seivertson/Heumann) to approve the reinstatement to active status for Math 241, Mathematics Software: MATLAB course, effective 2012-2013, as presented. The motion carried.

3. New Courses

a. BLDC 010 – Cal/OSHA Certification (1.5)

M/S (Seivertson/Heumann) to approve the addition of BLDC 010, as a special topic course, to the credit curriculum, effective 2012-2013, as presented. The motion carried.

C. Majors and Certificates

1. Removal of Recommended Courses (Not Required) for Majors and Certificates

- a. Administration of Justice Major
- b. Automotive Technology Major and Certificate
- c. Behavioral Science Major
- d. Child Development Major
- e. Correctional Science Major
- f. Music Major

M/S (Seivertson/Heumann) to approve the removal of the section identified as “Recommended Electives (do NOT fulfill major requirements)”, for Administration of Justice Major, Automotive Technology Major and Certificate, Behavioral Science Major, Child Development Major, Correctional Science Major, and Music Major, as directed by the Curriculum Committee, effective 2012-2013, as presented. The motion carried.

2. Revised Majors and Certificates

a. Administration of Justice Major and Certificate

M/S (Seivertson/Heumann) to approve the addition of the description and career opportunities statements, update to course numbering, and removal of the Reading requirement for the Administration of Justice Major and/or Certificate, effective 2012-2013, as presented. The motion carried.

- b. Agricultural Business Management Major and Certificate
- c. Agricultural Crop Science Certificate
- d. Agricultural Science Major
- e. Alcohol and Drug Studies Major and Certificate
- f. Apprenticeship – Control Operator Certificate
- g. Apprenticeship – Electrician Major and Certificate
- h. Apprenticeship – Generation Mechanic Major and Certificate
- i. Apprenticeship – Hydro Operator Certificate
- j. Apprenticeship – Instrument Technician Certificate
- k. Apprenticeship – Meter Technician Major and Certificate
- l. Apprenticeship – Power Lineman Major and Certificate
- m. Apprenticeship – Relays Technician Major and Certificate

- n. Apprenticeship – SCADA/Telecommunications Technician Major and Certificate
- o. Apprenticeship – Substation – Electrician Major and Certificate
- p. Apprenticeship – Telecommunications Technician Certificate
- q. Automotive Technology Major and Certificate
- r. Behavioral Science Major
- s. Building Construction Technology Major and Certificate
- t. Building Construction Tech – Carpentry Specialization Certificate
- u. Building Construction Tech – Concrete Masonry Specialization Certificate
- v. Building Construction Tech – Project Management Specialization
- w. Business Administration Major
- x. Business Administration for Transfer Major
- y. Business Financial Services Major and Certificate
- z. Business Management Major and Certificate
- aa. Business Marketing Major and Certificate
- ab. California State University General Education Breadth (CSU GE-B) Certificate
- ac. Child Development Major
- ad. Child Development – Administration Specialization Certificate
- ae. Child Development – Associate Teacher Certificate
- af. Child Development – Infant/Toddler Specialization Certificate
- ag. Child Development – School Age Specialization Certificate
- ah. Communication Arts Major
- ai. Communication Studies for Transfer Major
- aj. Computer Information Systems Major
- ak. Correctional Science Major and Certificate
- al. Court Services Specialist Certificate
- am. Dental Assistant Major and Certificate
- an. Early Childhood Education for Transfer Major
- ao. Electrical Technology Major and Certificate
- ap. Electrical Technology: Electrical Wiring Specialization Certificate
- aq. Electrical Technology: Electronics Specialization Certificate
- ar. Electrical Technology: Solar Energy Specialization Certificate
- as. Electrical Trades Major and Certificate
- at. Emergency Medical Services Major and Certificate
- au. Energy Efficiency Technology Major and Certificate
- av. English for Transfer Major
- aw. Fire Technology Major and Certificate
- ax. Firefighter I Certificate
- ay. General Science Major
- az. History Major
- ba. Human Relations Major and Certificate
- bb. Humanities Major
- bc. Intersegmental General Education Transfer Curriculum (IGETC) Certificate
- bd. Legal Assistant Major and Certificate
- be. Liberal Studies (General Option – Elem Teach Prep) Major
- bf. Liberal Studies (SDSU Option – Elem Teach Prep) Major
- bg. Life Science Major
- bh. Mathematics Major
- bi. Mathematics for Transfer Major
- bj. Medical Assistant Certificate
- bk. Multimedia and Web Development Major and Certificate
- bl. Nursing – R.N. Major
- bm. Nursing – V.N. Major and Certificate
- bn. Pharmacy Technician Major and Certificate
- bo. Political Science for Transfer Major
- bp. Psychology Major
- bq. Social Science Major

- br. Sociology for Transfer Major
- bs. University Studies Major
- bt. Welding Technology Major and Certificate

M/S (Seivertson/Heumann) to approve the addition of the description and career opportunities statements to items b. through bt. above, effective 2012-2013, as presented. The motion carried.

- bu. Business Accounting Technician Major and Certificate
- bv. Business Administrative Assistant Major and Certificate
- bw. Business Office Technician Major and Certificate

M/S (Seivertson/Heumann) to approve the addition of BUS 154 to the required skill level statement, and to add the description and career opportunities statements to the Business Accounting Technician, Business Administrative Assistant, and Business Office Technician Majors and Certificates, effective 2012-2013, as presented. The motion carried.

- bx. Journalism Major

M/S (Seivertson/Heumann) to approve the addition of the description and career opportunities statements, and to add CIS 212, CIS 214, ENGL 111, SPCH 130, and SPCH 150 to the acceptable courses section of the Journalism Major, effective 2012-2013, as presented. The motion carried.

3. New Majors and Certificates

- a. Administration of Justice AS-T
- b. Kinesiology AA-T

M/S (Seivertson/Heumann) to approve the new Associate Degrees for Transfer in Administration of Justice and Kinesiology as required under SB1440, the Student Transfer Achievement (STAR) Act, and effective 2012-2013, as presented. The motion carried.

D. Textual Items

Background –

IVC is attempting to update and provide new textual items, new and revised items, and, as the catalog is being created identify copy that has no changes. (Example: Proficiency Enrollment textual item – Why do we have this statement and what does it mean? If there is no justification for this textual item we may come back and terminate it at our May 17 meeting.)

1. New Textual Copy

No. #	Topic	Status
a.	Associate Degrees for Transfer (AA-T/AS-T)	New
b.	CLEP Statement	New
c.	Counseling Services	New
d.	Course Identification Numbering System (C-ID)	New
e.	Cross Enrollment Program at a CSU or UC Institution	New
f.	EOPS, CARE & CalWorks	New
g.	Institutional Learning Outcomes	New
h.	IVC Honors Program	New
i.	Laboratory Statements (From Schedule)	New
j.	Majors and Certificate Chart	New
k.	Peace Officer Standards and Training (POST) Appendix	New

l.	President's Message	New
m.	Reading/Writing Lab and Math Lab (add to Learning Services Para)	New
n.	Sexual Harassment Policy & Non-Discrimination Policy (Frm Guide)	New
o.	Student Health Services (From Guide)	New
p.	Student Support Services (SSS) (From Guide)	New

M/S (Seivertson/Heumann) to approve the addition of the new textual items, Items. a. through p. above., for inclusion in the IVC 2012-13 General Catalog, effective 2012-2013, as presented. The motion carried.

2. New and Revised Textual Copy

No. #	Topic	Status
a.	Academic Calendar 2012-13	New/Revised
b.	Accreditation Sections	New/Revised
c.	Admission	New/Revised
d.	Associate Degree Graduation Requirements	New/Revised
e.	Bookstore and Centers for Students (Library)	New/Revised
f.	College History	New/Revised
g.	CTE & ROP Credit	New/Revised
h.	CTE, Apprenticeship, Certificates of Achievement & Skills Awards	New/Revised
i.	Degrees	New/Revised
j.	Disabled Student Programs and Services (DSPS)	New/Revised
k.	Extended Campus	New/Revised
l.	Fees and Refunds	New/Revised
m.	Financial Aid	New/Revised
n.	Grading System	New/Revised
o.	IGETC - New Chart too.	New/Revised
p.	IVC General Education & Graduation Requirements Sheet (new presentation & revisions/upgrades)	New/Revised
q.	Matriculation, Prerequisite, Corequisite, Advisories on Recommended Preparation and Limitations on Enrollment, and Challenge Process	New/Revised
r.	Online Services and Distance Education	New/Revised
s.	Probation - Dismissal - Reinstatement	New/Revised
t.	Registration, Wait Lists, Adding Classes, Dropping Classes, Repeating Classes	New/Revised
u.	Student Conduct	New/Revised
v.	The California State University (new CSU GE-Breadth Sheet)	New/Revised
w.	Transfer Center	New/Revised
x.	Transfer Credit - Advanced Placement Chart - CLEP Chart	New/Revised
y.	Transfer Preparation	New/Revised
z.	Veterans Services	New/Revised

M/S (Seivertson/Heumann) to approve the addition of the new and revised textual items, items. a. through z. above., for inclusion in the IVC 2012-13 General Catalog, effective 2012-2013, as presented. The motion carried.

3. No Change to Textual Copy

No. #	Topic	Status
a.	Academic Freedom	No Changes
b.	Academic Renewal	No Changes
c.	Apprenticeship Training Programs	No Changes
d.	Athletics	No Changes
e.	Attendance and Withdrawal & Voluntary Withdrawal	No Changes
f.	Changes in the Catalog	No Changes

g.	Cheating and Plagiarism	No Changes
h.	Community Service	No Changes
i.	Course load Limits, Basic Skills and Class Attendance	No Changes
j.	Courses of Instruction	No Changes
k.	Credit-Be-Examination	No Changes
l.	Exercise Science, Wellness, and Sport	No Changes
m.	FERPA	No Changes
n.	Foreign Transcripts	No Changes
o.	IVC Campus Safety	No Changes
p.	IVC Parking	No Changes
q.	Non-Credit Education	No Changes
r.	Nondiscrimination and Sexual Harassment Policy	No Changes
s.	Proficiency Enrollment	No Changes
t.	Repetition of Courses	No Changes
u.	Scholastic Honors (Graduation Honors)	No Changes
v.	Student Activities	No Changes
w.	Types of Courses and Programs	No Changes
x.	Work Experience	No Changes

M/S (Seivertson/Heumann) to approve the acceptance of the textual items with no changes, items. a. through x. above., for inclusion in the IVC 2012-13 General Catalog, effective 2012-2013, as presented. The motion carried.

F. Skills Award Actions

1. Approval of limited awarding of “Skills Award” certificates for IVC students.

M/S (Seivertson/Heumann) to approve the awarding of the “Skills Award” certificate for the following fields:

- Automotive Air Conditioning;
- Automotive Brakes, Suspension and Wheel Alignment;
- Automotive Electronics;
- Automotive Engine Machinist;
- Automotive Engine Performance;
- Automotive Power Train;
- Basic Computer Skills;
- Carpentry Construction Technology;
- ECE Teacher Assistant;
- Electrical Wiring Technology;
- Electrical Trades;
- Electronics;
- Employment Readiness;
- Health Assistant;
- Home Health Aide;
- Medical Office Assistant;

effective from July 01, 2008 through June 30, 2012, only for those students who completed the courses work established for said certificates, as presented. The motion carried.

2. Termination of Skills Award Certificate

M/S (Seivertson/Heumann) to approve the termination of the “Skills Award” certificate due to the revisions of the current IVC degrees and certificates this award is no longer necessary, effective 2012-13, as presented. The motion carried.

G. Approval of Agenda as Minutes for this meeting of April 26, 2012

M/S (Seivertson/Heumann) to approve the Curriculum Committee minutes for this meeting of April 26, 2012, to allow the impending items to receive finalized authorization via the IVC Academic Senate and the IVC Board of Trustees for submission to the Chancellor's Office, effective April 26, 2012, as presented. The motion carried.

III. Discussion Items

None.

IV. Information Items

None.

V. Other Items

None.

VI. Next Regular Meeting: THURSDAY, MAY 3, 2012, 3:05 P.M.

VII. The meeting adjourned at 2:28 p.m.