

**IMPERIAL VALLEY COLLEGE
CURRICULUM COMMITTEE
ADOPTED MINUTES
REGULAR MEETING
THURSDAY OCTOBER 20, 2011
3:05 p.m. – Board Room**

Present:	Tina Aguirre Daniel Gilison Carol Lee Norma Nunez David Zielinski	Kathy Berry Carol Hegarty Rick Castrapel Angie Ruiz (for Val Rodgers)	Krista Byrd Michael Heumann Jose Lopez Jose Ruiz	David Drury Kseniya Gregory Norma Nava Bruce Seivertson
Consultants:	Gloria Carmona	Ted Cesar	Frank Rapp	Brian McNeece
Absent:	Daniel Bermudez	Cathy Zazueta		
Visitors:	Eric Lehtonen			
Recorder:	Dixie Krimm			

I. Opening of the Meeting

A. Call to order

Carol Lee called the regular meeting of the Imperial Valley College Curriculum Committee to order at 3:06 p.m. on Thursday, October 20, 2011.

B. Approval of the Minutes

1. Regular Meeting of October 6, 2011

M/S (Seivertson/Gilison) to approve the minutes of the October 6, 2011 regular meeting of the Curriculum Committee, as corrected. The motion carried.

II. Action Items

A. Credit Courses

1. Deleted Courses

- a. AGET 100 – Small Gasoline Engines (3)
- b. AU T 100 – Small Gasoline Engines (3)
- c. ENGL 096 – Writing Fundamentals, 1st Semester (3)
- d. ENGL 097 – Writing Fundamentals, 2nd Semester (3)
- e. NURS 246 – NCLEX Preparation II (6)

M/S (Seivertson/Aguirre) to approve the deletion of AGET 100, AU T 100, ENGL 096, ENGL 097, and NURS 246, effective 2012 – 2013, as presented. The motion carried.

2. Inactivated Courses

- a. BUS 140 – Business Retailing (3)
- b. BUS 142 – Practical Salesmanship (3)

M/S (Aguirre/Drury) to approve the inactivation of BUS 140 and Bus 142, for no more than 3 years, effective with the 2012 – 2013 AY, as presented. The motion carried.

The reason for inactivating these courses was questioned. It was explained that the department would like time to consider offering them later.

3. Revised Courses

- a. **AU T 110 – Engine Technology (3)**
- b. **AU T 160 – Engine Performance Tune-Up (3)**
- c. **CIS 149 – Photoshop (3)**
- d. **HIST 110 – Early Western Civilization (3)**
- e. **HIST 111 – Modern Western Civilization (3)**
- f. **HIST 280 – Research Topics in History (3)**
- g. **MUS 200 – History & Literature of Music I (3)**
- h. **MUS 210 – Intermediate Musicianship I (2)**
- i. **MUS 212 – Intermediate Musicianship II (2)**
- j. **MUS 250 – Intermediate Voice I (1)**
- k. **MUS 252 – Intermediate Voice II (1)**
- l. **NURS 110 – Nursing Process I (4.5)**
- m. **NURS 111 – Nursing Skills Laboratory I (1.5)**
- n. **SOC 101 – Introductory Sociology (3)**
- o. **SOC 102 – Contemporary Social Problems (3)**
- p. **SOC 110 – Marriage and the Family (3)**
- q. **SOC 150 – Sociology of Minority Groups**
- r. **SOC 206 – Social Psychology (3)**

M/S (Drury/Heumann) to approve the addition/revision of SLO's and/or assignments and/or update to textbooks, AUT 110, AU T 160, CIS 149, HIST 110, HIST 111, HIST 280, MUS 200, MUS 210, MUS 212, MUS 250, MUS 252, NURS 110, NURS 111, SOC 101, SOC 102, SOC 110, SOC 150 and SOC 206, effective 2011 - 2012, as presented. The motion carried.

- s. **ART 280 – Career Preparation in the Visual Arts (3)**

M/S (Seivertson/Drury) to approve the revision of the SAM code (from E to D), addition of SLO's and assignments, and update of textbooks for ART 280, effective 2012 - 2013, as presented. The motion carried.

- t. **AU T 220 – Mechanical Automatic Transmissions (4)**

M/S (Lopez/Nunez) to approve the revision of the SAM code (from D to C), addition of SLO's and assignments, and update of textbooks for AU T 220, effective 2012 - 2013, as presented. The motion carried.

4. New Courses

- a. **ENGL 008 – Basic English Composition I (4)**
- b. **ENGL 009 – Basic English Composition II (4)**
- c. **ENGL 018 – Reading I: Basic Development (4)**
- d. **ENGL 019 – Reading II: Intermediate Development (4)**

M/S (Heumann/Castrapel) to approve the addition of ENGL 008, 009, 018, and 019, to the credit curriculum, effective 2012 - 2013, as presented. The motion carried.

B. Non Credit Courses

1. Deleted Courses

- a. **ART 800 – Interior Design**
- b. **BUS 821 – Managing Employee Performance**

M/S (Aguirre/Hegarty) to approve the deletion of ART 800 and BUS 821, effective 2012 – 2013, as corrected. The motion carried.

Angie Ruiz requested that the deletion of BUS 821 be pulled from the agenda; she would like to resubmit this course as an inactivation.

2. Inactivated Courses

- a. **BUS 800 – Personal Improvement**
- b. **BUS 801 – Customer Service for Retailing**
- c. **BUS 802 – Sales Transactions**
- d. **BUS 803 – Sales Calculations**
- e. **BUS 804 – Computer Basics**
- f. **BUS 820 – Fundamentals of Supervision**
- g. **BUS 822 – Enhancing Employee Performance**
- h. **BUS 823 – Harassment & Discrimination Prevention**
- i. **BUS 824 – Business Communication**
- j. **BUS 830 – Entrepreneurial Academy**
- k. **BUS 835 – Making Financial Decisions**

M/S (Aguirre/Drury) to approve the inactivation of BUS 800, 801, 802, 803, 804, 820, 822, 823, 824, 830, and 835, for no more than 3 years, effective with the 2012 – 2013 AY, as presented. The motion carried.

3. Revised Courses

- a. **BUS 805 – Computers for ESL Students**

M/S (Aguirre/Drury) to approve the addition/revision of SLO's and/or assignments and/or update to textbooks for BUS 805, effective 2011 - 2012, as presented. The motion carried.

III. Discussion Items

1. WE Variable Unit Courses – to address 320 reporting issue

Committee updated on how to address variable unit courses regarding 320 reporting issues. It was explained that the issue could be resolved by scheduling the unit value at the section level. The Business Department would indicate the unit value at the time the course is entered into the system.

2. Review of Accreditation Report of New Programs and Certificates (Kathy Berry)

Kathy Berry reviewed sections of the Accreditation report; she explained that non-credit courses that are not being offered needed to be deleted or inactivated so that they would not show as active courses in our inventory. Kathy referenced item #5 in the report and asked the committee to provide feedback on the new programs/courses from the divisions before the next curriculum meeting.

3. Curriculum Committee Purpose Statement (Kathy Berry)

Kathy Berry reviewed the section of the curriculum committee purpose statement as it relates to the eight areas that the committee shall provide policy recommendations and procedures to the Academic Senate. She pointed out that these items may not be correct function of this committee and asked the committee to provide suggestions for revision. Committee members expressed that this committee may provide these functions and that they are part of the 10 +1 guidelines of Academic Senate. Carol Lee stated that she would bring this issue up with the Academic Senate. Frank Rapp suggested replacing the word "shall" the word "may".

Kathy Berry mentioned that faculty prioritization would be reviewed by this committee when program reviews are completed.

IV. Information Items

V. Other Items

VI. Next Regular Meeting: THURSDAY, November 3, 2011, 3:05 P.M.

CurricUNET committee review deadline: Thursday, October 27, 2011, 5:00pm

VII. The meeting adjourned at 3:37 p.m.