

**IMPERIAL VALLEY COLLEGE  
CURRICULUM AND INSTRUCTION COMMITTEE MEETING  
ADOPTED MINUTES  
REGULAR MEETING  
THURSDAY, NOVEMBER 19, 2009  
3:05 P.M. – ROOM 213**

**Present:** Tina Aguirre                      Ted Ceasar                      David Drury                      Melani Guinn  
Efrain Silva                      Victor Jaime                      Carol Lee                      Val Rodgers  
Taylor Ruhl                      Lianna Zhao                      David Zielinski

**Consultants:** Gloria Carmona

**Absent:** Kathy Berry                      Suzanne Gretz                      Steven Sciaky (ASG)                      Frances Beope  
Michael Heumann                      Norma Nunez

**Visitors:** Jose Lopez                      Becky Green                      Jose Velasquez

**Recorder:** Linda Amidon                      Dixie Krimm

**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 19, 2009.

**B. CurricUNET Review and Training for Mapping Out the Chain of Review (Conference Call)**

A conference call with Steve Thyberg, CurricUNET consultant, was held. The consultant reported that the certificates and degrees will be in the database by the middle of next week. The methods of evaluation and instructional methodology will also be updated to include fields for textual statements to describe the methods instead of checkboxes, as required by Title 5. Carol Lee will provide the ASSIST link to the consultant for insertion in the CurricUNET application.

**C. Approval of the Minutes**

*M/S/C Rodgers/Drury to approve the C & I Committee minutes of November 5, 2009, as presented. The motion carried.*

**D. Student Learning Outcomes**

No report or discussion (Dr. Toni Pfister, SLO Coordinator, was absent).

**II. Action Items**

**A. Credit Courses**

**1. Revised Credit Courses**

- a. **ART 110 – Design (3.0 UNITS)**
- b. **ART 112 – Design (3.0 UNITS)**
- c. **ART 120 – Beginning Drawing (3.0 UNITS)**
- d. **ART 122 – Drawing (3.0 UNITS)**
- e. **ART 124 – Painting (3.0 UNITS)**

- f. ART 126 – Painting (3.0 UNITS)
- g. ART 128 – Watercolor Painting (3.0 UNITS)
- h. ART 130 – Life Drawing (3.0 UNITS)
- i. ART 140 – Ceramics (3.0 UNITS)
- j. ART 150 – Sculpture (3.0 UNITS)
- k. ART 160 – Graphic Design (3.0 UNITS)
- l. ART 170 – Photography-Beginning (3.0 UNITS)
- m. ART 220 – Drawing (3.0 UNITS)
- n. ART 222 – Drawing (3.0 UNITS)
- o. ART 224 – Painting (3.0 UNITS)
- p. ART 226 – Painting (3.0 UNITS)
- q. ART 228 – Exploration of Painting Techniques (2.0 UNITS)
- r. ART 230 – Life Drawing (3.0 UNITS)
- s. ART 240 – Ceramics (3.0 UNITS)
- t. ART 242 – Ceramics, Technical (3.0 UNITS)
- u. ART 260 – Advertising/Graphic Design (3.0 UNITS)
- v. ART 270 – Photography-Intermediate (3.0 UNITS)

*M/S/C Guinn/Drury to approve the revision of the course description to remove the specific fee amount from the materials fee statement, for ART 110, 112, 120, 122, 124, 126, 128, 130, 140, 150, 160, 170, 220, 222, 224, 226, 228, 230, 240, 242, 260 and ART 270 (items a – v), effective spring 2010, as presented. The motion carried.*

- w. ENGL 086 – Reading II: Basic Development (3.5 UNITS)

*M/S/C Zhao/Drury to approve the revision of the prerequisite, for ENGL 086, effective 2009-2010, as presented. The motion carried.*

- X. ENGL 096 – Writing Fundamentals, First Semester (3.0)

*M/S/C Zhao/Jaime to approve the revision of the prerequisite and the course description, for ENGL 096, effective 2009-2010, as presented. The motion carried.*

## B. Certificates and Majors

### 1. Revised Certificates and Majors

*M/S/C Rodgers/Silva to place the following action items on a consent agenda:*

#### CONSENT AGENDA

##### a. Business Financial Services Certificate and Major

*Approved 1) the revision of the required number of units from 26 to 25 units, and 2) to move CIS 102, Computer Applications Lab (1.0 units), from Section I - Required Courses, to Section II - Acceptable Courses, for the Business Financial Services certificate and major, effective 2010 - 2011, as presented.*

##### b. Business Management Certificate and Major

*Approved 1) the revision of the total required number of units from 26 to 25 units, 2) the total number of acceptable courses from a minimum of nine to six units, 3) to move CIS 102, Computer Applications Lab (1.0 units), from Section I - Required Courses, to Section II - Acceptable Courses, and 4) to move BUS 124, Introduction to Business (3.0 units) from Section I – Required Courses to Section II – Acceptable Courses, for the Business Management certificate and major, effective 2010 - 2011, as presented.*

**c. Business Marketing Certificate and major**

*Approved 1) the revision of the total required number of units from 26 to 25 units, 2) the total number of acceptable courses from a minimum of six to three units, 3) to move CIS 102, Computer Applications Lab (1.0 units), from Section I - Required Courses, to Section II - Acceptable Courses, and 4) to move BUS 124, Introduction to Business (3.0 units) from Section I – Required Courses to Section II – Acceptable Courses, for the Business Marketing certificate and major, effective 2010 - 2011, as presented.*

**2. New Certificates and Majors**

- a. Building Construction Technology Certificate and Major (25.0 total units required for each of the certificate and major)**
- b. Carpentry Specialization Certificate (7.0 total units required for the certificate)**
- c. Concrete Masonry Specialization Certificate (8.0 total units required for the certificate)**
- d. Project Management Specialization Certificate (9.0 total units required for the certificate)**

*M/S/C Silva/Guinn to approve the addition of the Building Construction Technology certificate and major, and the Carpentry Specialization, Concrete Masonry Specialization, and Project Management Specialization certificates to the credit programs, effective 2010 - 2011, as presented. The motion carried.*

Carol Lee explained that awarding of either of the specialization certificates requires completion of both the Building Construction Technology major and the specialization certificate.

**III. Discussion Items**

**A. General Education**

Committee members received materials related to associate degrees and general education (IVC graduation requirements and Title 5 regulations). Kathy Berry stated that the institutional requirements should be reviewed and courses considered for elimination. She also noted the need for program SLO grids. Kathy requested that members review the materials for discussion beginning in January.

**IV. Information Items**

**V. Other Items**

**VI. Next Regular Meeting – THURSDAY JANUARY 21, 2010, 3:05 P.M.  
Materials Due: WEDNESDAY, JANUARY 13, 2010, 5:00 P.M.**

**VII. ADJOURNMENT**

The meeting was adjourned at 4:47 p.m.

**IMPERIAL VALLEY COLLEGE  
CURRICULUM AND INSTRUCTION COMMITTEE MEETING  
ADOPTED MINUTES  
REGULAR MEETING  
THURSDAY, FEBRUARY 4, 2010  
3:05 P.M. – BOARD ROOM**

<b>Present:</b>	Tina Aguirre Efrain Silva Lianna Zhao	Kathy Berry Val Rodgers David Zielinski	Ted Ceasar Taylor Ruhl	Carol Lee Jose Ruiz
<b>Consultants:</b>	Gloria Carmona	Frances Beope	Michael Heumann	
<b>Absent:</b>	Dave Drury	Suzanne Gretz	Victor Jaime	Steven Sciaky
<b>Visitors:</b>	Jose Lopez	James Patterson	Krista Byrd	
<b>Recorder:</b>	Linda Amidon	Dixie Krimm		

**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 3:11 p.m. on Thursday, February 4, 2010.

**B. Approval of the Minutes**

*M/S/C Zhao/Rodgers to approve the C & I Committee minutes of November 19, 2009, as presented. The motion carried. (Kathy Berry abstained from voting as she was not present at the meeting.)*

Efrain Silva questioned whether the effective date of the Building Construction Technology Certificate and Major could be changed from 2010-2011 to 2009-2010. Carol Lee explained that this was not possible since the program does not currently exist on the approved program inventory – it will be a new program.

**C. Student Learning Outcomes**

Kathy Berry commented on SLO's. IVC is still on warning status, SLO's will be reviewed to show evidence that they are being worked on. Division Chairs and Faculty will be reminded and asked to inform adjuncts that SLO's need to be included on their syllabi. Kathy encouraged committee members to recruit attendees for the February 10 workshop on program SLOs.

**II. Action Items**

**A. Certificates and Majors**

**1. Revised Certificates and Majors**

**a. Library Technician Certificate and Major**

*M/S/C Zhao/Silva to approve the inactivation of the Library Technician Certificate and Major, effective 2010 – 2011, as presented. The motion carried.*

Frances Beope expressed concern over the inactivation after reviewing data regarding student participation in the Library Technician program stating that the enrollment numbers and program completion data support the need for the program. Gloria Carmona also stated that while working in ACCESO there were many calls from students regarding the program. Concern was also expressed about current students and how they would be able to complete the program. Kathy Berry explained that the plan is not to remove the certificate and major forever but to suspend it for a three year period. She stated that there is a shortage of instructors as well and that the committee would regroup and revisit the issue in three years. Taylor Ruhl supported the inactivation stating three reasons: 1) not enough students per class, 2) not enough instructors, 3) job market not viable, county and schools are cutting back.

### **III. Discussion Items**

#### **A. General Education**

Carol Lee reviewed and added to the materials from the November 19, 2010 meeting relating to associate degrees and general education (IVC graduation requirements and Title 5 regulations). She stated that IVC has a vague philosophy statement and that courses need to be reviewed and discussed. In addition to the general education courses, it would be necessary to review and re-verify stand-alone courses offered by the college. She asked that all committee members try to review the information and discussion will continue at the next meeting.

#### **B. Avocational, Recreational, and Personal Development Courses**

Kathy Berry reviewed the letter from the Chancellors office. The State is looking at all avocational classes that do not lead to a degree, transfer, a job (CTE), or basic skills. Frances reported that a committee was recently established and had begun reviewing the personal development courses. When reviewing the GE package all courses must be reviewed to ensure they meet the scope and content expected by Title 5 (55062) mandates for types of courses appropriate to the associates degree. If courses fall under the “avocational, recreational and personal development” categories the appropriate curriculum action needs to take place. This is not yet mandated but bills are being written to not fund these types of classes. Efrain Silva inquired as to which noncredit courses would remain. Kathy stated that ESL, retail, supervision and career technical courses would probably be the only courses to remain past the spring semester. Kathy also reported that she and Carol Lee discussed the need for a plan and schedule for regular review of curriculum.

#### **C. CurricUNET**

Carol Lee stated that after a few people have been trained and the system is working then it will go active. Syllabi can also be retained through CurricUNET. March 21<sup>st</sup> is the deadline for catalog materials.

#### **D. Faculty Replacement Plan**

Kathy Berry reviewed the accreditation standards and stated that a written faculty replacement plan needed to be created. Existing practice does not properly address the rehiring process for instructors who retire past the deadline to be included on the replacement list. Those positions would then be filled without being on the priority list. Frances Beope suggested temp hiring since the budget is already there then the position would be placed on the priority list. Discussion continued including tying it to comprehensive review, using temps and the procedure when temps are not available.

Kathy reiterated the importance of having a clear written plan for accreditation. It was suggested that the thaw committee or staffing committee should be used to write procedure for ranking retiree positions. Taylor Ruhl suggested that a subcommittee be established to provide a report that the C & I committee could present to the staffing committee. The following volunteered for the subcommittee: Lianna Zhao, David Zielinski, and Carol Lee.

#### **E. CB21**

Carol Lee will be attending the CB21 meeting on February 22, 2010 for the campus.

**F. Deletion of Classes**

Carol Lee reviewed a list of courses recommended for deletion.

**G. Accreditation Letter**

Kathy Berry reviewed the accreditation letter which has been posted to the IVC website. The accreditation team will visit on March 15, 2010 and will be reviewing recommendations 1, 5 and 6. In response to sections of the recommendations, it was suggested that the C & I mission statement be rewritten as a purpose statement and modeled after the Distance Education site. C & I agendas and minutes will be posted to the site.

**IV. Information Item**

Efrain Silva reminded members that the Imperial County Parent Conference would be held in the College Center and room 2131 on February 6, 2010. Event Title: Strong Partnerships=Student Success

**V. Other Items**

None.

**VI. Next Regular Meeting – THURSDAY FEBRUARY 18, 2010, 3:05 P.M.  
Materials Due: WEDNESDAY, FEBRUARY 10, 2010, 5:00 P.M.**

**VII. ADJOURNMENT**

The meeting was adjourned at 4:16 p.m.