

# **Imperial Valley College**

380 E Aten Rd, PO Box 158, Imperial, CA 92251-0158

## **Substantive Change Proposal**

### **Diesel Farm Machinery and Heavy Equipment Technician Certificate**

Submitted by: Kathy Berry, Vice President for Academic Service  
November 2013

To: Accrediting Commission for Community and Junior Colleges  
Western Association of Schools and Colleges

# Imperial Valley College: Diesel Technology Program

---

## TABLE OF CONTENTS

<b>A. Proposed Description of Change</b> .....	3
Relationship with Mission Statement .....	4
Rational for Change .....	4
<b>B. Description of Educational Program to be Offered</b> .....	5
<b>C. Planning Process</b> .....	8
Student Support.....	9
<b>D. Evidence of Institutional Support to Demonstrate the Continuance of Quality Standards</b> .....	9
Professional Development Workshops .....	10
Program Funds .....	10
<b>E. Evidence that the Institution has Received All Necessary Internal and External Approvals</b> .....	11
<b>F. Evidence that Each Eligibility Requirement Will Still Be Fulfilled</b> .....	11
1. Authority.....	11
<b>G. Evidence of each Accreditation Standard Will Still Be Fulfilled Specifically Related to the Change and Related to the Change</b> .....	19
Standard I: Institutional Mission and Effectiveness .....	19
Standard II: Student Learning Programs and Services .....	20
Standard III. Resources.....	23
Standard IV. Leadership and Governance .....	25
<b>H. Attachment A Industrial Technology Mission Statement</b> .....	29
Industrial Technology Philosophy Objectives.....	30
<b>I. Attachment B Advisory Committee Minutes</b> .....	31
Minutes of Automotive Technology Program Advisory Committee Meeting of April 26, 2012.....	32
Minutes of Automotive Technology Program Advisory Committee Meeting of October 3, 2012.....	35
<b>J. Attachment C Labor Market Information</b> .....	39
Labor Market Information and Analysis.....	40

# Imperial Valley College: Diesel Technology Program

---

<b>K. Attachment D Course Outlines of Record .....</b>	<b>47</b>
<b>L. Attachment E Automotive Budget 2013-2014.....</b>	<b>62</b>
<b>M. Attachment F Institution Approvals.....</b>	<b>65</b>

# Imperial Valley College: Diesel Technology Program

---

## A. Description of Change

Imperial Valley is a rural agrarian community with a population of approximately 180,000 people. Geographically, however, Imperial County is one of the largest counties in California. As the only community college in the region, Imperial Valley College bears the responsibility of providing educational and career opportunities to its residents some of which have to travel considerable distances to attend school.

As with most areas of the country, Imperial County has been severely impacted not only by the national and state fiscal crisis, but by a transformation of our local economy with a heavier emphasis on industrial development, particularly in the area of green energies and industrial technologies. The proposed Diesel Farm Machinery and Heavy Equipment Technician Certificate is consistent with this trend.

Career Technical education is one of the core educational purposes of community colleges in California. Imperial Valley College has a long history of providing a wide spectrum of career technical programs including auto technology, welding, construction trades, electrical technology, nursing, and other programs. The corner stone of all CTE programs are its advisory committees. Advisory committees are made up of industry representatives that annually review the performance of each program and certify that the curriculum is consistent with industry needs. The IVC Automotive Advisory Committee has unanimously approved the proposed Diesel Farm Machinery and Heavy Equipment Technician Certificate Program consisting of the following courses: Auto 110 Engine Technology, Auto 140 Diesel Engines Maintenance/Repair, Auto 165 Preventive Maintenance and Inspection, Auto 240 Diesel Engine Tune-up, Auto 285 Alternative fuels, and WE 201 Work Experience. All of the above consist of a total of a 22 unit certificate.

It is expected that the IVC Automotive Diesel Farm Machinery and Heavy Equipment Technician Certificate will expand and evolve in the future to develop additional courses based on industry needs. The advisory committee wanted program to also focus on

# Imperial Valley College: Diesel Technology Program

---

traditional agriculture farm equipment needs and prepare students to work with farm equipment and machinery companies. As such, it was suggested to add the new Diesel Farm Machinery and Heavy Equipment Technician Certificate Program to the existing Automotive Technology Program to give students more opportunities and to specialize on Diesel Heavy Equipment and Alternative Fuel Technology. An industrial Employment Readiness Work Experience class was added to the program by the advisory committee to include practical work experience to the program. Upon successful completion of this Diesel Program, students will be prepared to take the Automotive Service Excellence (ASE) Certification Exam in Diesel Engines (T2), Preventive Maintenance (T8), and Alternative Fuels (T6).

## **Relationship with Mission Statement**

The mission of Imperial Valley College is to “foster excellence in education that challenges students of every background to develop their intellect, character, and abilities; to assist students in achieving their educational and career goals; and to be responsive to the entire community”. The development of the Diesel Farm Machinery and Heavy Equipment Technician Certificate program is consistent with this mission of community colleges in California and particularly Imperial Valley College. Career Technical Education is a core purpose of community colleges in California and provides opportunities for students that may not be interested or suited for university studies. The program is also consistent with the philosophy of the Industrial Technology Department that promotes and embraces the development of jobs in high growth technology areas (See Attachment “A”).

## **Rationale for Change**

BACKGROUND AND RATIONALE

## Imperial Valley College: Diesel Technology Program

---

Imperial Valley College was the recipient of a Workforce Investment Board grant to prepare diesel technicians in 2010. The program was very successful and well received by the community. Funding reductions did not allow for the program to continue as a grant program, but its success made it clear that job opportunities were available in this field in Imperial Valley. After conducting industry surveys and interviews, it was determined that this is an occupation in demand with the potential of high wages. State employment data through the Labor Market Information Division (LMID) also ratified this finding.

The appropriate industry data and curriculum was presented to the Automotive/Diesel Technology program Advisory Committee during their meeting on April, 26, 2012, which ratified the program curriculum and also approved the creation of the new Diesel Farm Machinery and Heavy Equipment Technician Certificate program (See attachment B). The Imperial Valley College Diesel Farm Machinery and Heavy Equipment Technician Certificate does not duplicate any other programs offered in our community.

The State Chancellor's office also requires that all new CTE programs demonstrate a local need. As such, local labor market data was reviewed and demonstrated that in the Imperial Valley, the labor occupation of agriculture diesel mechanic is one of the highest job opportunities. According to the job projection, there were 70 positions during 2008 and expecting to have 130 positions for the 2018. See Attachment C for labor market information.

### **B. Description of Educational Program to be Offered**

The program is designed to prepare students for employment in the diesel engine and farm equipment technology which consists of repair and maintenance of trucks, buses, construction equipment, ships, trains, generators, tractors, heavy equipment farm machinery.

The Heavy Equipment and Alternative Fuel Technology Certificate program will be offered during day, evening, and Saturday classes. Also, this program is planning to move to a new remodel location with new State-of-the-art facilities in the fall 2015

# Imperial Valley College: Diesel Technology Program

---

semester. The Diesel Program will be 22 units Certificate. The following is a short description of each course. Please refer to Attachment D for full course outlines of record.

## Course Descriptions

### **AUT 110 (4 Units)**

#### **Engine Technology**

**Term Hours: 2 Lec, 6 Lab, 142 Hrs.**

**Letter Grade Only.**

For the student with little or no internal combustion engine background. Design, construction and mechanical function of internal combustion engines including lubricating, cooling fuel and electrical systems; and an understanding of the basic sciences relevant to such topics as internal combustion and energy conversion.

(Same as AGET 33A)

### **AUT 140 (5 Units)**

#### **Diesel Engine Maintenance and Repair**

**Term Hours: 3 Lec, 6 Lab, 162 Hrs.**

**Letter Grade Only.**

The Diesel Engine Maintenance and Repair offers both theoretical and hands-on training that relate to diesel equipment. This course explores the design, operation and proper maintenance of diesel engines.

Topics for study include: disassembly, cleaning, inspection, analysis, and engine assembly. Also included are cylinder head service, sleeve and piston service, advanced machining and measuring techniques and prepares students to pass Diesel Engine T2 ASE Certification Exam.

### **AUT 165 (5 Units)**

#### **Diesel Preventive Maintenance and Inspection**

**Term Hours: 3 Lec, 6 Lab, 162 Hrs.**

**Letter Grade Only.**

The Diesel Preventive Maintenance and Inspection course trains students in: theory, design, operation, troubleshoot and maintenance of heavy duty truck and farm equipment. Upon successful completion of this course, the students are prepared to take Automotive Service Excellence (ASE) Certification Exams in Preventive Maintenance T8.

# Imperial Valley College: Diesel Technology Program

---

## **AUT 240 (3.0 Units)**

### **Diesel Engine Tune-Up**

**Term Hours: 2 Lec, 3Lab, 90 Hrs.**

**Letter Grade Only.**

This course prepares students to use the diesel tune-up and diagnostic equipment. Topics include: fuel systems, cooling systems, lubrication systems, compression testing, fuel pump and injection timing, troubleshooting procedures, alternators, regulators, and starting systems, and prepares students to pass the Diesel Engine Tune-Up A9 ASE Certification Exam.

## **AUT 285 (4.0 Units)**

### **Alternative Fuels for Diesel Engine**

**Term Hours: 2 Lec, 4Lab, 108 Hrs.**

**Letter Grade Only.**

This course provides an introduction to various alternative fuel technologies being used in heavy duty diesel engines and farm equipment. This course covers basic operation with ethanol, biodiesel, and compressed natural gas (CNG), as well as liquefied natural gas (LPG) combined with fuel cell technologies. In addition, this course prepares the student to pass the Alternative Fuel (FI) ASE Certification Exam.

## **WE 201 (1.0 Unit)**

### **Employment Readiness**

**Term Hours: 18 Lec, 0 Lab, 18 Hrs.**

**Letter Grade Only or Credit/No Credit**

A course that may be taken as a stand-alone or as a companion course related to WE 210 or WE 220. Skills development in the areas of job search, employer contact, résumé, writing, applications, and cover letter, interviewing techniques, appropriate dress, job-holding practices and on-sites learning objectives. A review of factors relating to or contributing to job success, including motivation, attitude human relations, leadership, personal, as well as, group relationships, and behavior. May be repeated for a total of four units (CSU)

**Total certificate program=**

**22 UNITS**



# Imperial Valley College: Diesel Technology Program

---

All Faculty members will need to meet Title 5 educational requirements to teach in this discipline which includes an A. S. degree with six years of experience or a B.S. degree with two years of experience or equivalent of both and to be ASE (Automotive Service Excellence) certified in Diesel Engine (T2), Preventive Maintenance (T8), Diesel Engine Tune-up (A9), and Alternative Fuel (F1). Additionally, all instructors will be required to complete a minimum of 20 hours per year of professional development in the areas of teaching as required by the National Automotive Technicians Education Foundation.

## **C. Planning Process**

The Diesel Farm Machinery and Heavy Equipment Technician Certificate Diesel program is designed to prepare students for employment positions in the field of diesel technology and alternative fuels.

The program and curriculum were developed by local industry representatives. Internally the program was reviewed by the college's Curriculum Committee, Academic Senate, the Board of Trustees, and the State Chancellor's Office (see Attachment F for institutional approvals).

The college is building a new Career Technical Education (CTE) building and will be subsequently remodeling the existing auto technology building including new laboratories. This program will be housed in the remodeled auto tech building and will be equipped with the latest instructional equipment as recommended by faculty and the advisory committee members.

The classroom will be equipped with modern technology such as video image projectors, computer software, and lab activities. In addition, several local farm equipment dealers and farmers have pledged to provide to support the Diesel Farm Machinery and Heavy Equipment Technician Certificate Program with instructional materials, student field trips, and heavy equipment donations for instruction.

## Imperial Valley College: Diesel Technology Program

---

Consistent with all CTE programs on campus, the new Diesel Farm Machinery and Heavy Equipment Technician Certificate program will have two advisory committee meetings annually. The fall semester will include a certification that the curriculum either maintains current with industry needs or recommendations where adjustments are made. Curriculum modifications will be processed through the Curriculum committee. The spring advisory meeting includes a performance review of the program in terms of success rates, employment, completions, and other performance data.

### **Student Support**

Students in this program will have access to the full spectrum of student support and services available to all students including: Tutoring service, Diesel /Automotive sources, library support, counseling, financial aid, and disabled student services where applicable. Faculty will have administrative support through the Dean of Economic and Workforce Development and a Staff Secretary for the Department of Industrial Technology. Instructional support will be provided by a state-of-the-art laboratory being built for this program to open in the fall 2015 semester. Extensive outreach and input was done to the advisory committee and industry to ensure that the new building remodeled lab is equipped with the technology needed by local industry.

The proposed format of the program, as recommended by industry, will have a positive effect on the institution by producing students and graduates with the essential skills and experience to compete on the job market. The program will be institutionalized and funded out of a general fund which ensures its continuity. Consistent with all CTE programs, the program will subject to bi-annual evaluation of performance by the curriculum committee, the Academic Senate, and the Board of Trustees.

### **D. Evidence of Institutional Support to Demonstrate the Continuance of Quality Standards**

# Imperial Valley College: Diesel Technology Program

---

This new Diesel Program will be taught by adjunct faculty but a new full-time faculty position will be requested through the traditional faculty prioritization process. The College's Academic Senate undergoes a yearly faculty prioritization for new faculty. Positions are hired given budget limitations and institutional priorities. This new program will be integrated with the Automotive Technology Program.

It is unknown at this time how many faculty positions will be funded. Until a new faculty position is authorized, the program will be taught by adjunct faculty. All faculty will meet the minimum standards for hiring as specified by the California Community College system.

## **Professional Development Workshops**

Professional development activities are also made available to all faculty including adjunct faculty.

The department maintains a membership in the California Automotive teachers Association and the Mobile Air Conditioning Society (MACS) and each year the full/part-time instructors attend the California Automotive Teachers Conference where they have an opportunity to exchange ideas with fellow automotive/diesel instructors.

The faculty attends at least one factory dealership workshop each year. General Motors, Ford, Honda, Toyota and others offer limited spaces to instructors for attendance workshops. These workshops are very beneficial as a way to strengthen the program with current industry trends and information.

## **Program Funds**

The administrator for the program is the Dean of Economic and Workforce Development. His responsibilities include the administration of the Industrial Technology Department and Business. Clerical support is provided by a staff secretary to the Industrial Technology Department. In the fall 2015, the program is planning to move into its new remodel diesel lab. Equipment will be purchased from bond proceeds as new equipment. The college will be responsible for the maintenance and upkeep of the

# Imperial Valley College: Diesel Technology Program

---

program. Funds are allocated for adjunct faculty and instructional materials and office supplies through the general fund, and Perkins funds

(See Attachment “E” – Program Funds).

In addition, most local farm equipment dealers and farmers are planning to provide support to the Diesel Program with instructional materials, student field trips, and heavy diesel equipment for instruction.

## **E. Evidence that the Institution has Received All Necessary Internal and External Approvals**

The Diesel Program and Certificate have been approved by the College’s Curriculum Review Committee, the Academic Senate, the Board of Trustees, and the California Community College System Office.

## **F. Evidence that Each Eligibility Requirement Will Still Be Fulfilled**

### **1. Authority**

Imperial Valley College is a public two-year community college operating under the authority of the State of California, the Board of Governors of the California Community Colleges and the Board of Trustees of the Imperial Community College District. Imperial Valley College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges. This organization is recognized by the Commission on Postsecondary Accreditation and the U. S. Department of Education. The College is also accredited by the National Automotive Technicians Education Foundation, California Association of Alcohol and Drug Educators, California Board of Registered Nursing, California Board of Vocational Nurse and Psychiatric Examiners, Commission on Accreditation of Allied Health Education Programs, Commission on Peace Officers Standards and Training, California State Department of Education, and National Academy of Early Childhood Programs. (Imperial Valley College Catalog 2012-2013, Pg. 2; WASC/ACCJA Accreditation Certification).

# Imperial Valley College: Diesel Technology Program

---

## **2. Mission**

The current mission statement is reviewed regularly, updated, and approved by the Board of Trustees. It is published in the General Catalog (Pg.8), Program Review and Planning documents, and on our college web site. The mission statement is considered a living document and defines the commitment of the College to achieving student learning. (Board Policy 1200 Board Resolution 12426)

## **3. Governing Board**

A seven-member Board of Trustees is elected by district, and each Board member represents one of seven high school districts within the Imperial Community College District which governs Imperial Valley College.

The board is an independent policy-making body, capable of reflecting constituent and public interest in board activities and decisions. The board members have no employment, family, or personal financial interest in the institution. A conflict of interest policy assures that any interests are disclosed and that they do not interfere with the impartiality of the governing body members or outweigh the greater duty to secure and ensure the academic and fiscal integrity of the institution. (Board Policies 2710; Administrative Procedures 2710) (Imperial Valley College Catalog 2012-2013, Pg. 5)<sup>i</sup> (Board Members Profiles)<sup>ii</sup>

## **4. Chief Executive Officer**

The Board selects and employs a chief executive officer through a broad-based hiring committee which screens and interviews candidates and recommends to the Board. The chief executive officer, whose primary responsibility is to the institution, possesses the authority to administer board policies. (Board Policy 2430; Administrative Procedures 2430; Resolution 12628; CEO Resume)

## **5. Administrative Capacity**

# Imperial Valley College: Diesel Technology Program

---

Imperial Valley College, in its policies and procedures, has always maintained that hiring of qualified staff with appropriate preparation and experience is of prime importance. The institution has sufficient staff to provide the administrative services necessary to support its mission and purpose. (See organizational charts) <sup>iii</sup> (Administrators' Profiles) <sup>iv</sup>

## 6. Operational Status

Students are enrolled in a variety of courses that lead to certificates, associate degrees, and transfer.

The majority of courses are transferable and the curriculum is comprehensive. (See Background and Demographic data) (Imperial Valley College Fall 2011 Class Schedule, Pg. 3; Imperial Valley College 2011-2012 College Catalog, Pp. 6-7) <sup>v</sup>

## 7. Degrees

A significant number of educational offerings at Imperial Valley College are programs that lead to degrees. Imperial Valley College awarded 1,175 degrees and certificates to students completing programs of study during 2012-2013. (Chancellor's Data Mart)

Students attending Fall 2013, indicated the following educational goals on their admissions applications:

Obtain AA/AS and Trans to 4 yr	46.33%
Trans to 4 yr w/o AA/AS	
4 year College for 4 year Coll Req	
Obtain AA/AS w/o Transfer	13.50%
Obtain 2 yr Voc Degree w/o Trans	
Earn Voc Cert w/o trans	17.12%
Career Interest and Goals	
Prepare for new career/job skill	
Advance in job/career	
Maintain Cert/License	
Ed Development	6.51%

## Imperial Valley College: Diesel Technology Program

---

Improve Basic Skills	
Undecided	14.95%
Personal Interest	1.59%
Credit for HS Diploma or GED	
	100%

### **8. Educational Programs**

Imperial Valley College's degree programs are congruent with its mission, are based on recognized higher education field(s) of study, are of sufficient content and length, are conducted at levels of quality and rigor appropriate to the degrees offered. Every course outline contains course objectives that are achieved through class content, assignments, and activities. A regular and systematic assessment is being developed that will demonstrate that students who complete programs achieve these outcomes. (Imperial Valley College Catalog 2012-2013, Pg. 17, Pgs. 59-224; Course Outlines of Record - CurricuNet)<sup>vi</sup>

### **9. Academic Credit**

IVC awards academic credits based on generally accepted practices in degree-granting institutions of higher education. Academic credit is based on Title 5. Education, Section 6. California Community Colleges, Chapter 6. Curriculum, Subchapter 1. Programs, Courses and Classes, Article 1. Program, Course and Class Classification and Standards, Sections 55000-55202 (Imperial Valley College Catalog 2012-2013).

### **10. Student Learning Achievement**

Every course outline of record (COR) currently includes learning objectives and student learning outcomes that are assessed by a variety of methods. The department faculty, department chairperson, and division dean assure that the course outline is followed regardless of the location or delivery system of the course. Review of course outlines also takes place through the Program Review and Planning process, the Curriculum Committee, and the articulation process. In addition, a systematic plan for continuous

# Imperial Valley College: Diesel Technology Program

---

program quality improvement to assess student learning outcomes for courses and programs and service areas has been developed by the College. (SLO Committee Minutes; Comprehensive Program Review) Board Action on Institutional Student Learning Outcomes, Resolution 13537).

## **11. General Education**

Degree Programs are designed to incorporate a substantial component (30 – 35 units) of general education to ensure breadth of knowledge and promote intellectual inquiry. The general education component includes demonstrated competence in writing and computational skills and an introduction to some of the major areas of knowledge. Degree credit for general education programs is consistent with levels of quality and rigor appropriate to higher education, and is scrutinized for rigor and quality by the Curriculum Committee and the Academic Senate. (Imperial Valley College 2012-2013 College Catalog, Pp. 27-28; Course Outlines of Record)

## **12. Academic Freedom**

The institution's faculty and students are free to examine and test all knowledge appropriate to their discipline or area of major study as judged by the academic/educational community. The institution maintains an atmosphere in which intellectual freedom and independence exist. (Board Policy 4030; Administrative Procedures 4030; Imperial Valley College 2012-2013 College Catalog, Pg. 7)<sup>vii</sup>

## **13. Faculty**

Imperial Valley College employs 143 full-time faculty and 173 part-time faculty (Fall 2013) who are qualified under state-mandated minimum qualifications to conduct the institution's programs. Part-time faculty members also meet the state-mandated minimum qualifications. (Chancellor's Data Mart) Faculty responsibilities are stated in the Board Policy Manual and in the Agreement between the Imperial Community



# Imperial Valley College: Diesel Technology Program

---

College District and the Imperial Valley College Chapter of the California Community College Teachers Association/National Education Association. (Board Policy 7210)

## **14. Student Services**

Student services are comprehensive and accessible to all students. Student needs are met through services directed by the Vice President for Student Services. Imperial Valley College acknowledges the importance of providing appropriate student services and development programs to its diverse student populations in order to facilitate student success. A significant element of the College's program development process is the anticipation of special needs of the target student population and the development of a plan to respond appropriately. These programs typically are designed based on applicable student development theory to include evaluation of program effectiveness. (See Background and Demographic Data) (Imperial Valley College 2012-2013 College Catalog, Pp 8-10; Imperial Valley College Fall 2013 Class Schedule, P. 68)<sup>viii</sup>

## **15. Admissions**

Admission to IVC is governed by the laws of the State and such supplementary regulations as prescribed by the Board of Trustees. Every effort is made to ensure that access is facilitated in a fair and equitable manner. The admissions policies that have been adopted at Imperial Valley College are consistent with its mission and specify the qualifications of students appropriate for its programs. (Imperial Valley College 2012-2013 College Catalog, Pg. 13; Imperial Valley College Fall 2013 Class Schedule, Pg. 8; IVC Online Enrollment Application; Admissions Personnel Job Descriptions)

## **16. Information and Learning Resources**

Imperial Valley College provides specific long-term access to sufficient information and learning resources and services to support its mission and all of its educational programs. Established budget procedures support the continuation of these information

# Imperial Valley College: Diesel Technology Program

---

and learning resources. (Imperial Valley College 2012-2013 College Catalog, pages 11-19) (Imperial Valley College Fall 2011 Class Schedule, Pg. 5)

## **17. Financial Resources**

Financial planning supports institutional goals by reflecting the goals set in Program Review and Planning documents. The Planning and Budget Committee, which is a shared governance group, emphasizes that resource allocation be tied to the Program Review and Planning process. An annual budget is developed which reflects realistic assessments of resources available and accurate expenditure requirements. The District maintains adequate reserve levels for contingencies.

## **18. Financial Accountability**

Every year, the District's financial records are subjected to an independent audit by a certified public accountant. The audit covers all funds under the jurisdiction of the District, including such funds as Trust, and the Associated Student Body funds. The audit is certified and all exceptions are explained.

The audit firm employs as a guide Audits of Colleges and Universities, published by the American Institute of Certified Public Accountants. A copy of the budget and a copy of the audited financial statement are submitted to the Imperial County Office of Education and to the Chancellor's Office. (District Budget Audit Information, which includes Financial Aid Audit Information)

## **19. Institutional Planning and Evaluation**

Imperial Valley College develops an Educational Master Plan every three years. Program Review and the planning process is conducted every year, and the results are published in the Program Review and Planning documents. The planning cycle begins with a visioning process in the community and institutional goals are based on this broad based outreach effort. All members of the college community participate in this process which

# Imperial Valley College: Diesel Technology Program

---

documents intended improvements through stated institutional goals and objectives. Resource allocation is tied to the Program Review and Planning process. All areas of the college community assess progress toward achieving the stated goals and objectives through an annual assessment process. (Program Review and Planning Documents, SLO/PLO/SAO, Timeline, Matrix, and Templates.)

## **20. Public Information**

Imperial Valley College publishes the following in the General Catalog:

- Official name, address(es), telephone number(s), and Web site address
- Educational mission
- Course, program, and degree offerings
- Academic calendar and program length
- Academic freedom statement
- Available financial aid
- Available learning resources
- Names and degrees of administrators and faculty
- Admissions requirements
- Student fees and other financial obligations
- Degree, certificates, graduation and transfer requirements
- Academic regulations, including academic honesty
- Nondiscrimination policy
- Acceptance of transfer credits policy
- Grievance and complaint procedures
- Sexual harassment policy
- Fee refund policy
- Other items relative to attending and withdrawing
- Up-to-date and precise public information is also published in the class schedule on the College Website.

## Imperial Valley College: Diesel Technology Program

---

- Students and the community are also kept informed of special projects and building programs through the visioning process and local print and media organizations.
- As of Fall 2011, all students were assigned an Imperial Valley College (imperial.edu) e-mail address and access to Live Outlook, by which the College and its staff can communicate directly to students.

(Imperial Valley College 2013-2014 College Catalog) (Board Policy 2340/2345; Administrative Procedures 2340/2345; News Clippings; Public Relations Plan) (Documentation regarding Live Outlook.)

### **21. Relations with the Accrediting Commission**

The governing board provides assurance that the institution adheres to the eligibility requirements and accreditation standards and policies of the Commission. Imperial Community College District describes itself in identical terms to all its accrediting agencies, communicates any changes in its accredited status, and agrees to disclose information required by the Commission to carry out its accrediting responsibilities. (Board Policy 3200; Imperial Valley College Catalog 2012-2013, Page 7)

## **G. Evidence that each Accreditation Standard Will Still Be Fulfilled Specifically Related to the Change and that all Relevant Commission Policies are Addressed**

### Standard I: Institutional Mission and Effectiveness

The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data and analysis in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.

# Imperial Valley College: Diesel Technology Program

---

*Mission Statement:* Imperial Valley College's mission statement clearly demonstrates the purpose of inclusivity across all levels of academic and career technical programs. Professional in trades are an essential component of our economy. Diesel Heavy Equipment and Alternative Fuel Technicians is the highest growth industry in Imperial Valley.

*Improving Institutional Effectiveness:* This program, consistent with all institutional CTE programs, is required to host two advisory committee meetings per year. At the fall meeting, the committee reviews curriculum needs. At the spring meeting, the committee reviews performance. The program is also subject to a bi-annual performance review pursuant to Ed Code, where completion and success rates are reviewed and placement rates, which provide a tangible benefit to students are also reviewed. Based on this information, the Board of Trustees must approve the continuation of the program or move towards discontinuance.

## Standard II: Student Learning Programs and Services

The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

### *Instructional Programs*

The program has identified SLOs at the institutional levels and program levels. The collection of the SLO data to drive instructional progress will begin in 2014-2015 and will be used for improvement in core contents, objectives, and methodology. Advisory

## Imperial Valley College: Diesel Technology Program

---

committees are also essential components for instructional improvement to ensure that the curriculum is consistent with industry and business needs.

### *Student Support Services:*

*The Spencer Library Media Center* is an integral part of the instructional goals of the College as described in its Mission Statement. Learning resources and tutoring, research instruction, and reference services are available to both students and faculty. The Library provides learning resources, research instruction, and reference services to all students. The librarians, the Library technicians, and other staff are scheduled to provide maximum availability for students and faculty.

*Library resources* consist of print, electronic, audiovisual, and microform resources. There are 65,411 books, 17,000 electronic books, 80 print periodical subscriptions, 27,427 electronic full-text periodicals, and 2108 units of the New York Times on microfilm, in addition to a growing collection of videos and DVDs. In the four fiscal years 2007-2010, the Library collected 4,230 books and other information resources, which represents a 6.4% increase in the size of the collection, not including electronic full-text periodicals. A complete inventory of the entire book collection was conducted in the summer of 2011. The Library's Technical Processing Department is currently in the process of evaluating the results of that inventory. All resources may be located through the online catalog (OPAC).

The Library provides approximately sixty research computers, with Internet and database access, and one computer for students at the Circulation Desk dedicated to the catalog. Handicapped access is provided in the assistive technology lab in the Health Sciences Building. The library instruction room, Room 1502, currently provides twenty-two computers, a teaching computer, and an overhead projector.

## Imperial Valley College: Diesel Technology Program

---

*The Study Skills Center* was constructed as an addition to the Library (1500 building) in 1999/2000. The Study Skills Center has 32 tables and various group study and audiovisual viewing rooms. The Center also offers free tutoring and a series of study skills workshops every semester. Workshop topics range from time management and organizational skills to test taking techniques and library research skills, and varies by semester. (II C spring 11 classes tutored.xls) The Study Skills Center has adopted TutorTrac (II C <http://www.tutortrac.com/> and Certificate of Authenticity) , a web-based tutor and student log-in system, enabling the Center to keep accurate records of tutor and student time and to generate a variety of reports related to Center usage.

*The Reading/Writing/Language Lab* is housed in the 2600 Building. The Reading Lab has a Computer Lab with 42 student computers and two staff computers. The Reading Lab serves approximately 1200 developmental reading students every semester. The Writing Lab contains thirty-five student computers. The Lab is designed to help instructors across campus make greater use of our writing tutoring services. The Language Lab has two rooms containing a combined 66 computers: 64 for student use (including 1 DSP&S work station) and two for staff use. Language Lab computers are multimedia, offering digital audio and video, and internet access. Orientations are provided for all classes that use the lab as a classroom.

*The Math Lab* is housed in the 2500 building and offers a variety of services to students in lower math classes. Students may use the 46 computers (including one DSP&S work station) to work on homework assignments. Tutors are available to assist them, as well as to tutor students who come to the Lab individually for help with their various math classes. Teachers also use the Lab to conduct classes when the lesson requires access to a computer.

# Imperial Valley College: Diesel Technology Program

---

## Standard III: Resources

The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

*Human Resources:* The Human Resources office has facilitated a number of strategic, operational, and organizational changes aimed at increasing institutional effectiveness and planning processes. From the top down, the college has changed the way it looks at human capital needs. There is a more collective lens used to make personnel decisions and considerations for the Educational Master Plan. In fact, the staffing planning component of the Educational Master Planning Committee was seen as so critical to the district's planning that a new shared governance committee (*Staffing Committee*) has been established. The committee affords the campus community a chance to provide input and make recommendations about staffing-related issues. The charge of the Staffing Committee includes four broad categories within its purview:

- Analysis and Planning of District Staffing Needs.
- Equal Employment Opportunity/Diversity Policies and Procedures.
- Classification and Reclassification of District staff.
- Organizational Structure and Function.

Professional operational recommendations were received from a requested Financial Crisis and Management Assistance Team (FCMAT) visit. One of the key suggestions included the integration of an operational data store (ODS) to allow the compilation of a variety of "ready-made" human capital reports. Examples of reports include: evaluations listed by supervisor and dates; Department/Division staffing levels (by FTE); Staffing FTES to FTE ratios by division; Turnover; Salary information; Leave balances; etc. These easily accessed data reports will help the campus track staffing-related trends, forecasts



## Imperial Valley College: Diesel Technology Program

---

future human capital needs, and focus on alignment with other established institutional plans (Strategic Plan, Facilities Plan, Educational Master Plan, Technology Plan, etc.).

*Technology Resources:* Technology support for college-wide communications is on-going and evident in a wide variety of applications. The college web site is a continually changing and expanding source of information for employees, students, and community members. The self-service access to information, WEBSTAR, has become a primary source of information for students and faculty. Registration, class schedules, financial aid status, student account information, and student grades are accessible through the Web 24/7. In addition, instructors can print class rosters, post end-of-term grades, and create schedules, while students can add/drop classes, access transcripts, or pay fees online.

The Technology Planning Committee will be key to continued assurances that technology support does indeed meet the needs of all areas of the college. An active committee which meets regularly with a knowledgeable and involved membership is vital to the identification of college technology needs, the appropriate use of technology resources, and the on-going support of all aspects of student, staff and community access to the college's information technology. The 2010-2015 Technology Plan will determine the growth and direction of technology at IVC over the next five years.

*Physical Resources:* Facilities and programs that support learning, teaching, and research through technology include online library services and student lab infrastructure. The Spencer Library Media Center offers an online catalog that is accessible to students from both on-campus and off-campus. In addition, students and faculty have access to multiple databases for searching periodicals and research related materials, a small computer/training lab, and OCLC, the inter-library loan system. The library and tutoring center also make use of technology through their automated student activity tracking program. The college supports a number of different student labs across campus

## Imperial Valley College: Diesel Technology Program

---

including the Math Lab, Language Lab, Business Labs, the Reading and Writing Lab, and a mobile computer lab with thirty stations for use in classrooms without computer access.

*Financial Resources:* The college has maintained short-term fiscal stability despite the State financial crisis of 2009-2011 with the assistance of a TRANS and reducing the college reserves to approximately 6%. The college does have a long-term fiscal stability issue due to the demands of the GASB 45 and the long-term State financial crisis.

Effort has gone into the program review process and has linked the process to the budget through an electronic automated system. Budget and Fiscal Planning Committee, a shared governance committee, continues to provide oversight and input into the budget planning process.

The college has reviewed all programs to optimize the resources available for student learning as evidenced by the state financial report CCFS 311, budgets, and services to students during the State fiscal crisis of 2009-2011. The audits and the Community Colleges Fiscal Services 311 Form indicate financial integrity in handling the finances of the college. Discussions have begun regarding budget allocation options as California and the College are faced with a new financial environment.

The college has implemented a program review process that addresses the needs of the entire campus in a systematic manner; program review is done in each department, results are shared with Educational Master Plan committee and Budget and Fiscal Planning Committee, and with commentary and recommendations forwarded to the Board of Trustees.

### Standard IV: Leadership and Governance

The institution recognizes and utilizes the contributions of leadership throughout the organization for continuous improvement of the institution. Governance roles are

## Imperial Valley College: Diesel Technology Program

---

designed to facilitate decisions that support student learning programs and services and improve institutional effectiveness, while acknowledging the designated responsibilities of the governing board and the chief administrator.

IVC utilizes a variety of processes to empower stakeholders to assist in the identification of core values, to help articulate goals and the tactics to achieve them, and to continually learn and improve. The creation of an environment that encourages innovation with the aim of improving pedagogic and support programs has been an important aspect in setting strategic perspective and in furthering institutional strategy via creation and implementation follow-up of specific policies and practices. As individuals within and without the institution come up with ideas to improve IVC, opportunities exist for participation in discussion, planning, and implementation. Though the college is a complex institution with diverse stakeholders who harbor sometimes competing and contentious viewpoints, evidence exists that the college provides for participatory governance as behooves a public college, particularly a community college.

IVC utilizes participatory governance to address its mission to enhance student learning. That is one of the primary missions of the institution. All of the above discussed processes are designed, ultimately, to tie into that mission. As the ideas regarding the enhancement of student learning move both vertically and horizontally through the organization, communication occurs. For example, if in a Division meeting, faculty discuss and determine that a change of prerequisites would improve student success, the matter is posed to Curriculum and Instruction for approval. The Academic Senate, through the sub-committee C&I, takes these matters under deliberation and makes recommendations to the Board. During the process, the Counseling Department has input and reaches to the students to advise them as to appropriate pathways to success through the curriculum set forth through the shared governance process. Similarly with issues such as enhancement of the physical plant of the school, an example would be

## Imperial Valley College: Diesel Technology Program

---

the new Science and Technology building, input and deliberation from the public helped determine the final decision. It is clear that the College has in place institutional mechanisms of shared governance that help advance the mission of enhanced student learning.

# Endnotes

- 
- <sup>i</sup> IVC General Catalog 2012-2013 <http://www.imperial.edu/courses-and-programs/catalogs-and-schedules/>
- <sup>ii</sup> Board Members Profiles <http://www.imperial.edu/about/college-governance/board-of-trustees/board-members/>
- <sup>iii</sup> [https://www.imperial.edu/ivc/files/HR/2012-2013\\_Org\\_Chart\\_with\\_names\\_February\\_2013.pdf](https://www.imperial.edu/ivc/files/HR/2012-2013_Org_Chart_with_names_February_2013.pdf)
- <sup>iv</sup> <http://accreditation.imperial.edu/docs/2013/Eligibility%20Requirements/07%20ER5%202012-2013%20General%20Catalog,%20p.%205%20-%20Administrator%20Profiles.pdf>
- <sup>v</sup> IVC Schedule of Classes Fall 2013 <http://www.imperial.edu/students/printable-schedules/>
- <sup>vi</sup> CurricuNet <http://www.curricunet.com/imperial/>
- <sup>vii</sup> Board Policies <http://www.boarddocs.com/ca/caiccd/Board.nsf/Public>
- <sup>viii</sup> IVC Schedule of Classes Fall 2013 <http://www.imperial.edu/students/printable-schedules/>

# **Attachment A**

## **Industrial Technology Mission Statement**

## **Industrial Technology Philosophy Objectives:**

To ensure our philosophy, our focus is on the following overall objectives:

1. Provide training in careers for high market demand industries by remaining cognizant of current and future industry employment opportunities.
2. Provide excellent motivational and pragmatic training in a highly qualified and individualized training program.
3. Encourage students to excel as individuals by building a supportive growth environment.
4. Developing positive attitudes of respect towards work.

# **Attachment B**

## **Advisory Committee Meeting Minutes**





## Imperial Valley College

Automotive Technology Program  
Local Program Advisory Committee

### UNADOPTED MINUTES

Thursday, April 26, 2012

#### BUSINESS/INDUSTRY REPRESENTATIVES

Carlos Araiza, Gonzo Machine Shop	Jose Perez, J& D Auto Repair
Marco Aranda, O'Reilly Auto Parts	Miguel Perez, Rogers and Rogers Toyota
Taylor Coldwell, Rogers & Rogers Toyota	John Rahiotis, Car Quest Auto Parts
Daniel Lamas, D & L Automotive	Arturo Rodriguez, O'Reilly's Auto Parts
Alex Moralez, Schaeffer's Specialized Lubricant	Juan C. Trujillo, O'Reilly's Auto Parts
Jeff Watts, O'Reilly's Auto Parts	

#### IMPERIAL VALLEY COLLEGE REPRESENTATIVES

Frances Arce-Gomez, Staff Secretary	Jose Plascencia, Counselor
Jose Lopez, ITEC Department Chair	Ricardo Pradis, Automotive Technology Instructor
Joe Espinoza, Student Employment Specialist	Patricia Robles, Administrative Secretary
David Martinez, Adjunct Instructor	Nancy Sanchez, Tool Room Technician

I. **MEETING CALLED TO ORDER BY ALEX MORALES AT 11:55 AM.**

II. **WELCOME**

All in attendance were welcomed by Alex Moralez.

III. **INTRODUCTIONS**

Alex Moralez introduced himself and gave a brief history of the Automotive Advisory Committee. He stated that in the past the committee was very active and accomplished the following:

- Had a strong committee with up 52 members
- Attended board meetings when VATEA monies were going to other departments
- Bought a lot of materials
- Upgraded shop equipment

All committee members introduced themselves.

IV. **APPROVAL OF DECEMBER 8, 2011 MINUTES**

M/S/C Miguel Perez/John Rahiotis to approve minutes as submitted.

V. **DIESEL TECHNOLOGY CERTIFICATE**

Carlos Araiza is currently in the process of creating a Diesel Technology Certificate. He has written a first draft and wanted some feedback from the committee. They discussed the following:

- There is a high demand for diesel courses
- There are good employment opportunities in the diesel field
- Some industry employees are retiring and companies are in need of new employees
- Some diesel students have parents who are farmers
- Some companies are offering to take student volunteers
- The diesel program will increase enrollment
- There is a big demand for qualified mechanics
- There is a shortage of diesel mechanics
- Diesel trucks will need to be equipped with catalytic converters
- Old semi trucks will not be accepted in California

Mr. Araiza also asked the committee if it was a good idea to create a Diesel Technology Certificate.

M/S/C Greg Stevenson/Juan C. Trujillo to have Carlos Araiza create a Diesel Technology Certificate.

VI. **WIA PROGRAM SMOG TECHNICIAN**

Jose Lopez informed the committee that the WIA Smog Technician classes are currently in progress. The following was discussed:

- The students participating in the WIA Smog Program will earn 17 units of credits
- The students participating the WIA Smog Program have to complete 522 hrs of internship training
- The internship training hours will be completed by October 2012
- One smog machine was purchased with WIA funds

VII. **DISCUSSION AND APPROVAL OF 2012-2013 PERKINS REQUESTS (\$22,100)**

M/S/C Miguel Perez/Arturo Rodriguez to approve Perkins funds be used to fund the following requests:

- Professional Development \$4,000
- Student Fieldtrips \$ 2,000
- Projectors \$3,600
- Equipment, Testers, and Tools \$10,000
- Media \$2,500

VIII. **AUTOMOTIVE TECHNOLOGY PROGRAM STATUS (NATEF)**

The automotive faculty reported the following:

- The deficiencies in the NATEF report were addressed
- Each semester the automotive class schedule is flexible
- Courses are taught in the day, evening, and on weekends

IX. **GOOD OF THE ORDER**

The Automotive Service Excellence testing was discussed. The Automotive Program is no longer hosting the ASE testing. Due to the requirements being changed there is currently no space available for testing.

Daniel Llamas stated that electrical knowledge is needed for all automotive equipment.

Jose Plascencia informed the committee that Cal Grants for vocational educational students are available. Mr. Plascencia also stated that Cal Grant C is for vocational educational students.

Ricardo Pradis thanked the committee for taking the time to attend the meeting.

X. **NEXT MEETING**  
The next meeting will be scheduled for fall 2012

X. **THE MEETING WAS ADJOURNED BY ALEX MORALEZ AT 12:50 PM**



**Imperial Valley College**

**AUTOMOTIVE TECHNOLOGY  
Local Program Advisory Committee**

**UNADOPTED MINUTES**

**WEDNESDAY, OCTOBER 3, 2012**

**Industrial Technology  
Room 1101**

**BUSINESS/INDUSTRY REPRESENTATIVES PRESENT**

Marco Aranda, O'Reilly Auto Parts	Jesus Lopez, Jesus Shop
Ed Brown, Jordan/Central Implement Co.	Rafael Martinez, Pep Boys
George Caldwell, Rogers & Rogers Toyota	Francisco Melendrez, O' Reilly Auto Parts
Angel Castaneda, Napa Auto Parts	Alex Morales, Schaeffer Oils (Chair)
Taylor Codwell, Rogers & Rogers Toyota	Jose Preciado, Rogers & Rogers Toyota
Jose Felix, Rogers & Rogers Toyota	Dennis Sprang, Snap-on Tools
Abraham Guluarte, Consolidated Electrical Distributors	Brian Stranahan, Matco Tools

**IMPERIAL VALLEY COLLEGE REPRESENTATIVES PRESENT**

Carlos Araiza, Auto Tech Instructor	Jose Perez, Auto Tech Instructor
Joe Espinoza, Student Employment Instructor	Jose Plascencia, Counselor
Ronnie Garrie, Auto Tech Instructor	Ricardo Pradis, Auto Tech Instructor
Jorge Guluarte, Tool Room Technician	Nancy Sanchez, Tool Room Technician
Jose Lopez, ITEC Department Chair	Patricia Robles, Administrative Secretary (Recorder)
David Martinez, Auto Tech Instructor	Efrain Silva, Dean of Economic & Workforce Development
Jim Pendley, Retired Instructor	Jose Velasquez, Building Construction Tech Instructor

**I. Call to Order**

The meeting was called to order by Alex Morales at 11:58 am.

**II. Welcome**

Alex Morales welcomed the new members.

**III. Introductions**

All members present introduced themselves.

**IV. Approval of April 26, 2012 Minutes**

*M/S/C Marco Aranda/Alex Morales to approve the minutes of April 26, 2012 as presented.*

**V. Approval of Diesel Program (Carlos Araiza)**

*M/S/C Dennis Brown/Marco Aranda to approve the proposed Diesel Program as modified and with the opportunity for further changes.*

Carlos Araiza gave an update on the new proposed Diesel Program Certificate Program.

**HISTORY:** Carlos Araiza reported that two years ago diesel classes were taught at IVC through a One Stop program. He was then able to begin obtaining industry contacts, such as dealers and farmers.

**BUDGET:** The program allowed for the purchase of some start-up equipment. Alex Morales liked that tools were provided to the students at the completion of the program; however, due to uncertainties with the budget, we are not sure if we would be able to do this. Efrain Silva said that if there were a new opportunity to apply for another Workforce Investment Act (WIA) training program grant in Diesel, that we would apply; however, he stated that WIA funding has been reduced significantly and he does not believe another such opportunity will arise soon.

**CURRICULUM:** Carlos Araiza said that the Diesel Program will include more than just repair; it will include familiarization with the entire system and how it works. Ed Brown would like to add a hydraulic component. Although replacing equipment has become more popular than repairing, students still need to know how to diagnose problems and fix them. Taylor Codwell would like to add an alternative fuels component.

Efrain Silva referred everyone to a handout that listed the required courses (22 units) and the course descriptions. General Ed courses are not required, since it will not be offered as a degree program. Jose Lopez said that students should be able to complete the program in as little as three semesters. Students will be required to complete an internship. Marco Aranda thinks the Employment Readiness course is extremely important.

Dennis Sprang said that some of the proposed course titles should align better with ASE certifications.

**STUDENTS:** Carlos Araiza reported that there is a high demand for diesel courses. Ed Brown added that some of these courses will be beneficial to current employees, companies could pay for their employees course fees. Students will range from beginners to intermediate to advanced. In the end, students should be finishing the program prepared to pass the ASE exam in this area. Dennis Sprang reminded everyone that students would be finishing as entry-level technicians, not as journeyman technicians, but if they work they can get service credit towards a journeyman technician program, so this is a great start for those that would like to continue past this program. It was mentioned that companies want the students to have basic knowledge and they like to train them further themselves.

**TIMELINE:** Jim Pendley asked for a timeline. Efrain Silva said that this advisory committee would have to approve the final proposed Diesel Technology program. Then it would go to the IVC Curriculum Committee, the IVC Academic Senate, the ICCD Board, the CA State Chancellor's Office, and the Commission of Accreditation. The goal is to begin the program by fall 2013.

## VI. Automotive Technology Program Update

### ➔ New Certificates

*M/S/C Francisco Melendrez/Marco Aranda to proceed with changing the Automotive Technology certificate program to include the following certificates:*

1. Engine Repair and Machinist
2. Brakes, Suspension, Steering and Wheel Alignment
3. Engine Performance and Drive Specialist
4. Automotive Transmissions
5. Electrical/Electronics and Air Conditioning

### ➔ Program Update

Proposed Modifications to Automotive Program (Outline and Timeline)

Jose Lopez said that about 10-14 Auto Tech classes are offered per semester. He said that we have a flexible schedule, offering courses in the day, evening, and weekends.

Efrain Silva explained that the current program is too long (39 units). This has caused our completion rate to be very low. There is a proposal to break down the current Auto Tech Program into smaller programs. The revised program would offer several program options, each about 18 units. Jose Plascencia stated that the California State Chancellor's Office has a requirement of the minimum number of units that a certificate program must have; therefore, we are unable to offer a certificate program with less than the requirement.

Dennis Brown thinks the certificate program breakdown is a good idea. However, he would like to keep the degree program as is. He also would like the titles of the programs to mirror the ASE titles.

### ➔ NATEF Certification

Efrain Silva thanked the Automotive Technology faculty members for their assistance in getting IVC NATEF certified. He also thanked the staff that helped clean up the shop. Ricardo Pradis thanked the administration, faculty, counselors, and advisory committee for their assistance. Certificates were given to two of the NATEF evaluators, Rafael Martinez and Jesus Lopez.

### ➔ ASE Exams

Efrain Silva reported that IVC is now an ASE test center and the 1<sup>st</sup> exam will be given today at 1pm. Students can go to the ASE website to register for an exam.

## VII. Validation of Automotive Program Curriculum

Efrain Silva informed the members that this committee must approve the curriculum and/or make recommendations for revisions. Changes to the curriculum cannot go forward without this committee's approval.

## VIII. Industry Input

### ➔ Automotive Collision Repair

Alex Morales would like to bring the Auto Body program back. Efrain Silva stated that due to the current budget situation, at this time we cannot bring it back.

## IX. Good of the Order

### ➔ New CTE Building

Efrain Silva said that construction has begun on the new CTE Building, which should be ready for use by fall 2014. After Welding moves to the new building, the current Welding area will be used for the new Diesel Technology program. The Auto Tech lab will also be remodeled.

**X. Next Meeting**

No discussion.

**XI. Adjourn**

The meeting was adjourned at 12:57 pm by Alex Morales.

# **Attachment C**

Labor Market Information



## **LABOR MARKET INFORMATION AND ANALYSIS**

In California the projection for diesel mechanics and diesel farm equipment mechanic is estimated at 22,100 and the projected 23,500 giving a total number of employment opening of 1400 with additional opening due to net replacement of 5,100 from 2008-2018 with a total annual job opening of 650 for diesel engine and for heavy equipment mechanic 900. The annual for this occupation is \$47,935 with an hourly mean \$22.51. These numbers were gathered for 2008-2018 (EDD). About the Imperial Valley, the labor occupation with fastest job % growth is the occupation on farm heavy equipment technician, from a projected year 2008-2018 with estimated employment of 70 and projected 130, with a 60 on demand, an estimated 85% more required (EDD).



## Imperial County Profile

[Compare Areas](#) [Change Area](#) [Customize Report](#)

[Printer Version](#)

### About this area:

Imperial County is located in the southeast corner of California. Surrounding counties include San Diego on the west and Riverside to the north. The Colorado River forms the eastern boundary of Imperial and the Arizona-California border. Imperial's southern border is shared with Mexico. The major east-west thoroughfare is Inter-state 8, which begins in San Diego and travels east to Arizona; state routes 78 and 111 also figure importantly in the county's transportation system.

### EMPLOYMENT AND WAGES

#### Unemployment Rate and Labor Force (Not Seasonally Adjusted)

Area	Year	Time Period	Labor Force	No. of Employed	No. of Unemployed	Unemployment Rate	[Top]
Imperial County	2013	May	76,800	59,300	17,500	22.8	

[More Areas](#) [Historical Data](#) [Get More Info \(Data Library\)](#)

#### Employment by Industry (Not Seasonally Adjusted)

Year	Time Period	GES Industry Title	No. of Employed	[Top]
2013	May	Total Wage and Salary	58,300	
2013	May	Total Nonfarm	47,200	
2013	May	Service Providing	42,600	
2013	May	Total Private	29,100	
2013	May	Private Service Providing	24,500	

[More](#) [Historical Data](#) [Get More Info \(Data Library\)](#)

#### Occupations with Fastest Job Growth (% change)

Occupation	Estimated Year - Projected Year	Employment		Employment Change		Percent	[Top]
		Estimated	Projected	Number	Percent		
Mobile Heavy Equipment Mechanics, Except Engines	2008 - 2018	70	130	60	85.7		
Home Health Aides	2008 - 2018	300	440	140	46.7		
Nursing, Psychiatric, and Home Health Aides	2008 - 2018	430	580	150	34.9		
Purchasing Agents	2008 - 2018	60	80	20	33.3		
Interviewers, Except Eligibility and Loan	2008 - 2018	60	80	20	33.3		

[More](#) [Get More Info \(Data Library\)](#)

### Projections of Employment by Industry

#### High Wage Occupations

Occupation	Year	Time Period	Hourly Mean	Hourly by Percentile			[Top]
				25th	Median	75th	
Pharmacists	2012	1st Qtr	\$79.58	\$59.51	\$66.96	N/A	
Chief Executives	2012	1st Qtr	\$75.70	\$61.08	\$68.28	N/A	
Physicians and Surgeons, All Other	2012	1st Qtr	\$73.93	\$56.05	\$78.98	N/A	
Dentists, General	2012	1st Qtr	\$71.61	\$43.84	\$57.07	N/A	
Software Developers, Applications	2012	1st Qtr	\$66.42	\$47.13	\$57.82	\$71.26	

Data for Imperial County is not available. Data for EI Centro MSA has been displayed for High Wage Occupations

### ECONOMIC INDICATORS

#### Building Permits (US Census Bureau)

Type of Permit	Year	Time Period	No. of Permits	Total Costs	[Top]
Multi-Family	2012	Annual	76	\$4,087,793	
Single Family	2012	Annual	211	\$39,973,793	
Total all types construction permits	2012	Annual	287	\$44,061,586	

[More Areas](#) [Historical Data](#)

#### Consumer Price Index (US BLS & Calif. DIR)

Area	Time Period	Consumer Price Index	Time Period	2011	% Change	[Top]
United States	Annual	229.6	Annual	224.9	2.1	
California	Annual	238.2	Annual	232.9	2.2	

[Historical Data](#) [Get More Info \(Data Library\)](#)

Data for Imperial County is not available. Data for California has been displayed for Consumer Price Index (US BLS & Calif. DIR)

### Median Price of Existing Homes Sold (DQnews)

Year	Time Period	Type	Median Price
2013	Apr	Median Price of Homes Sold	\$130,000

[More Areas](#) [Historical Data](#) [Data from the DQnews](#)

### State Revenues by Source

Tax Type Description	Year	Time Period	Tax Revenue
Alcoholic Beverage Taxes and Fees	2011	Annual	\$346,000,000
Bank and Corporation (Income) Taxes	2011	Annual	\$7,949,000,000
Cigarette Tax	2011	Annual	\$895,677,000
Horse Racing (Parimutuel) License Fees	2011	Annual	\$15,838,000
Estate, Inheritance and Gift Taxes	2011	Annual	\$0

[More Areas](#) [Historical Data](#)

Data for Imperial County is not available. Data for California has been displayed for State Revenues by Source

### Taxable Sales (Calif. Board of Equalization)

Year	Time Period	Sales Type Description	Sales
2011	Annual	Retail	\$2,181,800

[More Areas](#) [Historical Data](#)

## POPULATION AND CENSUS DATA

### Population

Area	Year	Time Period	Source	Population
Imperial County	2011	Annual	California Dept of Finance	178,169

[More Areas](#) [Historical Data](#) [Get More Info \(Data Library\)](#)

### Measures of Income

Income Type	Year	Time Period	Income	Population
Per Capita Personal Income - BEA	2011	Annual	\$28,351	177,057
Total Personal Income - BEA	2011	Annual	\$5,019,684	177,057

[More Areas](#) [Historical Data](#) [Get More Info \(Data Library\)](#)

### County-to-County Commute Patterns (US Census Bureau)

Year	Time Period	Area of Residence	Area of WorkPlace	Number of Workers
2000	Census	Imperial County , CA	Imperial County , CA	40,181
2000	Census	Yuma County , AZ	Imperial County , CA	951
2000	Census	Imperial County , CA	Yuma County , AZ	796
2000	Census	San Diego County , CA	Imperial County , CA	793
2000	Census	Imperial County , CA	Riverside County , CA	690

[More](#) [Historical Data](#)

## JOB OPENINGS & TRAINING PROVIDERS

### Job Openings from JobCentral National Labor Exchange

[Job Openings](#)

### Training Providers in Area

Provider Name	Provider Type	Location
Imperial Valley Regional Occupational Program	Schools with Occupational Programs (ROP)	EI Centro,CA
Union Truck Driving School	Apprenticeship, Business, Career, & Tech Schools	Bakersfield,CA
Robert Morales Adult Education Center	Schools with Occupational Programs (ROP)	Calexico,CA
Central Union High School District, Adult	Schools with Occupational Programs (ROP)	EI Centro,CA
Imperial Valley College	Community Colleges (two-year school)	Imperial,CA

[More](#)

### Related Links

[View Employers By Occupation](#)  
[View Employers By Industry](#)  
[Local Area Comparisons](#)



State of California

Employment Development Department

[Contact EDD](#) | [Office Locator](#) | [Forms & Publications](#) | [Online Services](#)

Search

[This Site](#) [California](#)



[Home](#) [Unemployment](#) [Disability](#) [Jobs & Training](#) [Payroll Taxes](#) [Labor Market Info](#)

## Training Program Summary

[Back](#)

### Agricultural Mechanics & Equipment/Machine Technology

program that prepares individuals to maintain and repair specialized farm, ranch, and agribusiness power equipment and vehicles. Includes instruction in the principles of diesel, combustion, electrical, steam, hydraulic, and mechanical systems and their application to the maintenance of terrestrial and airborne crop spraying equipment; tractors and hauling equipment; planting and harvesting equipment; cutting equipment; power sources and systems for silos; irrigation and pumping equipment; dairy, feeding and, shearing operations; and processing systems.

### Training Providers for Agricultural Mechanics & Equipment/Machine Technology in California

**Provider Name**

Modesto Junior College  
 Amador County Regional Occupational Program  
 Julian Union High School District  
 Mountain Empire Unified School District  
 San Diego County ROP Warner Unified School District

**Program Name**

Agricultural Mechanics & Equipment/Machine Technology (NEW)  
 Agricultural Mechanics & Equipment/Machine Technology (NEW)  
 Agricultural Mechanics & Equipment/Machine Technology (NEW)  
 Agricultural Mechanics & Equipment/Machine Technology (NEW)  
 Agricultural Mechanics & Equipment/Machine Technology (NEW)

### Occupations for Agricultural Mechanics & Equipment/Machine Technology in California

Occupation Title	Estimated Year - Projected Year	Employment Estimated	Employment Projected	Employment Change Number	Change Percent	Minimum Educational Requirement	View Video
Aircraft Mechanics and Service Technicians	2010 - 2020	12,000	12,700	700	5.8	Post secondary vocational training	<a href="#">View Video</a>
Farm Equipment Mechanics	2010 - 2020	3,300	3,600	300	9.1	Post secondary vocational training	<a href="#">View Video</a>
Mobile Heavy Equipment Mechanics, Except Engines	2010 - 2020	13,500	15,300	1,800	13.3	Post secondary vocational training	

[Back to Top](#) | [Contact EDD](#) | [Conditions of Use](#) | [Privacy Policy](#) | [Equal Opportunity Notice](#) | [Mobile Site](#) | [Site Map](#)

The Employment Development Department is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Copyright © 2010 State of California



Detailed Guide for

## Bus and Truck Mechanics and Diesel Engine Specialists in Imperial County

May also be called: Diesel Mechanics; Farm Equipment Engine Mechanics; Fleet Mechanics; Medium and Heavy Truck Mechanics; Tractor Trailer Mechanics

[Summary Guide](#) (Printer Friendly)

[Detailed Guide](#) (Printer Friendly)

**Detailed Report-Jump to:**

- [Top of Page](#)
- [What Would I Do?](#)
- [Wages and Benefits](#)
- [Job Outlook](#)
- [How Do I Qualify?](#)

[Job Search Tips](#)

**I want to:**

- [Search by Topic](#)
- [Search by Keyword](#)



### What Would I Do?

Diesel-powered engines are more efficient and durable than their gasoline-burning counterparts. These powerful engines are standard in our nation's trucks, locomotives, and buses and are becoming more prevalent in light vehicles, including passenger vehicles, pickups, and other work trucks.

Bus and Truck Mechanics and Diesel Engine Specialists repair and maintain heavy duty vehicles used in transportation and elsewhere. As bus fleets convert to technology for cleaner emissions, Mechanics must maintain engines running on alternate fuel, such as compressed natural gas, liquefied natural gas, or propane. Some work mostly on diesel engines or equipment such as farm machines, ships, locomotives, and compressors and pumps used in oil well drilling and irrigation. In construction, Mechanics work on equipment, such as cranes, power shovels, bulldozers, paving machines, earthmovers, and graders. Others repair diesel-powered passenger vehicles or vehicles powered by biodiesel, hybrid-electric, fuel cells, gasoline, or propane.

Mechanics' duties vary with shop policy as well as the type of equipment they work on. In engine-building shops, some Mechanics repair and adjust engines to restore them to good working order. Others retrofit or replace engines and exhaust systems to reduce emissions to meet environmental regulations. Mechanics who work in garages or heavy equipment shops usually have more varied duties. They may work on engines, transmissions, differentials, chassis, brakes, steering gears, and front ends for both conventional and alternative fuel vehicles. They also work on motors, compressors, and hydraulic and electrical systems. They dismantle, clean, repair, refit, assemble, and test the equipment according to manufacturers' manuals and specifications.

### Tools and Technology

Mechanics' work has become increasingly complex as vehicles are using alternative fuels and more electronic components. To perform their duties, Mechanics use a variety of tools, such as gauges; hand-held or laptop computers; electric, pneumatic, hydraulic, and computer-based diagnostic tools. They also use oscilloscopes, voltmeters, ammeters, ohmmeters, frequency and special generators, and common hand tools like hammers. As technologies become more advanced in alternative fuel vehicles, additional tools and test equipment may be required.

### Green Economy(1)

Bus and Truck Mechanics and Diesel Engine Specialists will play an important role in the emerging green economy. They will assist in reducing the environmental impacts of vehicle emissions while increasing fuel efficiency.

### IMPORTANT TASKS AND RELATED SKILLS

Each task below is matched to a sample skill required to carry out the task.

Task	View the skill definitions Skill Used in this Task
Use hand tools such as screwdrivers, pliers, wrenches, pressure gauges, and precision instruments, as well as power tools such as pneumatic wrenches, lathes, welding equipment, and jacks and hoists.	Mechanical
Perform routine maintenance such as changing oil, checking batteries, and lubricating equipment and machinery.	Equipment Maintenance
Adjust and reline brakes, align wheels, tighten bolts and screws, and reassemble equipment.	Multilimb Coordination
Raise trucks, buses, and heavy parts or equipment using hydraulic jacks or hoists.	Manual Dexterity
Test drive trucks and buses to diagnose malfunctions or to ensure that they are working properly.	Troubleshooting
Inspect, test, and listen to defective equipment to diagnose malfunctions, using test instruments such as handheld computers, motor analyzers, chassis charts, and pressure gauges.	Equipment Selection
Examine and adjust protective guards, loose bolts, and specified safety devices.	Near Vision
Inspect and verify dimensions and clearances of parts to ensure conformance to factory specifications.	Visualization
Inspect, test, and listen to defective equipment to diagnose malfunctions, using test instruments such as handheld computers, motor analyzers, chassis charts, and pressure gauges.	Judgment and Decision Making

Source: U.S. Department of Labor Occupational Information Network (O\*NET)

### Working Conditions


Bus and Truck Mechanics and Diesel Engine Specialists normally work in well-lit, ventilated shops that can be drafty, greasy, and noisy. Some Mechanics work outdoors in all kinds of weather and may need to travel to repair vehicles on the road. Mechanics may lift heavy parts and tools, handle greasy and dirty parts, and stand or lie in awkward positions while making repairs. They may work as a team or be assisted by an apprentice or helper when doing heavy work, such



A proud partner of the  
**americanjobcenter**  
 network

[Home](#) > [Career InfoNet](#) > [Occupation Information](#) > [Occupation Profile](#)  
 America's Career InfoNet

## Occupation Profile

Find Related Content... 

### Selected Criteria:

Occupation: [Farm Equipment Mechanics and Service Technicians](#) [Change Occupation](#)  
 State: [California](#) [Change State](#)  
 Profile Content: *(content listed below)* [Modify Profile Content](#)

[Wages](#) | [Employment Trends](#) | [Knowledge, Skills, & Abilities](#)  
[Tasks & Activities](#) | [Tools & Technology](#)  
[Education & Training](#) | [Related Occupations](#) | [Web Resources](#)

## FARM EQUIPMENT MECHANICS AND SERVICE TECHNICIANS: CALIFORNIA

### Occupation Description

Diagnose, adjust, repair, or overhaul farm machinery and vehicles, such as tractors, harvesters, dairy equipment, and irrigation systems. Excludes "Bus and Truck Mechanics and Diesel Engine Specialists"




### Career Video



View the career video:  
[Farm Equipment Mechanics](#)

[Additional videos](#) and more information available on CareerOneStop.

### State and National Wages

		 <a href="#">Wage Table</a>	 <a href="#">Hourly Wage Chart</a>	 <a href="#">Yearly Wage Chart</a>		
Location	Pay Period	2012				
		10%	25%	Median	75%	90%
United States	Hourly	\$10.84	\$13.45	\$16.71	\$20.46	\$24.09
	Yearly	\$22,500	\$28,000	\$34,800	\$42,600	\$50,100
California	Hourly	\$11.08	\$15.27	\$19.20	\$23.71	\$27.92
	Yearly	\$23,000	\$31,800	\$39,900	\$49,300	\$58,100

[Occupation Wages FAQs](#)

[Median Wage by Occupation Across States](#)  
[Compare Wages by Occupation and Local Area](#)  
[Compare Wages by Metropolitan Areas](#)

National Data Source: [Bureau of Labor Statistics, Occupational Employment Statistics Survey](#)  
 State Data Source: [California Occupational Wages](#)

[Back to Top](#)

### State and National Trends

United States	Employment		Percent Change	<a href="#">Job Openings</a> 1
	2010	2020		
Farm Equipment Mechanics and Service Technicians	32,900	37,300	+13%	1,290



# **Attachment D**

Courses Outlines of Record





**IMPERIAL COMMUNITY COLLEGE DISTRICT  
IMPERIAL VALLEY COLLEGE  
COURSE OUTLINE-OF-RECORD**

**DIVISION:** Economic and Workforce Development

**DATE:** May 02, 2013

**COURSE TITLE:** Employment Readiness

**COURSE NO.:** WE 201

**UNITS:** 1

**LEC HRS.** 18.00

**LAB HRS.** 0

If cross-referenced, please complete the following

**COURSE NO.(s)**

**COURSE TITLE**

**I. COURSE/CATALOG DESCRIPTION:**

A course that may be taken as a stand-alone or as a companion course related to WE 210 or WE 220. Skills development in the areas of job search, employer contact, résumé writing, applications and cover letter, interviewing techniques, appropriate dress, job-holding practices and on-site learning objectives. A review of factors relating to or contributing to job success, including motivation, attitude, human relations, leadership, personal, as well as, group relationships, and behavior. (CSU)

**II. A. PREREQUISITES, if any:**

**B. COREQUISITES, if any:**

**C. RECOMMENDED PREPARATION, if any:**

**III. GRADING CRITERIA:**

Letter Grade or Pass/No Pass

**IV. STUDENT LEARNING OUTCOMES:**

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Identify and accomplish four on-the-job learning objectives for new or expanded learning. (ILO 1, 2, 3, 4)

**V. MEASURABLE COURSE OBJECTIVES AND MINIMUM STANDARDS FOR GRADE OF "C":**

Upon satisfactory completion of the course, students will be able to:

1. Experience orientation, receive their job placement and establish individual job objectives.
2. Demonstrate an understanding of the requirements and expectations of private and public employers.
3. Demonstrate an understanding of the role of motivation on the workplace.
4. Demonstrate an understanding of how attitudes influence job performance.
5. Demonstrate knowledge of the importance of the importance of human relations in the workplace.

**VI. CORE CONTENT TO BE COVERED IN ALL SECTIONS:**

CORE CONTENT	APPROX. % OF COURSE
Job placement	20.00%
Requirements and expectations of private and public employers	20.00%
Motivation in the workplace	20.00%
Job performance	20.00%
Human relations in the workplace	20.00%
TOTAL	100%

**VII. METHOD OF EVALUATION TO DETERMINE IF OBJECTIVES HAVE BEEN MET BY STUDENTS:**

**VIII. INSTRUCTIONAL METHODOLOGY:**

Two (2) hours of independent work done out of class per each hour of lecture or class work, or 3 hours lab, practicum, or the equivalent per unit is expected.

**IX. ASSIGNMENTS:**

Out-of-class:

1. Prepare and type an error-free resume.
2. Assemble an "Employment Preparation" portfolio.

Reading and Writing:

1. Read "Job Hunting Handbook" carefully and complete responses.
2. Write a three-paragraph autobiography.

**X. TEXTBOOK(S) AND SUPPLEMENT(S):**

Dahlstrom (2010). *Job Hunting Handbook* Dahlstrom. ISBN: 9780940712836

# **Attachment E**

Automotive Budget 2013-2014

**FYRODTL - Operational Ledger Detail Report**

**FY/PRD:** 14 - 13  
**YTD/Curr:** Y

**REV:** Y  
**BEN:** Y

**ATYP:** %**FUND:** 11%**ORGN:** 334%**ACCT%:****PROG%:**

FUND	ORGN	ACCT	PROG	Account Title	BUD	YTD	Commit	Avail
11001	334	1110	0900	Instruction Regular Salaries	\$0.00	\$23,934.90	\$0.00	(\$23,934.90)
11001	334	1117	0900	Teaching Faculty Off Schedule COLA	\$0.00	\$1,694.34	\$0.00	(\$1,694.34)
11001	334	1217	6190	Non-teach Faculty Off Schedule COLA	\$0.00	\$915.94	\$0.00	(\$915.94)
11001	334	1270	6190	Chair/Coordinator Salaries	\$0.00	\$14,572.65	\$0.00	(\$14,572.65)
11001	334	1330	0900	Adjunct Faculty Salaries	\$50,400.00	\$9,630.17	\$0.00	\$40,769.83
11001	334	1340	0900	Overload Full-Time Faculty Salaries	\$0.00	\$4,354.10	\$0.00	(\$4,354.10)
11001	334	3110	0900	STRS Certificated Instructional	\$0.00	\$3,187.09	\$0.00	(\$3,187.09)
11001	334	3111	6190	STRS Certificated Non instructional	\$0.00	\$1,277.81	\$0.00	(\$1,277.81)
11001	334	3310	0900	FICA-Certificated	\$0.00	\$60.89	\$0.00	(\$60.89)
11001	334	3330	0900	Medicare-Certificated	\$0.00	\$380.59	\$0.00	(\$380.59)
11001	334	3410	0900	H&W - Certificated Instructional	\$0.00	\$4,051.04	\$0.00	(\$4,051.04)
11001	334	3411	6190	H&W - Certificated Noninstructional	\$0.00	\$2,006.54	\$0.00	(\$2,006.54)
11001	334	3510	0900	SUI - Certificated	\$0.00	\$19.67	\$0.00	(\$19.67)
11001	334	3511	6190	SUI - Certificated Non instruction	\$0.00	\$7.68	\$0.00	(\$7.68)
11001	334	3610	0900	Workers' Comp - Certificated	\$0.00	\$306.78	\$0.00	(\$306.78)
11001	334	3611	6190	Workers' Comp - Certificated Non in	\$0.00	\$119.79	\$0.00	(\$119.79)
11001	334	4220	0900	Magazines, Periodicals, CD's	\$212.00	\$0.00	\$0.00	\$212.00
11001	334	4455	0900	Copying/Printing	\$1,496.00	\$379.12	\$0.00	\$1,116.88
11001	334	4460	0900	Office Supplies	\$50.00	\$42.12	\$0.00	\$7.88
11001	334	4465	0900	Auto Repair Parts	\$96.00	\$0.00	\$0.00	\$96.00
11001	334	5220	0900	Travel - Staff Conferences	\$357.00	\$285.00	\$0.00	\$72.00
11001	334	5310	0900	Memberships and Dues	\$250.00	\$150.00	\$0.00	\$100.00
11001	334	5640	0900	Equipment Repairs	\$102.00	\$0.00	\$0.00	\$102.00
***** Automotive Tech					<b>\$52,963.00</b>	<b>\$67,376.22</b>	<b>\$0.00</b>	<b>-\$14,413.22</b>

# FYRODTL - Operational Ledger Detail Report

**FY/PRD:** 14 - 13  
**YTD/Curr:** Y

**REV:** Y  
**BEN:** Y

**ATYP:** %

**FUND:** 11%

**ORGN:** 334%

**ACCT%:**

**PROG%:**

FUND	ORGN	ACCT	PROG	Account Title	BUD	YTD	Commit	Avail
11002	334	1320	0900	FT Summer Teaching	\$19,116.00	\$12,687.46	\$0.00	\$6,428.54
11002	334	3110	0900	STRS Certificated Instructional	\$1,577.07	\$1,046.71	\$0.00	\$530.36
11002	334	3330	0900	Medicare-Certificated	\$277.18	\$59.53	\$0.00	\$217.65
11002	334	3510	0900	SUI - Certificated	\$210.28	\$6.35	\$0.00	\$203.93
11002	334	3610	0900	Workers' Comp - Certificated	\$149.10	\$98.89	\$0.00	\$50.21
<b>***** Automotive Tech</b>					<b>\$21,329.63</b>	<b>\$13,898.94</b>	<b>\$0.00</b>	<b>\$7,430.69</b>
11502	334	4320	0900	Instructional Supplies and Material	\$8,793.00	\$2,470.09	\$531.12	\$5,791.79
<b>***** Automotive Tech</b>					<b>\$8,793.00</b>	<b>\$2,470.09</b>	<b>\$531.12</b>	<b>\$5,791.79</b>
<b>***** Report Total</b>					<b>\$83,085.63</b>	<b>\$83,745.25</b>	<b>\$531.12</b>	<b>-\$1,190.74</b>

# **Attachment F**

## **Institution Approvals**

- Curriculum Committee
- Academic Senate
- Board of Trustees
- California Community College  
Chancellor's Office

**IMPERIAL VALLEY COLLEGE  
CURRICULUM COMMITTEE  
ADOPTED MINUTES  
REGULAR MEETING  
THURSDAY DECEMBER 6, 2012  
3:05 p.m. – Board Room**

<b>Present:</b>	Tina Aguirre	Kathy Berry	Craig Blek	Rick Castrapel
	David Drury	Daniel Gilison	Carol Hegarty	Michael Heumann
	Jose Lopez	Norma Nava	Norma Nunez	Leticia Pastrana
	Veronica Soto	Kevin White	David Zielinski	
<b>Consultants:</b>	Gloria Carmona	Ted Cesar	Efrain Silva	Sydney Rice
<b>Absent:</b>	James Patterson	Jose Ruiz	Lisa Tylenda	Cathy Zazueta
<b>Visitors:</b>	Trinidad Argüelles			
<b>Recorder:</b>	Dixie Krimm			

**I. Opening of the Meeting**

**A. Call to order**

Michael Heumann called the regular meeting of the Imperial Valley College Curriculum Committee to order at 3:05pm on Thursday, December 6, 2012.

**B. Approval of the Minutes**

**1. Regular Meeting of November 15, 2012**

*M/S (Gilison/Aguirre) to approve the minutes of the November 15, 2012, regular meeting of the Curriculum Committee, as presented. The motion carried.*

**C. Student Learning Outcomes – Sydney Rice**

We are at 100% SLO Identification for active courses. There have been changes in all departments; part time faculty are on board and working on SLO's, revisions and assessments. PLO identification process is almost complete; 3 PLO's are being identified for degrees and certificates; working on putting a link in the electronic catalog program pages to course CORs. The PLOs will be added to the major sheets hopefully by the next catalog printing. Training on assessments coming next semester; will be looking at identification and assessment terminology.

Efrain Silva – with the identification of PLOs the descriptions for apprenticeship programs were looked at and will undergo revision.

Sydney – this has been an opportunity to look at programs using the data to make revisions.

**II. Action Items**

**A. Credit Courses**

**1. Revised Courses**

**a. ENGL 226 – Introduction to Mythology (3)**

**b. HUM 226 – Introduction to Mythology (3)**

*M/S (Gilison/Drury) to approve the revision of the textbooks for ENGL 226 and HUM 226, effective Spring 2013, as presented. The motion carried.*

**c. MATH 081 – Beginning Algebra (4)**

**d. MATH 091 – Intermediate Algebra (5)**

*M/S (Aguirre/Gilison) to approve the revision of the core content for MATH 081 and MATH 091, effective 2013-2014, as presented. The motion carried.*

**2. New Courses**

**a. AU T 140 – Diesel Engine Maintenance and Repair (5)**

**b. AU T 165 – Diesel Preventive Maintenance and Inspection (5)**

**c. AU T 285 – Alternative Fuels for Diesel Engine (4)**

*M/S (Aguirre/Drury) to approve the addition of AU T 140, AU T 165, and AU T 285, to the credit curriculum, effective 2013-2014, as presented. The motion carried.*

**B. Degrees and Certificates**

**1. Revised Degrees and Certificates**

- a. Administration of Justice for Transfer Major Degree**
- b. Administration of Justice Degree and Certificate**
- c. Agricultural Business Management Degree and Certificate**
- d. Agricultural Crop Science Certificate**
- e. Agricultural Science Degree**
- f. Alcohol and Drug Studies Degree and Certificate**
- g. Anthropology Degree**
- h. Art Degree**
- i. Automotive Technology Degree and Certificate**
- j. Behavioral Science Degree**
- k. Building Construction Technology Degree and Certificate**
- l. Building Construction Technology: Carpentry Specialization Certificate**
- m. Building Construction Technology: Concrete Masonry Specialization Certificate**
- n. Business Accounting Technician Degree and Certificate**
- o. Business Administration for Transfer Degree**
- p. Business Administration Degree**
- q. Business Administrative Assistant Degree and Certificate**
- r. Business Financial Services Degree and Certificate**
- s. Business Management Degree and Certificate**
- t. Business Marketing Degree and Certificate**
- u. Business Office Technician Degree and Certificate**
- v. Child Development Degree**
- w. Child Development – Administration Specialization Certificate**
- x. Child Development – Associate Teacher Certificate**
- y. Child Development – Infant/Toddler Specialization Certificate**
- z. Child Development – School Age Specialization Certificate**
- aa. Cisco CCNA Discovery Degree and Certificate**
- ab. Communication Studies for Transfer Degree**
- ac. Communication Arts Degree**
- ad. Computer Information Systems Degree**
- ae. Computer Science Degree**
- af. Court Services Specialist Certificate**



- ag. Dental Assistant Degree and Certificate
- ah. Early Childhood Education for Transfer Degree
- ai. Electrical Technology: Electrical Wiring Specialization Certificate
- aj. Electrical Technology: Electronics Specialization Certificate
- ak. Electrical Technology: Solar Energy Specialization Certificate
- al. Emergency Medical Services Degree and Certificate
- am. English for Transfer Degree
- an. English Degree
- ao. ESL Program
- ap. Fire Technology Degree and Certificate
- aq. Firefighter I Certificate
- ar. French Degree
- as. General Science Degree
- at. History Degree
- au. Human Relations Degree and Certificate
- av. Humanities Degree
- aw. Journalism Degree
- ax. Legal Assistant Degree and Certificate
- ay. Life Science Degree
- az. Mathematics for Transfer Degree
- ba. Mathematics Degree
- bb. Medical Assistant Certificate
- bc. Multimedia and Web Development Degree and Certificate
- bd. Music Degree
- be. Nursing – R.N. (Associate Degree)
- bf. Nursing – V.N. (Vocational) Degree and Certificate
- bg. Pharmacy Technician Degree and Certificate
- bh. Physical Education Degree
- bi. Physical Science Degree
- bj. Pre-Engineering Degree
- bk. Psychology Degree
- bl. Social Science Degree
- bm. Spanish – Native Speaker Degree
- bn. Spanish – Non-Native Speaker Degree
- bo. Water Treatment Systems Technology Degree and Certificate

*M/S (Gilison/Drury) to approve the addition of PLO's to the above degrees and certificates a. thru bo., effective 2012-2013, as presented. The motion carried.*

## **2. New Certificate**

### **a. Diesel Farm Machinery and Heavy Equipment Technician Certificate**

*M/S (Aguirre/Drury) to approve the addition of the Diesel Farm Machinery and Heavy Equipment Technician Certificate to the credit programs, effective 2013-2014, as presented. The motion carried.*

Daniel Gilison asked if the previously requested moratorium on new programs was lifted since the passing of Prop 30. Kathy clarified that even though Prop 30 passed we need to be careful with program creation going forward.

Leticia Pastrana asked how maintenance of the equipment for this certificate would be provided. Efrain stated that Perkins funding would be used to maintain the equipment.

### III. Discussion Items

The letter from ACCJC included in the agenda packet was discussed. The commission stated that the request for DE programs were approved pending additional information on pedagogy training for faculty.

### IV. Information Items

#### 1. AAT/AST Degrees and C-ID (Memo) – Kathy Berry

Follow up from discussion at the last meeting (11/15/12) regarding the transfer degrees and C-ID.

Kathy reviewed important deadlines as noted below from the memo:

#### **TIMELINE TO AMEND ACTIVE AA-T AND AS-T DEGREES**

The initial set of AA-T and AS-T implementation instructions permitted community colleges to self-certify that courses listed by the college on the AA-T and AS-T TMC template aligned with the C-ID descriptor. It also permitted the use of course-to-course articulation with one California State University in lieu of an approved C-ID descriptor. In an effort to assure statewide articulation and to better align the implementation of AA-T and AS-T degrees, colleges are now required to adopt C-ID descriptors where applicable. Colleges may no longer use articulation in lieu of an approved C-ID descriptor. Articulation will only be permitted if no C-ID descriptor exists. Colleges will need to review and amend all active AA-T and AS-T degrees where “self-certification” of C-ID was used and where course-to-course articulation was used in lieu of a C-ID descriptor.

#### **NEW AA-T AND AS-T DEGREE APPROVAL PROCESS**

Effective January 1, 2013, all AA-T and AS-T proposals submitted to the Chancellor’s Office for review and approval must demonstrate that courses included in the degree have been submitted for C-ID numbers, where descriptors exist. The course’s C-ID number may be in pending or final status. Articulation may only be used for courses where no C-ID descriptor exists.

#### **REPLACE SELF-CERTIFICATION WITH C-ID EXISTING AA-T AND AS-T DEGREES**

By June 1, 2013, for any existing AA-T and AS-T degrees that included a self-certification that a course or courses matched a C-ID descriptor, colleges are required to submit those courses for C-ID approval where descriptors exist.

#### **REPLACE ARTICULATION WITH AA-T AND AS-T WITH PENDING C-ID NUMBERS**

By June 1, 2014, colleges must replace all course-to-course articulation used for all AA-T and AS-T degrees by showing that all course(s) have awarded pending or final C-ID status. Articulation may only be used where no C-ID descriptor is available. The Chancellor’s Office will begin deactivating all noncompliant AA-T and AS-T degrees beginning June 2014 that do not have approved C-ID numbers for courses where descriptors exist.

### V. Other Items

None

### VI. Next Regular Meeting: JANUARY 17, 2013, 3:05pm in the Board Room.

### VII. The meeting adjourned at 3:22 p.m.

**Agenda Item Details**

---

Meeting Feb 20, 2013 - Board of Trustees Regular Meeting, 6:00 P.M.  
Category 9. ACADEMIC SERVICES  
Subject 9.3 Resolution No. 15625: Major, Certificate, Course Additions and Deletions  
Type Action

WHEREAS, new programs, deleted programs and new courses within the programs have been approved by the Curriculum Committee and instructional administration, and satisfy all applicable requirements of Title 5 regulations. All factors, taken as a whole, support the establishment and maintenance of the proposed instructional programs and courses.

BE IT RESOLVED that the Board approves the recommendation of the Curriculum Committee (12/06/12) and the Academic Senate (02/06/13), with the consent of the Superintendent/President, as follows:

**New Credit Courses**

AU T 140 – Diesel Engine Maintenance and Repair (5)  
AU T 165 – Diesel Preventive Maintenance and Inspection (5)  
AU T 285 – Alternative Fuels for Diesel Engine (4)

**New Certificate**

Diesel Farm Machinery and Heavy Equipment Technician Certificate

[022013 - Academic Services - Diesel Farm Machinery and Heavy Equipment Technician Program Narrative - 12-06-12.pdf \(298 KB\)](#)

**Motion & Voting**

---

Resolution No. 15625: Major, Certificate, Course Additions and Deletions

Motion by Rudy Cardenas, second by Louis Wong.

Final Resolution: Motion Carries

Yes: Juanita Salas, Rudy Cardenas, Jerry Hart, Karla Sigmond, Steve Taylor, Louis Wong

Not Present at Vote: Romualdo Medina

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

1102 Q street  
Sacramento, Ca 95811-6549  
(916) 445-8752  
<http://www.cccco.edu>



05/02/2013

ADMIN, IMPERIAL VALLEY  
College CIO  
IMPERIAL VALLEY

Dear Colleague:

In compliance with California Education Code section 70901 and California Code of Regulations, Title 5, Subchapter 2. Approval by the Chancellor, the California Community Colleges Chancellor's Office Academic Affairs Division has reviewed and approved the following instructional program:

**CURRICULUM INVENTORY RECORD**

**College:** 031

**Credit Status:** Credit

**Program Title:** Diesel Farm Machinery and Heavy Equipment Technician

**Program Award:** Certificate of Achievement: 18 or greater semester (or 27 or greater quarter) units

**Program Control Number:** 31878

**TOP Code:** 094700

**Program Goal(s):** Career Technical Education (CTE)

For a program to be recognized by the U.S. Department of Education, the Accrediting Commission for Community and Junior Colleges/Western Association of Schools and Colleges (ACCJC/WASC) must approve the program as a substantive change. Once a program is approved by the California Community Colleges Chancellor's Office (CCCCO), colleges must follow the steps outlined in the ACCJC Manual ([www.accjc.org](http://www.accjc.org)). Please note: colleges are not eligible to collect state apportionment or federal support for granting this award without first receiving approval from the Chancellor's Office and the ACCJC.

For questions regarding this review please submit your written inquiry to [curriculum@cccco.edu](mailto:curriculum@cccco.edu).

Sincerely,

Academic Affairs Division  
California Community Colleges Chancellor's Office