

Carol Lee

From: Jeff Mills [jmills@sdccd.edu]
Sent: Friday, March 14, 2008 9:57 AM
To: Carol Lee
Subject: RE: CurricuNet Query

Carol,

Contacting Governet is the best way to get CurricUNET. George Tamas and Steve Thyberg are the principle parties to speak with:

George Tamas
CEO, Governet
1520 Bolero Drive
Santa Barbara, CA 93108
(805) 969-9302
FAX: (801) 469-9769

www.governet.net

george.tamas@governet.net

I don't have any information on pricing but you can get an online cost analysis from their homepage:

http://www.curricunet.com/cnet_home/survey.cfm

In a pinch, we could give your college a CurricUNET presentation--just not on March 20th.

Jeff

From: Carol Lee [mailto:carol.lee@imperial.edu]
Sent: Thursday, March 13, 2008 6:06 PM
To: Jeff Mills
Subject: CurricuNet Query
Importance: High

Jeff,

So after you've now listened to my rambling phone message. I'll try again.

IVC is currently strongly interested in CurricuNet and we'd like to "buy" in on it this academic year if it suits our campus needs. Who do we contact for a presentation? And, sorry, my campus is on a rush – if it is you – Would March 20 at 3 PM work for you? And, again, the big question is : Is CurricuNet compatable with BANNER? If not – this kills the need right now and I thank you very much for your help.

I'm here at IVC tomorrow at 8 AM until 5 PM. My direct line is: (760) 355-6263.

Thanks!

Carol

Carol Lee

From: George Tamas [george.tamas@governet.net]
Sent: Friday, March 14, 2008 6:30 PM
To: Carol Lee
Subject: RE: CurricUNET - Quick Question
Attachments: Curricunet References Banner.doc



Carol,

Yes, Curricunet is compatible with Banner. We have a number of our 84 colleges that use Banner. I have attached a reference list of several of those institutions that you may wish to contact. Please let us know when you are ready to view an online demonstration.

George



George Tamas
Chief Executive Officer
Governet
1520 Bolero Drive
Santa Barbara, CA 93108
(805) 969-9302
FAX: (801) 469-9769
george.tamas@governet.net

From: Carol Lee [carol.lee@imperial.edu]
Sent: Friday, March 14, 2008 12:39 PM
To: George Tamas
Subject: CurricUNET - Quick Question

Hello,

Is CurricUNET compatible with BANNER? If you give me a yes, you will be hearing from (or already have received) my VP of Instruction, Kathy Berry, a request for more information. If not, thank you so much for your time in response to this query.

Carol E. Lee
Co-Chair, Curriculum & Instruction Committee
Imperial Valley College

Carol Lee

From: George Tamas [george.tamas@governet.net]
Sent: Wednesday, March 19, 2008 7:02 PM
To: Linda Amidon
Cc: Kathy Berry; Carol Lee; Steve Thyberg; Paula Young
Subject: RE: CurricuNet
Attachments: CURRICUNET PRESENTATION FOLDER 070103 C.pdf; CURRICUNET CLIENT LIST 080319.doc



Governet

Linda,

We will be happy to provide you with a demonstration and discussion of CurricuNet on Thursday, April 17, at 3:00PM. Due to the large number of demonstrations we are now doing across North America, we now conduct these as online Web demonstrations. The process is very simple and effective. Here is what you will need at your end:

- A PC with an Internet connection
- A Web browser (preferably MSIE 6 or better) with the free Flash Player installed
- A data projector
- A speakerphone and someone on your end to act as "navigator" following our step by step instructions

Please send me the name and contact information for your designated navigator. I will contact that person in the week prior to the demonstration to go over the process. Also, please send me the phone number of the room where your group will be gathered.

Lastly, I have attached a few materials which your group might find helpful in preparing for the demonstration. We look forward to our demonstration.

George

George Tamas
Chief Executive Officer
Governet
1520 Bolero Drive
Santa Barbara, CA 93108
(805) 969-9302
FAX: (801) 469-9769
george.tamas@governet.net

From: Linda Amidon [linda.amidon@imperial.edu]
Sent: Wednesday, March 19, 2008 3:54 PM
To: George Tamas
Cc: Kathy Berry; Carol Lee
Subject: CurricuNet

Dear Mr. Tamas:

I am contacting you on behalf of Kathy Berry, Vice President for Academic Services, Imperial Valley College (IVC). IVC is very interested in CurricuNet especially since it is compatible with Banner. We would like to schedule a presentation of the program at IVC's Curriculum & Instruction Committee meeting on April 17, 2008 at 3:00 p.m. Would a Governet representative be available to make the presentation to the committee? If I should contact another individual to arrange the the CurricuNet presentation, would you be please provide the contact information for that person?

Thank you for your time and assistance.

Linda Amidon
Administrative Assistant
Academic Services
Imperial Valley College
380 E. Aten Road
Imperial, CA 92251
Tel: (760) 355-6215
Fax: (760) 355-2663

Carol Lee

From: George Tamas [george.tamas@governet.net]
Sent: Wednesday, April 09, 2008 9:45 AM
To: Linda Amidon
Cc: Kathy Berry; Carol Lee; Steve Thyberg
Subject: RE: Rescheule Demo of CurricuNet



Linda,

Not a problem. I'll call Carol early that week to go over a few test items to confirm that your system/browser is set up properly. Thanks.

George



George Tamas
Chief Executive Officer
Governet
1520 Bolero Drive
Santa Barbara, CA 93108
(805) 969-9302
FAX: (801) 469-9769
george.tamas@governet.net

From: Linda Amidon [linda.amidon@imperial.edu]
Sent: Wednesday, April 09, 2008 9:44 AM
To: George Tamas
Cc: Kathy Berry; Carol Lee
Subject: Rescheule Demo of CurricuNet

George,

It will be necessary to reschedule the demonstration of CurricuNet to the Imperial Valley College Curriculum & Instruction Committee, from Thursday, April 17 to Thursday, April 24. The time will remain the same at 3:00 p.m., as will the designated navigator person (i.e., Carol Lee; telephone 760-355-6263; carol.lee@imperial.edu) and telephone number for the room where the demonstration will take place (760-355-6191).

Thanks!

Linda Amidon
Academic Services
Imperial Valley College
380 E. Aten Road
Imperial, CA 92251

Tel: (760) 355-6215
Fax: (760) 355-2663

PL TOPIC	DOCUMENTATION	Co-Chairs	NOTE(S)
1 C&I Forms	C&I Minutes of 10/19/06 (Michael Boyle)	Gary Rodgers/Carol Lee	Attempt by IVC to start a home grown curriculum system. Mr. Boyle indicated this was out of his job classification.
2 Curriculum	Email - 02/22/07	Carol Lee to Conveyor Group	CurrOnlineFormsProj.xls Members: Linda Amidon, Gary Rodgers; Robin Ying; Patricia Robbies; Valerie Rodgers; & Carol Lee
3 C&I Forms	C&I Minutes of 08/16/07 (Conveyor Group)	Kathy Berry/Carol Lee	Forms on Conveyor Group's server.
4 Curriculum	C&I Minutes of 10/04/07	Kathy Berry/Carol Lee	Linda Amidon - status report (w/Div Chairs & Secretaries)
5 Other Items	C&I Minutes of 03/20/08 (Item. V)	Kathy Berry/Carol Lee	CurricUNET Discussed

Carol Lee

From: Carol Lee
Sent: Thursday, February 22, 2007 10:52 AM
To: aaron@conveyorgroup.com
Cc: Linda Amidon; Gary Rodgers; Robin Ying; Patricia Robles; Valerie Rodgers
Subject: Curriculum Forms
Attachments: CurrOnLineFormsProject.xls

Aaron,

As per our meeting of this Monday, February 19, I am forwarding the EXCEL document that has (check the "tabs) FORM 1, FORM 2, FORM 3, Course Outline-of Record FORM, and the Distance Education Form. I have tweaked them further as per our discussion on Monday and put some comments from the committee (from my notes) in various colors (coding identified at the top of the documents).

I do want to let you know that I emailed this same information to everyone, but Valerie Rodgers, on December 7, 2006. I've checked the email address and it looks good so I don't know why it may have bounced from this original email.

I will bring "color printed" copies to our meeting on February 26 at 1:30 pm.

Carol E. Lee

Carol Lee

From: Aaron F. Popejoy [aaron@conveyorgroup.com]
Sent: Thursday, February 22, 2007 12:45 PM
To: Carol Lee
Subject: Re: Curriculum Forms

Got it!

Can see that I received it before, but it wouldn't have made much difference. We really need the whole thing planned out before we do the programming work. We can only experiment with the pieces until the framework is in order.

Thanks for sending it.

--

Aaron F. Popejoy

--

Creative Director/Account Manager,
Conveyor Group

--

Director, El Centro Chamber of Commerce
Director, Rotary Club of El Centro, CA
Director, Imperial Valley Community Foundation
Member, American Institute of Graphic Arts

--

aaron@conveyorgroup.com

--

Phone: 760-353-1221
Fax: 760-352-1180

--

234 W. Main Street - Suite C
El Centro, CA 92243

--

www.conveyorgroup.com

--

Move Up In The World...
Call Conveyor Group Today!

Carol Lee

From: Carol Lee
Sent: Thursday, February 22, 2007 1:48 PM
To: Aaron F. Popejoy
Subject: RE: Curriculum Forms

Aaron,

Would suggest whomever is assigned this that you look at the CSU web site at their application. This format/presentation is really quite easy to follow and this might be a nice way to break down items. For example: Since IVC students are considered transfer students – as soon as they tell the system that they have over 60 units – it blocks out the two freshman tabs. I think this could work for the non-credit information and distance education.

www.csumentor.edu

click on apply online tab
click on "Undergraduate Admission Applications"
click on 2007-2008 Applications
Here have whomever you have assigned this too

Create an account and then click on one of the colleges such as CSUBakersfield. And then, walk you're way through the application.

The applications all following the same format and you just don't SUBMIT but maybe it can give you some nice ideas.

Carol

From: Aaron F. Popejoy [mailto:aaron@conveyorgroup.com]
Sent: Thursday, February 22, 2007 12:45 PM
To: Carol Lee
Subject: Re: Curriculum Forms

Got it!

Can see that I received it before, but it wouldn't have made much difference. We really need the whole thing planned out before we do the programming work. We can only experiment with the pieces until the framework is in order.

Thanks for sending it.

--

Aaron F. Popejoy

--

Creative Director/Account Manager,
Conveyor Group

--

Director, El Centro Chamber of Commerce
Director, Rotary Club of El Centro, CA
Director, Imperial Valley Community Foundation
Member, American Institute of Graphic Arts

--

aaron@conveyorgroup.com

--

Phone: 760-353-1221

Fax: 760-352-1180

--

234 W. Main Street - Suite C
El Centro, CA 92243

--

www.conveyorgroup.com

--

Move Up In The World...
Call Conveyor Group Today!

Carol Lee

From: Carol Lee
Sent: Friday, March 30, 2007 8:14 PM
To: Valerie Rodgers; Linda Amidon; Patricia Robles
Subject: REVISED ONLINE DOCUMENTS (AGAIN) - OVERWRITE YOUR OTHER FILES
Attachments: CurrOnLineFormsProject.xls

I HOPE THIS IS IT!!!!!!!!!!!!!!!!!!!!!!

Carol Lee

From: Carol Lee
Sent: Thursday, April 05, 2007 11:53 AM
To: 'aaron@conveyorgroup.com'
Cc: Linda Amidon; Valerie Rodgers; Patricia Robles; Gary Rodgers; Robin Ying
Subject: FORMS - Curriculum
Attachments: CurrOnLineFormsProject.xls

Importance: High

Aaron – Here's the attachment. Excel Spreadsheet

Carol

PS: Please email me that you received this! cel

Carol Lee

From: Carol Lee
Sent: Wednesday, May 16, 2007 1:21 PM
To: Aaron F. Popejoy
Subject: RE: Clarification on Forms

Default should go to an existing list. Should have been "green" I believe. Can you tell me what form you are working on so I can verify. Thanks.

Carol

PS: We're you ever able to do a formal invoice for the SDSU/IV and IVC brochure? I don't have one yet and both campuses would like to at least encumber the money under this year's funds. cel

From: Aaron F. Popejoy [mailto:aaron@conveyorgroup.com]
Sent: Wednesday, May 16, 2007 10:10 AM
To: Carol Lee
Subject: Clarification on Forms

Hi Carol,

I need to clarify what the term "DEFAULT" means or refers to in your forms. You used it in several fields on each form - but it is not labeled in green. From my notes, green indicates a pull-down list rather than an open field. Red is for a radio button (one or the other but not both). So, "default" isn't clear to us.

--

Aaron F. Popejoy

--

Creative Director/Account Manager,
Conveyor Group

--

Director, El Centro Chamber of Commerce
Director, Rotary Club of El Centro, CA
Director, Imperial Valley Community Foundation
Member, American Institute of Graphic Arts

--

aaron@conveyorgroup.com

--

Phone: 760-353-1221
Fax: 760-352-1180

--

234 W. Main Street - Suite C
El Centro, CA 92243

--

www.conveyorgroup.com

--

Move Up In The World...
Call Conveyor Group Today!

Carol Lee

From: Aaron F. Popejoy [aaron@conveyorgroup.com]
Sent: Friday, May 11, 2007 1:13 PM
To: Linda Amidon
Cc: Valerie Rodgers; Carol Lee; Patricia Robles
Subject: Re: C&I Forms

Hi Linda,

I actually communicated with Robin and Gary about it yesterday as part of a current projects report. We're working on it, but it's still a while from presentation. We still need the original 60/30 timeline. 60 days development, and 30 days refinement. Our goal was to have all documents (final) from you by mid March so we could have a rough system by mid May. Then refine down for June before everyone was gone for summer. We didn't actually get the finals from you until April 5, so we're operating a couple of weeks off schedule from the start. Because you packaged the product better, I believe the refinement process will go a lot smoother. However, the forms are more precise, and you have provided more direction - so they are now more complicated than first expected (and proposed). To mitigate this, we are watching our time very carefully - and only scheduling blocks of hours where maximum focus are allowed. This increases our efficiency a little - but spreads out the project some. We'll keep you posted on progress from this point forward. I suggested to Gary that you use the 17th to present your system workflow and form design on paper. Describe the process and inform your full committee how it will work so that they are already very familiar with it when they see it working. This should reduce any unnecessary revisions - which are not budgeted for anyway.

Thanks for following up,

--
Aaron F. Popejoy

--
Creative Director/Account Manager,
Conveyor Group

--
Director, El Centro Chamber of Commerce
Director, Rotary Club of El Centro, CA
Director, Imperial Valley Community Foundation
Member, American Institute of Graphic Arts

--
aaron@conveyorgroup.com

--
Phone: 760-353-1221
Fax: 760-352-1180

--
234 W. Main Street - Suite C
El Centro, CA 92243

--
www.conveyorgroup.com

--
Move Up In The World...
Call Conveyor Group Today!

Carol Lee

From: Aaron F. Popejoy [aaron@conveyorgroup.com]
Sent: Wednesday, May 16, 2007 10:10 AM
To: Carol Lee
Subject: Clarification on Forms

Hi Carol,

I need to clarify what the term "DEFAULT" means or refers to in your forms. You used it in several fields on each form - but it is not labeled in green. From my notes, green indicates a pull-down list rather than an open field. Red is for a radio button (one or the other but not both). So, "default" isn't clear to us.

--

Aaron F. Popejoy

--

Creative Director/Account Manager,
Conveyor Group

--

Director, El Centro Chamber of Commerce
Director, Rotary Club of El Centro, CA
Director, Imperial Valley Community Foundation
Member, American Institute of Graphic Arts

--

aaron@conveyorgroup.com

--

Phone: 760-353-1221
Fax: 760-352-1180

--

234 W. Main Street - Suite C
El Centro, CA 92243

--

www.conveyorgroup.com

--

Move Up In The World...
Call Conveyor Group Today!

Carol Lee

From: Aaron F. Popejoy [aaron@conveyorgroup.com]
Sent: Wednesday, May 23, 2007 11:15 AM
To: Carol Lee
Subject: Need your help...

Hi Carol,

we have a basic system in place, and a working form. We need you to come by and discuss it with us before we add the other forms. That way we know we're on the right track, and the workflow is correct. It has been built modularly so that forms can be edited in the future without messing up the whole thing, but that can be very time consuming. I think you are the best person from the committee to help us with this - assuming you can drop by and talk with Ron about it.

Ron is our programmer.

Thanks,

-Aaron

Carol Lee

From: Ron Goff [ron@conveyorgroup.com]
Sent: Monday, August 13, 2007 3:21 PM
To: Kathy Berry
Cc: Carol Lee; Valerie Rodgers; Patricia Robles
Subject: Fwd: C&I Forms

Here is the link to the IVC CI Forms.

http://conveyorgroup.com/IVC_Forms/

Admin Account (setup Proposers, setup Committee and setup Admin Accounts)

U: KAdmin
P: 123456789

User Account aka Proposer account (Create and edit proposals)

U: KUser
P: 123456789

Committee Account (Review and Sign off on proposals)

U: KCom
P: 123456789

Let me know if you have any questions, I will be doing further development and updates but they are usable. I can create additional accounts or you can just let me know what you'd like me to do.

Ron Goff

--

Technology Director

Conveyor Group

--

ron@conveyorgroup.com

--

Phone: 760-355-1500

Fax: 760-355-8855

--

2419 Imperial Business Park Drive
Imperial, CA 92251

--

www.conveyorgroup.com

--

Move Up In The World...

Call Conveyor Group Today!

**IMPERIAL VALLEY COLLEGE
CURRICULUM AND INSTRUCTION COMMITTEE MEETING
ADOPTED MINUTES
REGULAR MEETING
THURSDAY, MAY 31, 2007
3:05 p.m. – Board Room**

Present: Kathy Berry Frank Fernandez Carol Lee Lianna Zhao
Krista Byrd Melani Guinn Gary Rodgers David Zielinski
Ted Ceasar Gonzalo Huerta Val Rodgers Robin Ying
Jan Magno (for Victor Jaime)

Consultants: Efrain Silva

Absent: Victor Jaime David Drury Kathie Westerfield Norma Nunez
Frances Beope

Visitors: Gloria Carmona Jose Lopez Dennis Carnes Allyn Leon

Recorder: Linda Amidon

I. Opening of the Meeting

A. Call to Order of Regular C & I Meeting – Gary Rodgers, Co-Chair

Gary Rodgers, Co-Chair, called the regular meeting of the Imperial Valley College Curriculum and Instruction Committee to order at 3:10 p.m., on Thursday, May 31, 2007.

B. Approval of the Minutes of May 17, 2007

M/S/C Zhao/Ying to approve the C & I meeting minutes of May 17, 2007, as presented. The motion carried.

II. Action Items

M/S/C Zhao/Guinn to place the action items on a consent agenda, with items B, C and D.8 pulled for discussion. The motion carried.

Consent Agenda

A. DOCUMENTATION OF OFFICIAL COMMITTEE ACTION TRANSACTED VIA EMAIL

1. FACULTY REPLACEMENT POLICY CHANGES RECOMMENDED BY THE PLANNING & BUDGET COMMITTEE

Approved the business transacted via email, relating to the changes to the faculty replacement policy recommended by the Planning & Budget Committee, as official action of the C&I Committee, as presented.

D. REVISED COURSES

1. NURS 121 - Nursing Skills Laboratory II (1.0)

Approved the revision of the course corequisites, for NURS 121, for the 2007 – 08 general catalog, as presented.

2. NURS 211 – Nursing Skills Laboratory III (1.0)

Approved the revision of the course prerequisites and corequisites, for NURS 211, for the 2007 – 08 general catalog, as presented.

3. NURS 216 – Patient Care Management and Leadership (2.0)

Approved the revision of the recommended preparation for NURS 216, for the 2007 – 08 general catalog, as presented.

4. NURS 221 - Nursing Skills Laboratory IV (1.0)

Approved the revision of the course prerequisites and corequisites, for NURS 221, for the 2007 – 08 general catalog, as presented.

5. NURS 230 – Nursing Trends (1.0)

Approved the revision of the course prerequisites and corequisites, for NURS 230, for the 2007 – 08 general catalog, as presented.

6. NURS 231 – Nursing Process and Application III (8.5)

Approved the revision of the course prerequisites, for NURS 231, for the 2007 – 08 general catalog, as presented.

7. NURS 241 – Nursing Process and Application IV (8.5)

Approved the revision of the course prerequisite, for NURS 241, for the 2007 – 08 general catalog, as presented.

E. DELETED COURSES

1. ENGL 061 – Basic ESL/Civics (4.0)

Approved the deletion of ENGL 061 from the credit curriculum since the course has been moved to the noncredit program, commencing with the 2007 – 2008 general catalog, as presented..

2. WELD 110 – Oxy-Acetylene Welding (2.0)

3. WELD 120 – ARC Welding (3.0)

Approved the deletion of WELD 110 and WELD 120, commencing with the 2007 – 2008 general catalog, as presented.

F. DISTANCE LEARNING COURSES

- 1. AHP 100 – Medical Terminology (3.0) – Addendum Document**
- 2. CIS 050 – Learning Online – An Orientation (1.0) – Addendum Document**
- 3. ENGL 093 – Intermediate Grammar and Composition for ESL (4.0) – Addendum Document**
- 4. ENGL 111 – Reading and Composition (3.0) – Addendum Document**
- 5. ENGL 201 – Advanced Composition (3.0) – Addendum Document**
- 6. FREN 110 – Elementary French (5.0) – Addendum Document**
- 7. GEOL 110 – Earth and Space Science (3.0) – Addendum Document**
- 8. MATH 090 – Intermediate Algebra (4.0) – Addendum Document**
- 9. MATH 110 – Number Systems in Elementary Mathematics (3.0) – Addendum Document**
- 10. MATH 120 – Introductory Statistics with Applications (3.0) – Addendum Document**
- 11. PE 100 – Lifetime Exercise Science (2.0) – Addendum Document**
- 12. POLS 102 – American Government & Politics (3.0) – Addendum Document**
- 13. SPAN 200 – Intermediate Spanish (5.0) – Addendum Document**

14. SPAN 220 – Bilingual Spanish (5.0) – Addendum Document

Approved the Distance Education Addendums for AHP 100, CIS 050, ENGL 093, ENGL 111, ENGL 201, FREN 110, GEOL 110, MATH 090, MATH 110, MATH 120, PE 100, POLS 102, SPAN 200 AND SPAN 220, to provide greater access and allow the inclusion of all modalities of learning, for summer 2007, as presented.

G. NONCREDIT COURSES

1. MATH 800 – General Mathematics Review (60 hours)

Approved new noncredit course, MATH 800, for the 2007 – 08 academic year, as presented.

Regular Agenda

B. FACULTY REPLACEMENT POSITIONS

Members reviewed the attachment, "Faculty Replacement Positions in State of Uncertainty Due to Hiring Freeze," which reflected a total of 23 positions including 13 that had been crossed off the list to indicate they had been filled or were currently being recruited, and 10 remaining positions that "...have been validated for replacement and the dates of vacancy confirmed by HR."

Carol Lee asked members if there was any sense from the Planning & Budget Committee to hire for 2007 – 2008. Members responded that funds were not included in the budget but hiring was planned for 2008 – 2009. It was suggested that since the 10 positions were planned for 2008 – 2009 the committee should decide later on the prioritization of the positions. It was also suggested that the list of positions be reviewed annually and then filled, or that the positions be filled as the budget allows. Krista pointed out that the latter suggestion would result in the budget again driving instruction. Following discussion regarding amending the original motion, the motion was modified to read as follows:

M/S/C Ying/Guinn to recommend that the 10 positions reflected on the attachment will be filled in the order vacated until all positions are either filled or relinquished. The motion carried.

C. APPROVAL OF 2007 – 2008 MEETING CALENDAR

M/S/C Zhao/Ying to approve the C & I Committee meeting calendar for the 2007 – 2008 academic year, as amended. The motion carried.

Krista Byrd stated that she had suggested to Carol Lee that C & I Committee meetings should be held in July, August and January since division chairs were now on a 199-day contract. It was recommended that at least one meeting take place each month. The committee agreed to add the following meetings to the calendar: July 12, 8:30 a.m.; August 16, 3:05 p.m.; January 17 and 31, time TBA; June 19, time TBA.

D.8. WE 210 – Internship (1.0)

THIS ITEM WAS WITHDRAWN.

III. Discussion Items

A. Online Curriculum Forms

Robin Ying informed the committee that Conveyor Group needed more time to complete the project. Carol Lee stated that she had met with Conveyor Group representatives last Friday and went over the first form, which she described as a nice and smooth process. She indicated that Conveyor Group should be able to move quickly with the rest of the forms and provide a report at the July C & I meeting.

IV. Information Items

Carol announced that the annual College and University Day and the Career Fair would be held October 8, 2007.

V. Other Items

Dr. Carnes requested clarification of the term, "Basic Roster," which Gary referenced in his email to faculty regarding final grades. A brief explanation of the difference between the Final Grade Worksheet and the Basic Roster or Final Grade Roster was provided. Dr. Carnes thanked Gary for co-chairing the C & I Committee. Gary replied that it was a difficult experience for him and encouraged the committee to support Kathy Berry as the new C&I co-chair.

VI. Next Regular Meeting – Thursday, July 12 , 2007, BOARD ROOM MATERIALS DUE: Wednesday, July 3, 2007, to Linda Amidon by 5:00 PM

VII. Adjournment

The meeting was adjourned at 3:50 p.m. Division Chairs and Instructional Deans were asked to remain for a meeting.

**IMPERIAL VALLEY COLLEGE
CURRICULUM AND INSTRUCTION COMMITTEE MEETING
ADOPTED MINUTES
REGULAR MEETING
THURSDAY, AUGUST 16, 2007
3:05 a.m. – Board Room**

Present: Kathy Berry Melani Guinn Val Rodgers
Krista Byrd Gonzalo Huerta Robin Ying
Ted Ceasar Victor Jaime Lianna Zhao
David Drury David Zielinski

Consultants: Efrain Silva Carol Lee

Absent: David Lopez Michael Heumann Kathie Westerfield Norma Nunez
Diedre Pollock- Frances Beope
Blevins

Visitors: Jessica Waddell

Recorder: Linda Amidon

I. Opening of the Meeting

A. Call to Order of Regular C & I Meeting – Kathy Berry, Co-Chair

Kathy Berry, Co-Chair, called the regular meeting of the Imperial Valley College Curriculum and Instruction Committee to order at 3:10 p.m., on Thursday, August 16, 2007.

B. Approval of the Minutes of July 13, 2007

M/S/C Jaime/Ceasar to approve the C & I meeting minutes of July 13, 2007, as presented. The motion carried.

II. Action Items

A. AMENDMENTS TO C & I COMMITTEE RECOMMENDATIONS

1. **DSPS 030, Reading and Spelling for Students with Learning Differences**
2. **DSPS 032, Reading and Spelling for Students with Learning Differences**
3. **DSPS 034, Reading and Spelling for Students with Learning Differences**
4. **DSPS 036, Reading and Spelling for Students with Learning Differences**
5. **DSPS 020 (3.0), Math for Students with Learning Differences**
6. **DSPS 022 (3.0), Math for Students with Learning Differences**
7. **DSPS 024 (3.0), Math for Students with Learning Differences**
9. **DSPS 026 (3.0), Math for Students with Learning Differences**
10. **DSPS 250 (3.0), Working with Autistic Children**
11. **DSPS 005 (2.0), Recreation for Special Groups**
12. **DSPS 012 (1.0), Academic Support Services**
13. **DSPS 050 (1.0), Adapted Keyboarding**
14. **DSPS 052 (.5), Computer Access Evaluation**
15. **DSPS 056 (2.0), Computer Access II**
16. **DSPS 058 (3.0), Computer Access Projects**
17. **DSPS 242 (2.0), Practicum Experience to Work with the Disabled Person**
18. **DSPS 054 (1.0), Computer Access I**
19. **DSPS 240 (3.0), Understanding Exceptional Students**
20. **DSPS 044 (2.0), Current Issues**

M/S/C Ceasar/Drury to approve the amendment to the recommendation of the C & I Committee, made at its meeting of February 15, 2007, as shown below, since the C & I Committee agreed at its meeting of March 1, 2007, to include term hours based on an 18-week semester for each course in the General Catalog, effective with the 2007 – 2008 catalog. The motion carried.

“M/S/C Ceasar/V. Rodgers to approve the revisions to the ~~lecture and lab hours~~, course number(s), textbook upgrades, course objectives and core content for DSPS 030, 032, 034, 036, 020, 022, 024, 026, 250, 005, 012, 050, 052, 056, 058, 242, 054, 240, and 044, commencing with the 2007-08 academic year, as presented. The motion carried.”

21. ENGL 041 (5.0), Communication Skills for Healthcare Professionals II

M/S/C Zielinski/Guinn to approve the amendment to the recommendation of the C & I Committee, made at its meeting of July 13, 2007, as shown below. The motion carried.

“M/S/C Jaime/Ceasar to approve the addition of ENGL 041 to the credit course curriculum, ~~effective fall 2007 for the 2008–09 general catalog~~, as corrected. The motion carried.”

22. BIOL 180 (4.0), General Biology: Molecules, Cells and Genetics

23. BIOL 182 (4.0), General Biology: Principles of Organismal Biology

M/S/C Zhao/Dury to approve the amendment to the recommendation of the C & I Committee, made at its meeting of July 13, 2007, to add BIOL 180 and BIOL 182 to the list of science courses with lab for which the class limit or quota has changed from 28 to 24 effective with the 2008 – 2009 academic year. The motion carried.

B. GENERAL CATALOG (TEXTUAL, MAJOR AND CERTIFICATE ITEMS)

1. Revisions of Majors and Certificates

a. Administration of Justice Certificate

M/S/C Jaime/Rodgers to approve the correction to the testing statement for the Administration of Justice Certificate, effective with the 2007 - 2008 academic catalog, as presented. The motion carried.

2. Termination of CAN statements in IVC General Catalog

M/S/C Jaime/Ceasar to approve the termination of CAN (California Articulation Numbering) System statements in the General Catalog, since the system has been terminated statewide, effective with the 2008 – 2009 academic calendar, as presented. The motion carried.

C. CURRICULUM COORDINATOR NOMINATIONS

This item was tabled. It was recommended that this item be added as an information item to the agenda for the next Academic Senate meeting. Kathy will make a formal request to Bruce Seivertson, Academic Senate President.

III. Discussion Items - None

IV. Information Items

A. TOP Changes (Handout)

Linda briefly explained that the handout, a letter from the Chancellor's Office, included the latest TOP Code changes and additions.

B. Basic Skills Meeting

Kathy announced that a basic skills meeting would take place on September 14 at College of the Desert. The new basic skills initiative and other changes will be explained at the meeting. Fifteen District faculty and staff will attend the meeting.

C. Future C & I Meetings

Kathy recommended that in the future no C & I meetings take place the day before the fall faculty and staff orientation. Members concurred.

D. C & I Forms

Kathy announced that the online C & I forms program is on the Conveyor Group's server. She will forward to Linda the link and login information and Linda will send this information to committee members. Linda was asked to arrange a demo of the program to take place during the next Instructional Council meeting. Kathy explained that the program requires that all courses be entered into the system.

V. Other Items - None

**VI. Next Regular Meeting – Thursday, September 6, 2007, BOARD ROOM
MATERIALS DUE: Wednesday, August 29, 2007, to Linda Amidon by 5:00 PM**

VII. Adjournment

The meeting was adjourned at 3:28 p.m.

**IMPERIAL VALLEY COLLEGE
CURRICULUM AND INSTRUCTION COMMITTEE MEETING
ADOPTED MINUTES
REGULAR MEETING
THURSDAY, OCTOBER 4, 2007
3:05 a.m. – Board Room**

Present: Kathy Berry Melani Guinn Valerie Rodgers
Krista Byrd Gonzalo Huerta Robin Ying
Ted Ceasar Victor Jaime Lianna Zhao
Diedre Pollock-Blevins Carol Lee David Zielinski
Dave Drury

Consultants: Norma Nunez Kathie Westerfield Efrain Silva

Absent: David Lopez

Visitors: Jessica Waddell Gloria Carmona Evelyn Gutierrez (student)

Recorder: Linda Amidon

I. Opening of the Meeting

A. Call to Order of Regular C & I Meeting – Carol Lee, Co-Chair

Carol Lee, Co-Chair, called the regular meeting of the Imperial Valley College Curriculum and Instruction Committee to order at 3:05 p.m., on Thursday, October 4, 2007.

B. Approval of the Minutes of September 6, 2007

M/S/C Zhao/Jaime to approve the C & I meeting minutes of September 6, 2007, as presented. The motion carried.

II. Action Items

A. MAJORS AND/OR CERTIFICATES

1. Deletion of Majors and/or Certificates

a. Basic Computer Skills Certificate

M/S/C Rodgers/Melani to approve the deletion of the Basic Computer Skills Certificate, commencing with the 2008 – 2009 academic catalog, as presented. The motion carried.

Val Rodgers explained that the basic computer skills courses have been removed from the credit curriculum and are now offered as noncredit courses. Efrain stated the college is currently offering a noncredit basic computer class and 25 senior citizens are taking the class.

b. Employment Readiness Certificate

M/S/C Rodgers/Pollock-Blevins to approve the deletion of the Employment Readiness Certificate, commencing with the 2008 – 2009 academic catalog, as presented. The motion carried.

Val Rodgers explained that the courses required for the Employment Readiness Certificate have been removed from the credit curriculum and are being offered as noncredit courses.

- c. **Patient Services Administration Major**
- d. **Patient Services Administration Certificate**

M/S/C Rodgers/Berry to approve the deletion of the Patient Services Administration Major and Certificate, for the 2008 – 2009 academic catalog, as presented. The motion carried.

B. CREDIT COURSES

1. Revised Courses

- a. **ENGL 270, Introduction to Linguistics (3.0)**

M/S/C Zielinski/Ying to approve the revision of the course prerequisite and description, and upgrading of textbooks for ENGL 270, effective with the spring 2008 semester, as presented. The motion carried.

- b. **FIRE 101, Fire Prevention Technology (3.0)**
- c. **FIRE 102, Fire Protection Equipment and Systems (3.0)**
- d. **FIRE 103, Building Construction for Fire Protection (3.0)**
- e. **FIRE 104, Fire Behavior Combustion (3.0)**

M/S/C Pollock-Blevins/Guinn to approve the removal of the prerequisite from FIRE 101, FIRE 102, FIRE 103 and FIRE 104, commencing with the spring 2008 semester, as modified. The motion carried.

2. Deleted Courses

- a. **CIS 132, Front Page 1 (1.0)**
- b. **CIS 133, Front Page 2 (1.0)**

M/S/C Rodgers/Jaime to approve the deletion of CIS 132 and CIS 133 from the credit course curriculum, since Microsoft has discontinued the Front Page web page development software application, commencing with the 2008 – 2009 academic catalog, as presented. The motion carried.

C. NONCREDIT COURSES

1. New Noncredit Courses

- a. **BUS 830, Entrepreneurial Academy (54 seat hours)**

M/S/C Rodgers/Guinn to approve the addition of BUS 830 to the noncredit course curriculum, effective with the spring 2008 semester, as presented. The motion carried.

Norma Nunez questioned the grading criteria of “pass/fail” option, and Val Rodgers explained it is the required option for all noncredit courses. She indicated the course would be offered upon approval by the Chancellors’ Office. Ben Solomon, Director of SBDC, currently teaches the course on a consultant basis.

D. DISTANCE EDUCATION COURSES

1. PE 102, Physical Fitness, Coed (1.0) – Addendum Document

*M/S/C Zhao/Guinn to approve the Distance Education Addendum for PE 102, to provide greater access and allow the inclusion of all modalities of learning, as presented.
The motion carried.*

III. Discussion Items

A. Curriculum Forms

Linda Amidon provided a brief status report: Division chairs and secretaries attended a meeting at which utilization of the forms was demonstrated. From this meeting a list of issues was developed and submitted to The Conveyor Group. The Conveyor Group has addressed a majority of the issues but had questions regarding some of them. Additional information has been provided to The Conveyor Group and a response is pending.

B. Eligibility for Noncredit Classes (age range)

Carol Lee shared the contents of a letter which Efrain Silva had emailed to committee members. She explained the item was provided as an information item at this time but would be considered as an action item at the next meeting. Discussion followed during which members identified courses in which students as young as 16 could enroll (i.e., SAT preparation courses) and suggested proposed policy language. Carol encouraged members to review Efrain's email and present a motion for the next C&I meeting.

C. Basic Skills Regional Meeting

Kathy provided a report on the Basic Skills Regional Meeting which she had attended along with several IVC faculty and staff members. She stated the group met today to discuss the development of the comprehensive basic skills plan which is due by May 1, 2008. She announced the group is open for mini proposals between now and October 18, 2007. Some of the proposals suggested by the group were that a basic skills coordinator be hired and that members of the group travel to other colleges to see what they're including in their plans.

D. Prioritization of Faculty Positions

Kathy Berry inquired whether the prioritization plan agreed upon last year was in effect for 2007 – 2008. Members responded that it was not and Victor Jaime proceeded to summarize the events which took place with regard to revision of the faculty replacement policy. Carol encouraged committee members to begin thinking about this item and stated it would be considered as an action item at the next C&I meeting. Kathy directed members to contact Dawn to request data to consider in their review.

E. Course Offerings

This item was removed from the agenda.

IV. Information Items

A. Certification Training, Stand-Alone Course Approval

Carol Lee stated that she had originally asked members to train individually. She informed members that she would participate in the training on October 18 and would then train members. Kathy suggested that group training be arranged and members concurred with her suggestion. Training will take place on October 18 from 8:30 a.m. – 10:00 a.m. Linda will check on the availability of the Board room for the training, and Robin will arrange for setup of the AV equipment.

V. Other Items - None

A. Priority Registration

Kathie Westerfield would like the committee to recommend that students serving in the armed services be added to priority registration. Carol instructed Kathie to develop a motion and submit it to Linda for inclusion in the agenda for the next C&I meeting.

B. Transferable Courses

Carol Lee distributed to members a document reflecting new UC transferable courses. The list also included re-reviewed courses that were approved as UC transferable.

C. College and University Day

Carol Lee announced that College and University Day would take place Monday, October 8. She indicated that the divisions would be represented, and that 35 institutions and 40 – 45 employers would participate in the event.

VI. Next Regular Meeting

**Next meeting 3:05 p.m., Thursday, October 18, 2007, Board Room.
MATERIALS DUE: 5:00 P.M., Wednesday, October 10, 2007**

VII. Adjournment

The meeting was adjourned at 3:48 p.m.

**IMPERIAL VALLEY COLLEGE
CURRICULUM AND INSTRUCTION COMMITTEE MEETING
ADOPTED MINUTES
REGULAR MEETING
THURSDAY, MARCH 20, 2008
3:00 p.m. – Board Room**

Present:	Kathy Berry Krista Byrd Diedre Pollock-Blevins	David Drury Melani Guinn Gonzalo Huerta	Carol Lee Val Rodgers Lianna Zhao	David Zielinski
Consultants:	Frances Beope	Efrain Silva	Michael Heumann	Kathie Westerfield
Absent:	Ted Ceasar Robin Ying	Victor Jaime	David Lopez	Norma Nunez
Visitors:	Jessica Waddell Becky Green	Dawn Chun	Cesar Guzman	Lency Lucas
Recorder:	Linda Amidon			

I. Opening of the Meeting

A. Call to Order of Regular C & I Committee Meeting – Carol Lee, Co-Chair

Carol Lee, Co-Chair, called the regular meeting of the Imperial Valley College Curriculum and Instruction Committee to order at 3:18 p.m. on Thursday, March 20, 2008.

B. Approval of the Minutes of March 6, 2008

M/S/C Zhao/Pollock-Blevins to approve the C & I meeting minutes of March 6, 2008, as presented. The motion carried.

II. ACTION ITEMS

A. CREDIT COURSES

1. Revised Courses

- a. ART 102 – History and Appreciation of Art (3.0)
- b. ART 104 – History and Appreciation of Modern Art (3.0)

M/S/C Berry/Drury to approve the revision of the course outline to remove the recommended preparation for ART 102 and ART 104, effective with the 2008 - 2009 academic year, with corrections. The motion carried. Corrections included removing the repeatability for both courses and inserting the maximum class limit of 30 for ART 104.

- c. FIRE 130 – Basic Fire Academy I (5.5)
- d. FIRE 131 – Basic Fire Academy II (6.0)

M/S/C Pollock-Blevins/Drury to approve the revision of the course outline to remove PE 100 as the co-requisite for FIRE 130, and PE 104 as the co-requisite for PE 131, effective with the 2008 - 2009 academic year, with corrections. The motion carried. Corrections included changing the effective academic to 2008 – 2009.

- e. FREN 110 – Elementary French II (5.0) **THIS ITEM WAS WITHDRAWN**
- f. FREN 200 – Intermediate French I (4.0) **THIS ITEM WAS WITHDRAWN**

*M/S/WITHDRAWN Rodgers/Drury to approve the revision of the course outline to add FREN 100 as a prerequisite for FREN 110, and FREN 100 and/or FREN 110 as a prerequisite for FREN 200, effective with the 2008 - 2009 academic year, as presented. **THE MOTION WAS WITHDRAWN.***

g. PE 131 – Adapted Sports (1.0)

M/S/C Drury/Byrd to approve the reduction in the class size limit from 20 students to 15 students, due to safety concerns for, and to address the academic needs of, the physically disabled student population served by PE 131, effective with the 2008 – 2009 academic year, as presented. The motion carried.

B. MAJORS AND CERTIFICATES

1. Revised Majors and Certificates

a. Computer Information Systems Major and Certificate

M/S/C Rodgers/Pollock-Blevins to approve the revision of the Computer Information Systems Major and Certificate to delete CIS 204 and add CIS 210 under Sections I and II, and to add BUS 154 as an elective course under Section II, commencing with the 2008 – 2009 academic catalog, as presented. The motion carried.

2. Deleted Majors and Certificates

a. Business Retail Management Certificate

M/S/C Rodgers/Zhao to approve the deletion of the Business Retail Management Certificate, commencing with the 2008 – 2009 academic catalog, as presented. The motion carried.

C. NONCREDIT COURSES

1. New Courses

- a. ENGL 800 – Basic Reading Review Skills (30 Seat Hours)**
- b. ENGL 801 – Basic Writing Skills Review (30 Seat Hours)**

M/S/C Zielinski/Drury to approve the addition of ENGL 800 and ENGL 801 to the noncredit course curriculum, commencing with the 2008 – 2009 academic catalog, as presented. The motion carried.

D. DISTANCE EDUCATION COURSES – ADDENDUM DOCUMENTATION

1. CIS 208 – Programming in JAVA (3.0)

M/S/C Rodgers/Byrd to approve the Distance Education Addendum for CIS 208, commencing fall 2008, to provide greater access and allow the inclusion of all modalities of learning, as presented. The motion carried.

It was noted that the signature page of the addendum was currently being circulated for signatures.

E. GENERAL CATALOG (TEXTUAL, MAJOR AND CERTIFICATE ITEMS)

1. Academic Renewal Policy (2007 – 2008 Catalog, p. 26)

*M/S/C Pollock-Blevins/Zhao to approve the revision of the Academic Renewal Policy (2007 – 2008 Catalog, page 26), by reducing the amount of time to obtain, and modifying the units and GPA requirements to be eligible for, academic renewal, effective with the 2008 – 2009 catalog, as presented.
The motion carried.*

Cesar Guzman, Counselor, stated that he chaired the committee to revise the academic renewal policy, which policy is now in line with other California community colleges. The new policy provides students the opportunity clean up their transcripts by excluding D and F grades for classes that can't be repeated. Students may petition for academic renewal one time only, and it is not reversible.

F. FACULTY REPLACEMENT POSITIONS (10 POSITIONS)

Carol Lee explained that the information in the document handed out to members was extracted from the C & I Committee minutes of October 18, 2007. Kathy Berry explained the purpose of providing the information was to remind the committee of what was agreed upon for strategy purposes. She stated the information comes into play for objectives for next year. Kathy asked members to include the positions in the objectives and strategies for their areas if the positions were indeed needed. To further illustrate the need to revisit the list of faculty positions, Kathy stated that last November the Board gave the direction to implement a police academy and Gary Rodgers has been working on this task with the local police departments. A POST Academy Coordinator would be required, which is potentially a new position; however, Kathy noted that an AJ instructor is included in the list of prioritized positions.

Carol explained that the "Bloom's Revised Taxonomy" information was provided for information only; she stated the information might be helpful for program review.

G. OCCUPATIONAL PROGRAMS – ANNUAL REVIEW (EVERY TWO YEARS)

Gonzalo Huerta will provide a list of the occupational programs that have recently completed the annual review so that the C & I Committee minutes can reflect that the review has taken place. His office has currently been relocated so he was unable to provide a list at the meeting. Kathy noted that a summary of economic impact is required as part of the annual review.

III. DISCUSSION ITEMS

A. Campus Wide Survey

Val Rodgers stated she had submitted the survey to a few C & I Committee members to try out. She asked members if there were any issues with the survey. She stated the survey takes approximately 15 minutes to complete. It was recommended that the survey be completed after spring break. Krista indicated she will provide a random list of classes to survey.

B. Grading Mode – Standard Letter Grade or CR/NC Option

Carol Lee reminded the committee to review the list of courses reflecting the grading mode for each course, which Linda had provided to division chairs and instructional department heads. She provided a brief explanation of the Title 5 provision which states that the grading mode for each course must be identified in the course description. She indicated any changes in grading mode would be submitted as a group to the C & I Committee for approval. To assist members, she explained that basically all CSU and UC transferable courses should have a grading mode of letter grade only. Carol reminded members to submit any course grading mode changes for the April 17 C & I meeting.

C. IVC Catalog and Class Schedule

1. Textual Statements (Assignment/Responsibility Of/For)

Kathy explained that accreditation standards require a prominent sexual harassment statement be included in the general catalog. She cited the need for a C & I Committee member to be responsible for ensuring that text changes are submitted and inserted in the catalog.

M/S/C Huerta/Rodgers to assign the responsibility for the catalog text corrections recommended by the Accrediting Commission (i.e., sexual harassment policy statement, financial aid statement) to Victor Jaime. The motion carried.

2. Catalog Presentation/Design

Brief discussion took place regarding what should be presented in the general catalog. It was recommended that the catalogs of other colleges be looked at. It was also recommended that a catalog subcommittee be established, but since it is too late to do so for the 2008 – 2009 catalog the committee was asked to think about a new presentation and design for the catalog.

3. Redlining (Correction Documents)

Carol Lee informed the committee that Linda had sent copies of catalog text pages to the various individuals for review and revision for the 2008 – 2009 general catalog. She stated that July 1 is the deadline to present the printed catalogs to the college systems. Kathy Berry noted that in addition to general text changes, several revisions are needed in order to comply with recent Title 5 revisions. In the event the changes don't make it in the catalog, it may be necessary to publish an addendum. She stated the deadline could be met if the revisions are made and approved by May. Carol indicated she would email a list of problem courses and programs by the end of next week, and brief discussion regarding majors and certificates followed.

IV. INFORMATION ITEMS

V. OTHER ITEMS

Kathy reminded committee members that the objectives and strategies for their respective areas are due today.

Kathy informed the committee that an online demonstration of CurricuNet has been arranged for April 17, 2008. She has received a tentative commitment from the CBO to purchase the program if it is a priority. She explained the downside to the program is that initially entering the data is a labor intensive process. Val Rodgers pointed out that if CurricuNet was not purchased, or the online forms program not completed, it would be necessary to revise the curriculum forms to comply with Title 5.

Referring to the document reflecting a seven-year composite of certificates and associate degrees from 2000 – 2001 through 2006 – 2007, Carol Lee stated the data was provided for information purposes only. She explained the document is a rough draft; she will proof it and email a corrected document to members. The committee acknowledged the usefulness of the data and thanked Carol for her efforts.

VI. NEXT REGULAR MEETING

Recognizing that little time is left in the semester to make all the required revisions for the 2008 – 2009 general catalog, Kathy recommended postponement of the next C & I Committee meeting for two weeks. She explained this would allow more time for preparation of curriculum materials. Although scheduled to meet April 3, the C & I Committee will instead meet on April 17, and Instructional Council will meet on April 3. Materials for the C & I meeting are due April 9.

VII. ADJOURNMENT

The meeting was adjourned at 4:30 p.m.

**IMPERIAL VALLEY COLLEGE
CURRICULUM AND INSTRUCTION COMMITTEE MEETING
ADOPTED MINUTES
REGULAR MEETING
THURSDAY, FEBRUARY 21, 2008
3:00 p.m. – Board Room**

Present:	Kathy Berry	David Drury	Jan Magno (<i>for V. Jaime</i>)	Val Rodgers
	Krista Byrd	Melani Guinn	Carol Lee	Lianna Zhao
	Ted Ceasar	Gonzalo Huerta	David Lopez	David Zielinski
Consultants:	Frances Beope	Efrain Silva	Michael Heumann	Kathie Westerfield
Absent:	Diedre Pollock-Blevins	Robin Ying	Norma Nunez	
Visitors:	Jessica Waddell	Dawn Chun	Jose Lopez	
Recorder:	Linda Amidon			

I. Opening of the Meeting

A. Call to Order of Regular C & I Committee Meeting – Carol Lee, Co-Chair

Carol Lee, Co-Chair, called the regular meeting of the Imperial Valley College Curriculum and Instruction Committee to order at 3:08 p.m. on Thursday, February 21, 2008.

B. Approval of the Minutes of January 17, 2008

M/S/C Zhao/Rodgers to approve the C & I meeting minutes of January 17, 2008, with corrections (to date in page footer). The motion carried.

II. ACTION ITEMS

A. Courses

1. New Courses

a. CIS 210 – Programming in C++ (3.0)

M/S/C Rodgers/Guinn to approve the addition of CIS 210, Programming in C++, to the credit curriculum, effective with the 2008 – 2009 academic catalog, with corrections. The motion carried.

Corrections included the addition of CIS 101 and CIS 102 as recommended preparation for the course. Business Division Chair, Val Rodgers, stated that the new course would be added to the CIS Certificate.

2. Deleted Courses

a. BUS 062 – Intercultural Business Communications (3.0)

b. BUS 138 – Human Resources Management (2.0)

c. ENVT 100 – Introduction to Environmental Technology (4.0)

- d. ENVT 103 – Hazardous Waste Generation/Reduction/Treatment (3.0)
- e. ENVT 105 – Hazardous Materials Management Applications (3.0)
- f. ENVT 107 – Hazardous Waste Management Applications (3.0)
- g. ENVT 109 – Health Effects of Hazardous Materials (3.0)
- h. ENVT 120 – Hazardous Materials for the First Responder (3.0)
- i. ENVT 121 – Safety, Emergency Response and Spill Control (3.0)
- j. HOSP 100 – Introduction to the Hospitality Industry (3.0)
- k. HOSP 102 – Safety and Sanitation (3.0)
- l. HOSP 104 – Dining Room Services (3.0)
- m. REC 100 – Introduction to Leisure (3.0)
- n. REC 101 – Social Recreation (3.0)
- o. REC 102 – Outdoor Recreation (3.0)
- p. REC 103 – Recreation for Special Groups (3.0)

M/S/C Huerta/Zhao to approve the deletion of the courses identified above as items a – p from the credit curriculum, commencing with the 2008 – 2009 academic catalog, as presented. The motion carried.

Krista asked whether the description for item IV on the course outline of record form, currently “Measurable Course Objectives and Minimum Standards for Grade of ‘C’,” would be revised to address SLO’s. Carol Lee stated that the description had been revised in the online version of the course outline of record form.

B. MAJORS AND CERTIFICATES

1. Revised Certificates and Majors

a. Building Construction Project Management Certificate

M/S/C Huerta/Zhao to approve the revision of the Building Construction Project Management Certificate to add BLDC 110 as a required course for the certificate, commencing with the 2008 – 2009 academic catalog, as presented. The motion carried.

b. Business Administration Major

M/S/C Rodgers/Berry to approve the revision of the Business Administration Major to add MATH 140, 150, 190 and 192 as acceptable courses for the major, commencing with the 2008 – 2009 academic catalog, as presented. The motion carried.

c. Computer Information Systems Major and Certificate

M/S/C Rodgers/Guinn to approve the revision of the Computer Information Systems Major and Certificate to (1) delete CIS 132; and, (2) add to Section II BUS 152 or BUS 156, CIS 050, CIS 131, CIS 134, CIS 135, CIS 136, CIS 146, CIS 147, CIS 148 and CIS 152, commencing with the 2008 – 2009 academic catalog, as presented. The motion carried.

d. Court Services Specialist Certificate

M/S/C Rodgers/Guinn to approve the revision of the Court Services Specialist Certificate to delete LEGL 122, and add LEGL 119, POLS 100 and POLS 102, to the last section of acceptable courses for the certificate, commencing with the 2008 – 2009 academic catalog, as presented. The motion carried.

2. Deleted Certificates and Majors

- a. **Automotive Air Conditioning Certificate**
- b. **Automotive Brakes, Suspension and Wheel Alignment Certificate**
- c. **Automotive Electronics Certificate**
- d. **Automotive Engine Machinist Certificate**
- e. **Automotive Engine Performance Certificate**
- f. **Automotive Power Train Certificate**
- g. **Environmental Technology Certificate**
- h. **Hospitality Certificate**
- i. **Recreation Certificate**

M/S/C Huerta/Guinn to approve the deletion of the certificates identified as items a – i above, commencing with the 2008 – 2009 academic catalog, as presented. The motion carried.

Gonzalo Huerta stated that the automotive courses included in the automotive certificates would not be deleted as the courses were part of other programs.

- j. **Environmental Technology Major**
- k. **Interdisciplinary Major**
- l. **Recreation Major**

M/S/C Lee/Rodgers to approve the deletion of the majors identified as items j - l above, commencing with the 2008 – 2009 academic catalog, as presented. The motion carried.

III. INFORMATION ITEMS

A. Accreditation/SLO's

Krista Byrd distributed copies of a "Program Review Student Survey for Psychology Discipline" for committee review and comment. The survey will be used to develop a campus-wide survey that will be used as a tool to address the Accrediting Commission's recommendation related to program review and master planning, which is due October 15, 2008. Members reviewed the survey questions generally and discussed the purpose of the survey, SLO's, program review and master planning at length. The discussion included the following questions, observations, concerns, comments and suggestions:

- What things are we trying to measure? Kathy stated we want to know what students want, such as tutoring and other services that would help them succeed. Kathie Westerfield noted that the admissions application lists available services. She suggested the committee look at these and possibly include related questions in the survey for comparison with the applicant pool and to check for any changes. Frances Beope noted that question 14, which asks if a student plans to transfer to a four-year college or university, is included in the admissions application. She explained the majority of students initially indicate a wish to transfer but later shift their focus to an associate degree. Krista stated this concern could be addressed by survey question 16, which asks why a student is taking classes at IVC; students could be asked if their initial goal changed, and if so, how.
- How will knowing a respondent's GPA help with the survey? It was suggested that the GPA of the survey respondents would provide a snapshot of the type of student responding to the survey.

- Don't ask questions if we don't know how to apply the data gathered. Kathie Westerfield cited survey question 9 regarding marital status as an example. Why ask such a question if we can't use the data?
- Some of the questions on the survey don't apply for what we need now. It was recommended that all services should be addressed in the survey: "What do you want? Do you know that this service exists? If yes, how did you use the service? Did you find it helpful? What are the obstacles to your success?"
- Why not conduct a survey of winter intersession? It was recommended that students who are no longer here, such fall graduates, be included in the survey of winter intersession. Kathy stated the purpose of the survey is to determine what existing students want in the future. Students could be asked if they attended winter intersession, and if they did they could then be directed to questions specifically related to winter intersession. She explained that although questions regarding winter intersession could be asked, the responses won't decide what changes, if any, would be made for winter. But winter intersession is one component of program review. Kathy cited questions 14 and 16 of the survey as other examples of good program review components.
- Krista questioned the use of Scantron forms for the survey. Dawn Chun indicated that SurveyMonkey was used for the last survey conducted by ACCESO. Val Rodgers stated that several years ago she had a company develop a survey and the corresponding Scantron form, but it was very time intensive and costly and months of lead time is required. Krista expressed concern that entering data in the computer for tabulation of the responses is tedious. Suggestions for ways to conduct the survey and tabulate the responses included the following: Taking students to a computer lab to complete the survey. Using clickers to respond to survey questions, similar to the clickers used on TV game shows. Kathy asked members not to be concerned with how to enter the data at this time; she'll figure out a way to tabulate the responses. She stated she would ask about Scantron surveys at the next CIO meeting and check online for information. Kathy asked the committee to review the survey questions and come back with suggestions, and to try out the clickers, at a special meeting of the C&I Committee next week. (The C&I Committee will meet on Thursday, February 28, 2008, solely for this purpose.)
- Krista stated that a few thousand students must be surveyed in order to obtain a representative sample. She recommended that the survey be conducted the week before or week after spring break. In response to Frances' suggestion that different primetimes be selected, Krista stated that day and evening classes, all disciplines, and different campuses would be included in the survey. She indicated that she had debated whether to conduct a stratified survey, one that would include a specific percentage of female respondents, etc., or a random survey. Kathy directed that a random sampling survey be conducted.
- Frances asked why demographic data could not be obtained from the admissions applications; why duplicate the effort? Jan stated that general institutionalized data should not be confused with program review. Kathy suggested the survey is a good way to spot check the data obtained from the admissions applications. She stressed the importance of looking at the population served, of conducting what she described as an environmental scan. She explained we are attempting to do a sampling of "Who? Why? Are the services provided helpful?" Others viewed the survey as a way to supplement the educational master plan and to address discrepancies.
- Asked whether the survey would be conducted in both English and Spanish, Kathy explained there is not enough time this year, but a survey in both English and Spanish could be conducted next year. She emphasized the need to complete the survey by next week.
- Dave Drury stated he would like to see what other colleges are asking for their program review. Kathy encouraged members to check the Internet for this information. If anyone finds anything of value, she asked that they email the information to the rest of the committee. Kathy referred members to the Cabrillo College website as a starting point.

- Committee members concurred that a question regarding facilities should be included in the survey to get an overall picture. Michael Heumann pointed out that instructors would be administering the survey; therefore, a reasonable number of questions should be included in the survey.
- Kathy provided the following direction to the committee:
 - Review the survey questions and come back next week with suggestions.
 - Kathy will send what she finds via email to committee members.
 - Meet next week to finalize the survey.
- Kathy again stressed the importance of showing evidence that the program review process drives the budget. She explained that it would be impossible to complete a full program review before this year's budget development period, so Business Services, Academic Services and Student Services would conduct a program review of their respective areas. Kathy stated the goals of Academic Services are to: (1) integrate SLO's, (2) develop strategies to improve retention and success, and (3) align curriculum with the high schools and CSU's. The goals of Student Services are to: (1) increase retention, success and recruitment, and (2) develop SLO's.
- Explaining that compilation of data for six goals would be impossible, Kathy stated that one to three major priorities are needed for the budget. She stated that two goals would be sufficient, and she identified (1) SLO's, and (2) retention and success, with the latter being tied to basic skills, as the most egregious issues. The problem, Kathy explained, is that projects are developed but nothing is done and the plans are not tied to anything. We must show evidence that the spending of funds improved a problem or situation. Krista concurred, stating that we've just been putting out fires; we need to do what we say we're going to do and that what we do serves the students. Kathy concurred, but due to the current state of the college's accreditation, she stated we have no choice but to "put the fire out now to save the building." She explained that next year a full-blown program review could be completed. At this time we have to do what the Accrediting Commission is asking for, with the educational master plan as the foundation. A brief description of the educational master plan process was provided: A plan is developed every three to five years. The plan is assessed every year and is used to drive the budget.
- Kathy provided the following examples of integrating SLO's: If we know that training for faculty and staff is needed, then money for staff development activities and for conference travel is required. For this example we would have to show evidence that the use of funds made an improvement. Krista expressed concern regarding how to require faculty to attend such training activities. Kathy stated this should no longer be an issue now that everyone is aware that "we're in over our heads". Dave Drury identified "health and personal responsibility" as the overriding outcome for the Exercise Science/Wellness/Sport division. Using this as an example of SLO's driving the budget, Dave recognized the need for more equipment such as bikes as a way to validate this outcome and to reach that objective. Offered as other examples were funds to conduct the survey and to purchase the curriculum software, CurricuNet, to facilitate development of SLO's at the course level.
- Kathy stated that the two goals must be determined today. As examples, she read aloud the goals established by Dr. Pai, which included integration of SLO's and student success and retention. The committee agreed to the following goals:

M/S/C Huerta/Drury to approve the following goals for the college:

Goal 1: To integrate student learning outcomes (SLO's) across the institution to increase student success.

Goal 2: To develop additional strategies to increase student retention.

The motion carried.

To provide further clarification regarding SLO's, Kathy read aloud the Accrediting Commission's findings:

"The team recommends that college develop student learning outcomes by describing how student learning outcomes will be extended throughout the institution, developing a specific timeline for development that includes establishment of authentic assessment strategies for assessing student learning outcomes in courses, programs, and degrees, how resource allocation will be tied to student learning outcomes, and a plan for how faculty and staff will become fully engaged in student learning outcomes development. The institution must also demonstrate its effectiveness by providing evidence of achievement in student learning outcomes and evidence of institutional and program performance."

Kathy encouraged members to contact her if they still had questions regarding integration of SLO's.

IV. OTHER ITEMS

V. NEXT REGULAR MEETING

Next meeting: Special Meeting, 3:00 p.m., Thursday, February 28, 2008, Board Room (no formal agenda; the purpose of the meeting is to finalize the survey)

Next regularly scheduled meeting: 3:00 p.m., Thursday, March 6, 2008, Board Room.

MATERIALS DUE: 5:00 p.m., Wednesday, February 27, 2008

VI. ADJOURNMENT

The meeting was adjourned at 4:45 p.m.

**IMPERIAL VALLEY COLLEGE
CURRICULUM AND INSTRUCTION COMMITTEE MEETING
ADOPTED MINUTES
REGULAR MEETING
THURSDAY, AUGUST 27, 2009
3:05 P.M. – ROOM 213**

Present:	Tina Aguirre Ted Ceasar Sandie Noel (D. Drury)	Melani Guinn Gonzalo Huerta Victor Jaime	Val Rodgers Taylor Ruhl Lianna Zhao	Suzanne Gretz Carol Lee David Zielinski
Consultants:	Frances Beope Michael Heumann	Norma Nunez	Gloria Carmona	Efrain Silva
Absent:	Kathy Berry	David Drury	Steven Sciaky	
Visitors:	Jose Lopez	Becky Green	Toni Pfister	Kevin White
Recorder:	Linda Amidon			

I. Opening of the Meeting

A. Call to Order of Regular C & I Committee Meeting – Carol Lee, Co-Chair

Carol Lee, Co-Chair, called the regular meeting of the Imperial Valley College Curriculum and Instruction Committee to order at 3:09 p.m. on Thursday, August 27, 2009.

B. Approval of the Minutes of June 4, 2009

M/S/C Jaime/Rodgers to approve the C&I minutes of June 4, 2009, as presented. The motion carried.

II. Discussion Items

A. SLO/PLO's – Toni Pfister

Toni Pfister, SLO Coordinator, reported that in addition to working to meet progress report deadlines (she is writing the District's response to Recommendation 4 related to SLO's), she will begin to address program SLOs. The committee reviewed the Timeline for Student and Academic Services: From Program Outcomes to Program Review, and Instruction SLOs – Timeline for Course and Program Collection. The timelines cover three years in advance and they tie in with program review. Toni's concerns and challenges at this time include: how to incorporate ongoing training for SLOs in the programs; and her current inability to conduct program level meetings at this time due to her workload. Minor changes were made to the timelines including deletion of columns for summer 2010 and 2011, since there is usually no SLO activity during the summer. Toni requested that committee members submit any other changes to the timelines, and that the SLO Identification Form be included with the C & I course and program documentation submitted to the committee.

B. UC TCA Review for 09-10 – Lee (Email Message 08/22/09)

The committee reviewed the results of the UC TCA 2009-10 Review which listed courses approved and not approved as UC transferable. The most significant issue with the approved courses is that the textbooks are older than five years.

C. Noncredit CB21 Feedback – Lee/Aguirre (Email Message 08/13/09)

The committee reviewed the email correspondence addressed to BSI Coordinators and Curriculum Chairs which requests that districts provide feedback on the statewide CB21 rubrics to be used to code noncredit courses and track student progress in noncredit basic skills. To demonstrate the importance of correct coding, Carol Lee distributed to members a copy of a memo dated May 8, 2009, from Frances Beope to Administrative Council regarding the coding errors discovered during the ARCC Report for 2000-01 to 2005-06 Cohort Review. Carol also explained that CB21 coding for credit and noncredit courses impacts funding.

D. Curriculum Institute – Zhao, Aguirre, Rapp, White, Pfister and Lee

Carol Lee, Lianna Zhao, Tina Aguirre, Frank Rapp, Toni Pfister, and Kevin White attended the Curriculum Institute and found it to be very informative. Carol encouraged all individuals involved with curriculum to attend next year's institute.

E. Non-Compliant Degrees and Certificates – Lee (Email Message)

Due to the lack of staff of space the Chancellor's Office will deny and discard all applications that have been pending for at least six months, including applications for which information has been requested by the Chancellor. Some of the programs that may be affected include Computer Science and Building Construction, among others, and it will be necessary to resubmit the applications. The Counseling Department will remove the major and certificate sheets for these programs from its inventory. Carol recommended that unless course revisions are minor (i.e., textbook upgrades), due to everyone's workload (program SLOs), divisions should consider holding off on major curriculum changes this academic year.

F. CurricuNet – Amidon/Lee (Chart – Handout)

The committee received a brief status report on the project and an explanation of the flowchart presented, which process is applicable to both courses and programs. The flowchart was corrected to add Learning Services to the review process. A conference call with the CurricUNET consultant will take place during the C & I Committee meeting on September 3, 2009.

III. Action Item

A. Certification for Stand Alone Training – MANDATORY

Carol Lee distributed to committee members the current Program & Course Approval Handbook, and circulated an attendance roster for training participants to sign. Commentary during the training included identification of the need to submit ESL as a program; the applicability of the future review and discussion regarding prerequisites, co-requisites and advisories to program review as well as matriculation; and the requirement to include textual descriptions of methods of instruction and evaluation and examples of assignments in course outlines. Carol explained that course outlines lacking these items are considered to be non-compliant and are being denied by the Chancellor's Office. Carol will complete the required Certification of Stand-Alone Training and submit it to the Chancellor by the September 30, 2009, deadline.

IV. Information Items

Information items included the following:

- Recognition and thanks extended to the individuals that worked on the 2009 – 2010 catalog.
- The annual College and University Day will take place on October 5 in the gym.
- A reminder by Carol that she has not been officially elected as the Curriculum Coordinator for 2009 – 2010.
- The furniture committee will be viewing desks at Office Supply Company by September 3.

V. Other Items

**IMPERIAL VALLEY COLLEGE
CURRICULUM AND INSTRUCTION COMMITTEE MEETING
ADOPTED MINUTES
REGULAR MEETING
THURSDAY, SEPTEMBER 3, 2009
3:05 P.M. – ROOM 902**

Present:	Tina Aguirre Ted Ceasar Jessica Waddell <i>(for M. Guinn)</i>	Lianna Zhao David Drury	Val Rodgers Carol Lee David Zielinski	Suzanne Gretz Efrain Silva
Consultants:	Frances Beope Michael Heumann	Norma Nunez Kathie Westerfield	Gloria Carmona	Efrain Silva
Absent:	Kathy Berry Taylor Ruhl	Victor Jaime Lianna Zhao	Steven Sciaky Melani Guinn	Gonzalo Huerta
Visitors:	Jose Lopez Jeff Cantwell	Lency Lucas <i>(for B. Green)</i> Sandie Noel	Dawn Chun Eric Lehtonen	Kevin White
Recorder:	Linda Amidon			

I. Opening of the Meeting

A. Call to Order of Regular C & I Committee Meeting – Carol Lee, Co-Chair

Carol Lee, Co-Chair, called the regular meeting of the Imperial Valley College Curriculum and Instruction Committee to order at 2:00 p.m. on Thursday, September 3, 2009.

B. Approval of the Minutes of August 27, 2009

M/S/C Gretz/Rodgers to approve the C&I minutes of August 27, 2009, as presented. The motion carried.

II. Discussion Items

A. CurricUNet Conference Call (Carol Lee)

Steve Thyberg, CurricUNET Consultant, provided a demonstration of the curriculum review and approval process using the CurricUNET program. Changes were made to the process flowchart based on input of committee members. The review and approval process is applicable to both course and program process, which includes the addition, deletion and revision of courses and programs. Training will be conducted once the data is established. In the meantime, Steve Thyberg will provide access to the system for review by committee members next week. Webinars on navigating through the system will be scheduled within the next four weeks, with on-site training to be arranged.

B. Distance Education (Michael Heumann)

Michael Heumann, Distance Education Coordinator, related concerns regarding two courses that are offered online, BIOL 100 and SPCH 100. The concerns include the following:

- The lab component of online courses are required to be face-to-face (impacts BIOL 100 and PE lab courses)
- The UC's may not accept online courses for credit (USC only accepts BIOL 100 as elective credit only)
- Speeches must be a minimum of 20 – 25 minutes duration

- Transcripts don't reflect the instructional methodology of courses; however, some UC's (USC for example) do check college schedules

The concerns raised are the result of a recent survey, which Carol Lee will provide to committee members. Currently, there doesn't appear to be any issues with the online courses in question; however, as a precaution the college should review its online courses in the future. The concerns will be referred to the Distance Education Committee and any recommendations the committee makes will be submitted to the C & I Committee.

C. ARCC Cohort (Tina Aguirre)

In regard to the May 8, 2009 memo from Frances Beope to Administrative Council regarding the ARCC Report for 2000-01 to 2005-06 Cohort Review, Carol Lee and Dawn Chun related the issues with the SAM or occupational code for courses in Banner: There are too many courses coded with SAM Code B (Advanced Occupational, Not Apprenticeship); and the SAM coding of courses in Banner is not synchronized with MIS. Frances Beope recommended that this issue be revisited and the divisions review and verify the SAM codes. It was suggested that a comparison be made of the courses in Banner and the courses in MIS and that any issues discovered be shared with the divisions.

D. Educational Master Plan (added item)

As a means to track the success rates of students enrolled in economic development and workforce training courses, Dawn Chun proposed identifying the courses with SAM Codes of A, B, C, and D.

E. Acceptable Textbooks (added item)

Carol Lee shared with the committee the contents of an email from Citrus Community College regarding acceptable textbooks. Briefly, the rules state that online materials can be listed on the course outline of record but textbooks must also be included.

F. Small-Unit Programs (added item)

The issue was raised regarding who should process awards for completion of small unit programs (i.e., 12 units or less), since these awards aren't posted on student transcripts. Specific questions asked included who should issue the awards, who should enter the records in Banner, and who should track the awards.

It was noted that this issue had been discussed at previous meetings of the C & I Committee. At these meetings the committee had identified the need to track the records and the positive impact the awards would have on the college's student success rates. The committee had also acknowledged that maintaining a record of the award was not the issue; the real issue is how the records would be maintained and who would maintain them. At the last C & I Committee meeting in which this issue was discussed (November 6, 2008), Kathie Westerfield acknowledged that the process should be administered by the Admissions and Records Department. At that time, Kathie had identified the need for a tracking mechanism in Banner, and the committee had agreed to bring this issue back for further discussion. It was suggested that a team be established to look at how to track the awards in Banner and that the team's recommendations be submitted to the C & I Committee at its next meeting.

III. Information Items

IV. Other Items

V. Next Regular Meeting: 3:05 p.m. Thursday, September 17, 2009

Materials Due: 5:00 p.m. Wednesday, September 9, 2009

VII. ADJOURNMENT

The meeting was adjourned at 4:05 p.m.

**IMPERIAL VALLEY COLLEGE
CURRICULUM AND INSTRUCTION COMMITTEE MEETING
ADOPTED MINUTES
REGULAR MEETING
THURSDAY, SEPTEMBER 17, 2009
3:05 P.M. – ROOM 213**

Present:	Tina Aguirre Victor Jaime Lianna Zhao	Ted Ceasar Carol Lee David Zielinski	Suzanne Gretz Val Rodgers	Melani Guinn Taylor Ruhl
Consultants:	Frances Beope Efrain Silva	Gloria Carmona	Michael Heumann	Norma Nunez
Absent:	Kathy Berry	David Drury	Gonzalo Huerta	Steven Sciaky
Visitors:	Jose Lopez	Jessica Waddell		
Recorder:	Linda Amidon			

I. Opening of the Meeting

A. Call to Order of Regular C & I Committee Meeting – Carol Lee, Co-Chair

Carol Lee, Co-Chair, called the regular meeting of the Imperial Valley College Curriculum and Instruction Committee to order at 3:07 p.m. on Thursday, September 17, 2009.

To accommodate Efrain Silva's need to depart the meeting early, item III. B., Age Restriction for Non-Credit and Community Service Classes, was moved up on the agenda. The discussion regarding this item is reflected below under Discussion Items.

B. Approval of the Minutes of September 3, 2009

M/S/C Jaime/Zhao to approve the C & I Committee minutes of September 3, 2009, with corrections to the meeting attendees. The motion carried.

II. Action Items

A. Credit Courses

1. Deleted Courses

a. PE 132 – Group Sports for People With Disabilities (1.0)

M/S/C Zhao/Gretz to approve the deletion of PE 132, effective 2010 – 2011, as presented. The motion carried.

2. Revised Courses

a. PE 107 – Aquatic Exercise (1.0)

M/S/C Jaime/Guinn to approve the deletion of the prerequisite; and the revision of the method of evaluation, 2004 course number, and textbook upgrades, for PE 107, effective 2010 – 2011, as

presented. THE MOTION CARRIED BUT WAS THEN RESCINDED, AND THE ITEM WAS TABLED ALONG WITH THE FOLLOWING PE COURSES IDENTIFIED AS ITEMS b – tt.

- b. PE 111 – Aerobics, Step (1.0)
- c. PE 112 – Basketball, Men (1.0)
- d. PE 113 – Basketball, Women (1.0)
- e. PE 114 – Dance Theatre (2.0)
- f. PE 118 – Golf, Advanced (1.0)
- g. PE 119 – Self-Defense (1.0)
- h. PE 122 – Lifeguarding (2.0)
- i. PE 126 – Tennis (1.0)
- j. PE 128 – Volleyball (1.0)
- k. PE 129 – Volleyball, Advanced (1.0)
- l. PE 130 – Adapted Physical Exercise (1.0)
- m. PE 131 – Adapted Sports (1.0)
- n. PE 142 – Swimming, Advanced (1.0)
- o. PE 150 – Intercollegiate Baseball and PE (2.0)
- p. PE 151 – Intercollegiate Basketball and PE (2.0)
- q. PE 152 – Intercollegiate Soccer and PE (2.0)
- r. PE 153 – Intercollegiate Softball and PE (2.0)
- s. PE 154 – Intercollegiate Tennis and PE (2.0)
- t. PE 161 – Pre-season Conditioning for Athletes (1.5)
- u. PE 200 – Theory of Baseball (2.0)
- v. PE 201 – Theory of Basketball (2.0)
- w. PE 202 – Theory of Softball (2.0)
- x. PE 203 – Theory of Volleyball (2.0)
- y. PE 211 – Physical Education in the Elementary School (3.0)
- z. PE 220 – Introduction to Athletic Training (2.0)
- aa. PE 222 – Sports Officiating (3.0)
- bb. PE 224 – Physical Education for Special Olympics (3.0)
- cc. PE 115 – Dance, Jazz (1.0)
- dd. PE 116 – Dance, Modern (1.0)
- ee. PE 117 – Golf (1.0)
- ff. PE 120 – Softball (1.0)
- gg. PE 121 – Swimming (1.0)
- hh. PE 123 – Water Safety Instructor Training (2.0)
- ii. PE 124 – Team Sports (1.0)
- jj. PE 125 – Sports Activity, Advanced (2.0)
- kk. PE 140 – Baseball, Advanced (1.0)
- ll. PE 141 – Softball, Women (1.0)
- mm. PE 143 – Advanced Basketball, Men (1.0)
- nn. PE 144 – Advanced Basketball, Women (1.0)
- oo. PE 155 – Intercollegiate Volleyball and PE (2.0)
- pp. PE 162 – In-Season Conditioning for Athletes (1.5.)
- qq. PE 163 – Song and Cheer (2.0)
- rr. PE 212 – The History and Appreciation of Dance (3.0)
- ss. PE 221 – Psychology of Coaching (2.0)
- tt. PE 223 – Structuring Intramurals (2.0)

ITEMS b – tt WERE TABLED.

Carol Lee explained that she had proofed all documentation submitted for the courses and prepared a report outlining the problems discovered. The report was provided to David Drury, PE Division Chair; however, corrected documentation has not been submitted.

It was noted that the Form 1 and Course Outline of Record for each PE course had not been revised to reflect the Title 5 change from “credit/no credit” to “pass/no pass.” It was recommended that the variances in class limits for the PE courses be reviewed.

III. Discussion Items

A. SLOs – General Education

Toni Pfister was unable to attend the meeting, but Carol Lee reported that Toni is currently working on this item.

B. Age Restriction for Non-Credit and Community Service Classes

Efrain Silva sought the committee’s recommendation regarding whether to establish an age restriction for community service classes. The discussion that followed and the concerns raised included the following: CA Education Code provides that adults and minors that the board deems would benefit or profit from a community service class can enroll in the class. An age restriction is not recommended. A petition is available for admission to credit classes. Is the issue a question of age or a child’s ability to be with the group? There are some young individuals, such as advanced and gifted students, for whom this class would be their only outlet. Who will have supervisory authority over the students? What is the possible liability to the district? Recommendations made by the committee included the following: Admission of minors should require a letter from school authorities. A determination of whether to admit minors should be made on an individual basis. Efrain was asked to write a policy and motion for action at the next C & I Committee meeting.

C. Non-Compliant Degrees

The committee reviewed a report prepared by Carol Lee that reflected the status of non-compliant majors and certificates. Carol explained that the terminated programs included in the report were terminated by either the college and/or the Chancellor’s Office due to non-action, i.e., the process to make the programs compliant was not initiated, or the process was started but the additional information requested by the Chancellor’s Office was not submitted by the deadlines imposed by the Chancellor’s Office. Carol expressed concern that the Electrical Trades program had been terminated, especially since the program is linked with the apprenticeship training programs.

D. CurricUNET Training

The committee agreed that instructional and student services faculty and staff should be trained.

E. ARCC Report

Tina Aguirre reported that since she has only seen the memo regarding the ARCC cohort review she is concerned that changes to the ARCC course data could impact other datasets. She recommended that a correlation of the datasets must first be made and any ramifications ascertained before any changes are made to the ARCC course data. Tina further recommended that a small group be established to review the data. She suggested that the ad hoc committee consist of Linda Amidon, Dawn Chun, Frances Beope, Bettsie Montero, and Patty Robles. Val stated that the original intention was to update current and active courses, not to change old data.

F. Credit by Exam

The committee reviewed the current form and the proposed new form, which Carol Lee explained would be submitted to Academic Senate for referral to the divisions and presentation to faculty. Questions raised by the committee included whether high school students would be subject to the credit by exam fee; who would process the petitions; and the maximum number of units that a student could earn through credit by exam. A brief description of the current process was provided. It was noted that a majority of the District’s courses are

ineligible for credit by exam, and that most of the eligible courses are vocational. It was proposed that a list of eligible courses be established. Carol Lee will provide a list of currently eligible courses to the divisions for review and input.

G. Low-Unit Certificates

Carol Lee summarized the contents of Kathie Westerfield's memo and stated that the low-unit certificates could be posted in Banner. She recommended that members review the memo in detail and that the issue be returned to the C & I Committee for resolution. She further recommended that the ad hoc committee established to review the ARCC data also review the memo and make a recommendation.

H. Distance Education Class Scheduling Concerns (ADDED ITEM)

Michael Heumann reported that the Distance Education Committee met today and agreed that offering BIOL 100 as a distance education class in the format currently provided is acceptable and appropriate. It was also the consensus of the DE Committee that offering SPCH 100 as a distance education class is appropriate as long as students have the opportunity to present a minimum of 22 minutes of face-to-face speeches throughout a term.

IV. Information Items

A. CSU GE Breadth and IGETC Certificates of Achievement

Carol Lee shared with the committee the Chancellor's Office notification to the college regarding the process for approval of new variations of the existing IGETC and CSU-GE Certificates. Carol will submit the paperwork for the new certificates.

V. Other Items - None

**VI. Next Regular Meeting – THURSDAY OCTOBER 1, 2009, 3:05 P.M.
Materials Due: WEDNESDAY SEPTEMBER 23, 2009, 5:00 P.M.**

VII. ADJOURNMENT

The meeting was adjourned at 4:25 p.m.

**IMPERIAL VALLEY COLLEGE
CURRICULUM AND INSTRUCTION COMMITTEE MEETING
ADOPTED MINUTES
REGULAR MEETING
THURSDAY, NOVEMBER 5, 2009
3:05 P.M. – ROOM 213**

Present:	Tina Aguirre Kathy Berry Lianna Zhao	Ted Ceasar Carol Lee David Zielinski	Suzanne Gretz Val Rodgers David Drury	Melani Guinn Efrain Silva
Consultants:	Gloria Carmona	Michael Heumann		
Absent:	Steven Sciaky	Victor Jaime	Taylor Ruhl	
Visitors:	Becky Green	Toni Pfister	Gonzalo Huerta	Jose Lopez
Recorder:	Linda Amidon	Dixie Krimm		

I. Opening of the Meeting

A. Call to Order of Regular C & I Committee Meeting – Carol Lee, Co-Chair

Carol Lee, Co-Chair, called the regular meeting of the Imperial Valley College Curriculum and Instruction Committee to order at 3:33 p.m. on Thursday, November 5, 2009.

Due to the Town Hall meeting which overextended their scheduled time item I. C Student Learning Outcomes was moved up on the agenda. The discussion regarding this item is reflected below.

Kathy introduced Dixie Krimm as the Instructional Assistant/Curriculum Coordinator in the Academic Services Office. Dixie will start in December.

B. Approval of the Minutes

M/S/C Drury/Zielinski to approve the C & I Committee minutes of October 15, 2009, as presented. The motion carried.

M/S/C Drury/Guinn to approve the C & I Committee minutes of October 29, 2009 special meeting, as presented. The motion carried.

C. Student Learning Outcomes

Toni Pfister, SLO Coordinator, reviewed statistics regarding SLO participation. She stated that SLOs have been identified for 85% of courses; and an assessment has been completed for 33% of those courses. She questioned the reasons why departments did not turn in forms. Suggestions were that departments did not know how to fill out the forms and concern over duplication of information. Toni asked if departments would volunteer to pilot a form for majors and certificates for comprehensive program review. Tina Aguirre volunteered for Fire or Nursing, Dave Zielinski volunteered for English. Melani Guinn requested a training regarding comprehensive program review forms.

II. Action Items

A. Prioritization of Faculty Replacement Positions

M/S/C Zielinski/Guinn to approve the revision of the Faculty Prioritization list to eliminate positions 1, 2, 5, and 12 and move the remaining up on the list. The motion carried.

The new list consists of the following positions:

1. Political Science
2. English-Reading
3. English-Composition
4. Psychology
5. Electrical Trades
6. Administration of Justice
7. English-ESL
8. Athletic Counselor
9. Psychology
10. Spanish
11. English-Composition
12. Speech

The faculty prioritization list was reviewed. Positions on the list which have been filled: 1-Physics/Math, 2-Librarian, 5-Micro Biology, 12-Math. Melani Guinn questioned why the list was being filled out of order. Lianna stated that the Math position (12) was filled using Basic Skills funds. Discussion continued regarding how the list was to be used and how positions were supposed to be filled. Members were concerned over the process and procedure of acquiring needed faculty considering unfilled positions and future retirees. Kathy Berry stated that the list would need to be revised, but positions where there was anticipated retirement should not be considered. Members expressed concern over several positions that would have retirement and wanted to be assured that they could be included or included on a prioritization list. Carol Lee suggested that when someone retires their name be added to the list and would then be moved up as positions on the list were filled. Members agreed that filled positions 1, 2, 5, and 12 be removed from the list. Discussion continued regarding retiree positions and the process of hiring for those positions. It was determined that the process depended upon the time the request for replacement was submitted and that the policy would need to be located and the item would need to be revisited in January.

B. Credit Courses

1. New Courses

a. BLDC 101 – Safety Standards (OSHA) 30-Hour Card (3.0)

M/S/C Silva/Guinn to approve the addition of BLDC 101 to the credit curriculum, effective 2009 – 2010, with revision to New Course Proposal to reflect inclusion of the course in a major or certificate. The motion carried. (C. Lee abstained)

Carol Lee questioned the reason the proposal was dated for this year, and noted that the parallel courses listed are 2 unit courses. Gonzalo Huerta explained that the process had started February 5, 2009 and needed to be included in the program as soon as possible. Students needed to be offered this class spring 2010. He explained that the “30-hour card” was a title, the class is 54 hours. Carol pointed out the fact that the answer to question #3 under General Information did not coincide with the answer of “No” regarding inclusion of the course in a major or certificate. Motion to change is noted above.

C. Distance Education Courses – Addendum Documentation

- 1. AJ 106 – Principles and Procedures of the Justice System (3.0)**
- 2. PHIL 106 – Logic (3.0)**
- 3. SPCH 180 – Argumentation and Debate (3.0)**

M/S/C Silva/Guinn to approve the Distance Education Addendums for AJ 106, PHIL 106 and SPCH 180, to provide greater access and allow the inclusion of all modalities of learning, effective spring 2010, as presented. The motion carried.

III. Discussion Items

A. CB 21 and TOP Re-coding

Kathy Berry recommends members to attend TOP and SAM recoding trainings. Schedule: November 17th and 18th, December 3rd. If not attended then codes would be at the Instruction office's discretion.

B. IVC General Education

Carol Lee stated the need to discuss, for SLO, each area of general education and to go through C & I by the April 1st meeting to meet production requirements for the 2010 – 2011 catalog.

IV. Information Items

A. CurricUNET Training

Phone conference will be held November 10th regarding CurricUNET Training schedule. Members will be notified of training dates and times.

V. Other Items

The Curriculum Institute will be held July 8-10, 2010, at the Santa Clara Marriot. Committee is looking for approximately 5 candidates to participate. Academic Senate may be able to sponsor 1 person.

Gloria Carmona stated that we currently have 16 K-12 students who are enrolled for fall 09 and 10 of them are taking more than 2 classes. She explained that other institutions only allow K-12 students to take 1 class. Discussion continued regarding capping units for K-12 students.

VI. Next Regular Meeting – THURSDAY NOVEMBER 19, 2009, 3:05 P.M.

Materials Due: WEDNESDAY NOVEMBER 11, 2009, 5:00 P.M.

VII. ADJOURNMENT

The meeting was adjourned at 4:20 p.m.

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

Present:	Tina Aguirre Efrain Silva Taylor Ruhl	Ted Ceasar Victor Jaime Lianna Zhao	David Drury Carol Lee David Zielinski	Melani Guinn Val Rodgers
Consultants:	Gloria Carmona			
Absent:	Kathy Berry Michael Heumann	Suzanne Gretz Norma Nunez	Steven Sciaky (ASG)	Frances Beope
Visitors:	Jose Lopez	Becky Green	Jose Velasquez	
Recorder:	Linda Amidon	Dixie Krimm		

I. Opening of the Meeting

A. Call to Order of Regular C & I Committee Meeting – Carol Lee, Co-Chair

Carol Lee, Co-Chair, called the regular meeting of the Imperial Valley College Curriculum and Instruction Committee to order at 3:05 p.m. on Thursday, November 19, 2009.

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

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

C. Approval of the Minutes

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

D. Student Learning Outcomes

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

II. Action Items

A. Credit Courses

1. Revised Credit Courses

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

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

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

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

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

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

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

B. Certificates and Majors

1. Revised Certificates and Majors

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

CONSENT AGENDA

a. Business Financial Services Certificate and Major

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

b. Business Management Certificate and Major

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

c. Business Marketing Certificate and major

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

2. New Certificates and Majors

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

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

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

III. Discussion Items

A. General Education

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

IV. Information Items

V. Other Items

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

VII. ADJOURNMENT

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

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

Present:	Tina Aguirre Efrain Silva Taylor Ruhl	Ted Ceasar Victor Jaime Lianna Zhao	David Drury Carol Lee David Zielinski	Melani Guinn Val Rodgers
Consultants:	Gloria Carmona			
Absent:	Kathy Berry Michael Heumann	Suzanne Gretz Norma Nunez	Steven Sciaky (ASG)	Frances Beope
Visitors:	Jose Lopez	Becky Green	Jose Velasquez	
Recorder:	Linda Amidon	Dixie Krimm		

I. Opening of the Meeting

A. Call to Order of Regular C & I Committee Meeting – Carol Lee, Co-Chair

Carol Lee, Co-Chair, called the regular meeting of the Imperial Valley College Curriculum and Instruction Committee to order at 3:05 p.m. on Thursday, November 19, 2009.

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

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

C. Approval of the Minutes

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

D. Student Learning Outcomes

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

II. Action Items

A. Credit Courses

1. Revised Credit Courses

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

**IMPERIAL VALLEY COLLEGE
CURRICULUM AND INSTRUCTION COMMITTEE MEETING
ADOPTED MINUTES
REGULAR MEETING
THURSDAY, SEPTEMBER 3, 2009
3:05 P.M. – ROOM 902**

Present:	Tina Aguirre Ted Ceasar Jessica Waddell <i>(for M. Guinn)</i>	Lianna Zhao David Drury	Val Rodgers Carol Lee David Zielinski	Suzanne Gretz Efrain Silva
Consultants:	Frances Beope Michael Heumann	Norma Nunez Kathie Westerfield	Gloria Carmona	Efrain Silva
Absent:	Kathy Berry Taylor Ruhl	Victor Jaime Lianna Zhao	Steven Sciaky Melani Guinn	Gonzalo Huerta
Visitors:	Jose Lopez Jeff Cantwell	Lency Lucas <i>(for B. Green)</i> Sandie Noel	Dawn Chun Eric Lehtonen	Kevin White
Recorder:	Linda Amidon			

I. Opening of the Meeting

A. Call to Order of Regular C & I Committee Meeting – Carol Lee, Co-Chair

Carol Lee, Co-Chair, called the regular meeting of the Imperial Valley College Curriculum and Instruction Committee to order at 2:00 p.m. on Thursday, September 3, 2009.

B. Approval of the Minutes of August 27, 2009

M/S/C Gretz/Rodgers to approve the C&I minutes of August 27, 2009, as presented. The motion carried.

II. Discussion Items

A. CurricUNet Conference Call (Carol Lee)

Steve Thyberg, CurricUNET Consultant, provided a demonstration of the curriculum review and approval process using the CurricUNET program. Changes were made to the process flowchart based on input of committee members. The review and approval process is applicable to both course and program process, which includes the addition, deletion and revision of courses and programs. Training will be conducted once the data is established. In the meantime, Steve Thyberg will provide access to the system for review by committee members next week. Webinars on navigating through the system will be scheduled within the next four weeks, with on-site training to be arranged.

B. Distance Education (Michael Heumann)

Michael Heumann, Distance Education Coordinator, related concerns regarding two courses that are offered online, BIOL 100 and SPCH 100. The concerns include the following:

- The lab component of online courses are required to be face-to-face (impacts BIOL 100 and PE lab courses)
- The UC's may not accept online courses for credit (USC only accepts BIOL 100 as elective credit only)
- Speeches must be a minimum of 20 – 25 minutes duration

- Transcripts don't reflect the instructional methodology of courses; however, some UC's (USC for example) do check college schedules

The concerns raised are the result of a recent survey, which Carol Lee will provide to committee members. Currently, there doesn't appear to be any issues with the online courses in question; however, as a precaution the college should review its online courses in the future. The concerns will be referred to the Distance Education Committee and any recommendations the committee makes will be submitted to the C & I Committee.

C. ARCC Cohort (Tina Aguirre)

In regard to the May 8, 2009 memo from Frances Beope to Administrative Council regarding the ARCC Report for 2000-01 to 2005-06 Cohort Review, Carol Lee and Dawn Chun related the issues with the SAM or occupational code for courses in Banner: There are too many courses coded with SAM Code B (Advanced Occupational, Not Apprenticeship); and the SAM coding of courses in Banner is not synchronized with MIS. Frances Beope recommended that this issue be revisited and the divisions review and verify the SAM codes. It was suggested that a comparison be made of the courses in Banner and the courses in MIS and that any issues discovered be shared with the divisions.

D. Educational Master Plan (added item)

As a means to track the success rates of students enrolled in economic development and workforce training courses, Dawn Chun proposed identifying the courses with SAM Codes of A, B, C, and D.

E. Acceptable Textbooks (added item)

Carol Lee shared with the committee the contents of an email from Citrus Community College regarding acceptable textbooks. Briefly, the rules state that online materials can be listed on the course outline of record but textbooks must also be included.

F. Small-Unit Programs (added item)

The issue was raised regarding who should process awards for completion of small unit programs (i.e., 12 units or less), since these awards aren't posted on student transcripts. Specific questions asked included who should issue the awards, who should enter the records in Banner, and who should track the awards.

It was noted that this issue had been discussed at previous meetings of the C & I Committee. At these meetings the committee had identified the need to track the records and the positive impact the awards would have on the college's student success rates. The committee had also acknowledged that maintaining a record of the award was not the issue; the real issue is how the records would be maintained and who would maintain them. At the last C & I Committee meeting in which this issue was discussed (November 6, 2008), Kathie Westerfield acknowledged that the process should be administered by the Admissions and Records Department. At that time, Kathie had identified the need for a tracking mechanism in Banner, and the committee had agreed to bring this issue back for further discussion. It was suggested that a team be established to look at how to track the awards in Banner and that the team's recommendations be submitted to the C & I Committee at its next meeting.

III. Information Items

IV. Other Items

V. Next Regular Meeting: 3:05 p.m. Thursday, September 17, 2009

Materials Due: 5:00 p.m. Wednesday, September 9, 2009

VII. ADJOURNMENT

The meeting was adjourned at 4:05 p.m.