



IMPERIAL VALLEY COLLEGE
CURRICULUM COMMITTEE MINUTES (Adopted)
 Regular Meeting, Thursday, April 3, 2014
 3:05 p.m. –Board Room

Present:	<input checked="" type="checkbox"/> Kathy Berry	<input checked="" type="checkbox"/> Craig Blek	<input checked="" type="checkbox"/> Susan Carreon	<input type="checkbox"/> Allyn Leon for Rick Castrapel
	<input checked="" type="checkbox"/> David Drury	<input checked="" type="checkbox"/> Daniel Gilison	<input type="checkbox"/> Carol Hegarty	<input checked="" type="checkbox"/> Michael Heumann
	<input checked="" type="checkbox"/> Jose Lopez	<input type="checkbox"/> Norma Nava	<input checked="" type="checkbox"/> Norma Nunez	<input checked="" type="checkbox"/> Ed Scheuerell
	<input type="checkbox"/> James Patterson	<input checked="" type="checkbox"/> Jose Ruiz	<input checked="" type="checkbox"/> Veronica Soto	<input checked="" type="checkbox"/> ASG Representative
	<input type="checkbox"/> Kevin White	<input type="checkbox"/> Cathy Zazueta	<input checked="" type="checkbox"/> Gaylla Finnell	Andrea Montano
Consultants:	<input type="checkbox"/> Tina Aguirre	<input checked="" type="checkbox"/> Gloria Carmona	<input checked="" type="checkbox"/> Ted Cesar	<input checked="" type="checkbox"/> Becky Green
	<input type="checkbox"/> Todd Finnell	<input type="checkbox"/> Frank Rapp	<input type="checkbox"/> Sydney Rice	<input checked="" type="checkbox"/> Brian McNeece
	<input type="checkbox"/> Efrain Silva			
Visitors:				
Recorder:	Dixie Krimm			

I. Opening of the Meeting

A. Call to order

Michael Heumann called the regular meeting of the Imperial Valley College Curriculum Committee to order at 3:34pm on Thursday, April 3, 2014.

B. Approval of the Minutes

1. Regular Meeting of March 20, 2014

M/S/C (Blek/Gilison) to approve the minutes of the March 20, 2014, regular meeting of the Curriculum Committee, as presented. The motion carried.

II. Action Items

A. Credit Courses

1. Revised Courses

a. JRN 101 – Multimedia News Writing & Reporting (3)

M/S/C (Soto/Carreon) to approve removal of prerequisite and recommended prep, and update to textbooks, effective 2014-2015, as presented. The motion carried.

B. Catalog Textual Items

1. International Students (2013-2014 Catalog, p.14)

M/S/C (Blek/Nunez) to approve the revision to the International Students statement (2013-2014 Catalog, p.14), effective 2014-2015, as presented. The motion carried.

2. Registration Times (2013-2014 Catalog, p.15)

M/S/C (Blek/Gilison) to approve the revision of the Registration Times information (2013-2014 Catalog, p.15), effective 2014-2015, as presented. The motion carried.

David Drury asked if there was a mechanism in place for students to complete the requirements for priority registration online. Norma Nunez will send the appropriate information to Jim Mecate and Sergio Lopez.

3. Repeating Courses (2013-2014 Catalog, p.16)

M/S/C (Blek/Nunez) to approve the revision of the Repeating Courses information (2013-2014 Catalog, p.16), effective 2014-2015, as presented. The motion carried.

4. Student Success & Support Program (SSSP) (Formerly Matriculation) (2013-2014 Catalog, p.17)

M/S/C (Nunez/Soto) to approve the revision of the Student Success & Support Program statement (2013-2014 Catalog, p.17), effective 2014-2015, as presented. The motion carried.

III. Discussion Items

1. Double counting institutional requirements

Veronica Soto reviewed the IVC graduation requirements and discussed a problem that had occurred where a student was unable to count HIST 120 or HIST 121 for both the institutional requirement and area D of general education. Reference was made to Title 5 section 55063.

The CSU GE-B and IGETC general education patterns currently allow for double counting of these courses within the Social and Behavioral Sciences areas and CSU graduation/American Institutions requirements.

Michael will work with Veronica and Dixie to draft some revisions and bring back to the committee at a future meeting. Committee members agreed that before voting on a revision, research should be done as to why the IVC requirements and general education were written as they are currently.

Institutional requirements were briefly discussed. Kathy stated that any removal of these requirements should be done gradually with careful consideration of the impact on FTES.

2. Class Size Form

Michael reviewed the form and stated that it will be sent to the appropriate committees for approval and will be brought back to this committee at the next meeting for final approval.

Brian McNeece reviewed some talking points that were presented at the last meeting regarding pedagogical issues with large quota classes. (See March 20, 2014 minutes)

Discussion ensued regarding the importance of large quota classes being noted on the COR and the importance of bringing the issue to CTA to make sure it is appropriately addressed at the contract level. There was a section that was removed that referenced the ability to offer several sections of a course in the same room, for reasons of equity it was removed from the contract.

3. Faculty Prioritization

Michael requested that recommendations from Instructional Council and Student Services be submitted to Dixie by next Friday to be included on the agenda of the April 17th meeting for approval.

4. CurricUNET DE Addendum – Gaylla Finnell

Gaylla presented the Title 5 regulations regarding Distance Education and the difference between correspondence courses and distance education courses. The distinction between them involves regular, effective contact initiated by the instructor which is required to be demonstrated when ACCJC reviews distance education courses. Inability to provide this proof could impact financial aid for these courses. We must be able to describe how we maintain regular contact and many of our courses are missing the documentation of regular effective contact frequency within the area in CurricUNET. These courses will need to be brought back to the committee as revisions to assure we are documenting this requirement effectively.

IV. Information Items

None.

V. Other Items

None.

VI. Next Regular Meeting: APRIL 17, 2014, 3:05pm in the Board Room.

VII. The meeting adjourned at 4:36 p.m.

In accordance with the Ralph M. Brown Act and SB 751, minutes of the IVC Curriculum Committee record the votes of all committee members as follows: (1) Members recorded as absent are presumed not to have voted; (2) the names of members voting in the minority or abstaining are recorded; (3) all other members are presumed to have voted in the majority.

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NOTE: This form is to be used to revise textual catalog information.

Proposed change in catalog information

EFFECTIVE YEAR 2014-2015

ACTION REQUESTED: Revision to International Students.

JUSTIFICATION: Revision

CURRENT LOCATION: 13-14 IVC General Catalog General Catalog Page(s): Page(s) 14

International Students

Imperial Valley College defines an "international student" as a student attending college full time while on an F-1 visa. Applications for admission in IVC's International Student Program are available online at **www.imperial.edu**, on the Admissions and Records website under "Forms". Prospective students may contact the Admissions and Records Office by calling (760) 355-6101 or by visiting the college website: **www.imperial.edu**.

All international students must maintain full-time enrollment (12 or more units each semester) and demonstrate academic progress in order to maintain their F-1 visa status. Students with other types of visas (not F-1) may apply and enroll online through the Admissions and Records Office at **www.imperial.edu**.

Other requirements for admission include the following:

1. International Student Application – paper application. [Application deadlines for each primary term are noted on the Application. International students are only accepted for primary terms \(Fall and Spring\).](#)
2. Application for admission to Imperial Valley College – online.
3. An official affidavit of support and current bank certification or bank statement that proves the student has sufficient financial support to pay tuition and living expenses to study at Imperial Valley College.
4. Local Sponsor.
5. Health insurance coverage. Imperial Valley Community College District requires that all international students have a valid health insurance plan that provides coverage during their course of study. Students must have health insurance coverage in order to enroll in classes. Health insurance information is available in the Admissions and Records Office.
6. A transfer clearance form completed by the institution the student presently attends that verifies his or her eligibility to transfer to IVC (when applicable).
7. Students under 18 years of age must be living with a legal guardian as stated in the admission requirements.

Upon acceptance, students will be administered assessment testing. During the assessment session, students are given tests in writing, mathematics, and/or English as a Second Language to determine their skill levels in these areas. Based on the results of English proficiency, students will be advised as to the recommended level of enrollment in English, math, and other courses. Students will receive their results from their assessment ~~session~~ **immediately following the assessment.**

[Our English as a Second Language courses lead into an academic program.](#)

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Proposed change in catalog information

EFFECTIVE YEAR 2014-2015

ACTION REQUESTED: Revision to Registration Times.

JUSTIFICATION: Revision

CURRENT LOCATION: 13-14 IVC General Catalog General Catalog Page(s): Page(s) 15

Priority Registration Times

Effective Fall 2014 the California Community Colleges Board of Governors approved changes that will establish system-wide enrollment priorities designed to ensure classes are available for students seeking job training, degree attainment or transfer and to reward students who make progress toward their education goals. To be eligible for priority registration privileges beginning in Fall 2014:

1. New students must matriculate – complete the Accuplacer Assessment (or provide approved alternative), and complete college orientation and advisement.
2. Students must also have an education plan.
3. Continuing students must be in good academic standing (2.0 G.P.A) and have not exceeded 90 degree applicable units (not including units in basic English, basic Math or English as a Second Language). Students are encouraged to seek help to improve their academic standing. Students nearing 90 units should carefully plan their remaining courses.

Active-duty military and veteran, current and former foster youth, CalWORKS, followed by student in Extended Opportunity Programs and Services and Disabled Students Programs and Services will continue to have first priority for registration if they meet the same criteria listed above pursuant to Education Code section 66025.

Registration priority specified above shall be lost at the first registration opportunity after a student:

- Is placed on academic or progress probation or any combination thereof as defined in Board Policy and Administrative Procedure 4250 for two consecutive terms; or
- Has earned ninety (90) or more degree-applicable semester or quarter equivalent units at the district.

Students may appeal the loss of enrollment priority for the following reasons:

1. when the loss is due to extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student;
2. when the student with a disability applied for, but did not receive a reasonable accommodation in a timely manner; or
3. for students enrolled in high unit majors.

The Chief Student Services Officer (CSSO) or his/her designee will determine the appeal in his/her sole discretion.

Students will find their registration times on the Student Portal once they login at least two to three weeks before priority registration begins.

The registration time established for each student is the date and time the student can start using the online registration system for a given semester ~~or summer session~~. Once that date has passed, students may continue to use the online system until it becomes unavailable near the end of the semester ~~or summer session~~.

Registration appointments for continuing students are determined by the number of units the student has completed at the college. Students are encouraged to register as early as possible using the online registration system for the best possible course selection.

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Proposed change in catalog information

EFFECTIVE YEAR 2014-2015

ACTION REQUESTED: Revision to Repeating Courses.

JUSTIFICATION: Revision

CURRENT LOCATION: 13-14 IVC General Catalog _____ General Catalog Page(s): Page(s) 16 _____

Repeating Courses

Courses may be repeated only under the following circumstances

(Title 5, CCR Sections 55040-44045)

1. SUBSTANDARD GRADES AND "W's"
 - Most courses may be repeated twice when the student has earned a substandard grade ("D", "F", or "NP") and/or a "W".
 - Students who have earned a two grade symbols (D, F, NC, NP or W) in a course must petition to take the course a third time.
 - Students who have withdrawn for verified military service ("MW") may repeat course(s) from which they have withdrawn. The "MW" grade does not affect GPA, nor does it count toward the permitted number of repetitions.

2. LAPSE OF TIME
Most courses completed with a satisfactory grade may be repeated one additional time if a significant lapse of time of at least three years has passed and if the course must be taken to fulfill a recency requirement by the college or another institution of higher education to which the student seeks to transfer. ~~after a period of five years.~~ However, this exception is considered only by petition. Students should contact the Admissions and Records Office for more information. If the repeat is allowed, the grade earned when the class is repeated will be used for the GPA computation, and the previous grade will be annotated as a repeat and will not be counted in the GPA computation.

3. EXTENUATING CIRCUMSTANCES
If a student has experienced extenuating circumstances (documented evidence of illness, accident, or other circumstances beyond the student's control), an additional repeat may be considered. Consult the Admissions and Records Office for information about the appeals process. Documentation is required for this exception.

4. LEGALLY MANDATED TRAINING
A student may repeat certain courses, "if necessary to meet legally mandated training requirements as a condition of paid or volunteered employment." This exception is considered only by petition. [55041 (b)]

5. SIGNIFICANT CHANGE IN INDUSTRY OR LICENSURE STANDARDS
Students may petition to repeat a course if there has been significant change in industry or licensure standards since the student previously took the course and the student must take the course again for employment or licensure. Documentation is required for this exception.

Any student registering to repeat a course not identified as repeatable or repeating a course more often than permitted ~~may~~ will be dropped from the course prior to the beginning of the semester/term.

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NOTE: This form is to be used to revise textual catalog information.

Proposed change in catalog information

EFFECTIVE YEAR 2014-2015

ACTION REQUESTED: Revision to Student Success & Support Program (formerly Matriculation).

JUSTIFICATION: Full Revision

CURRENT LOCATION: 13-14 IVC General Catalog General Catalog Page(s): Page(s) 17

STUDENT SUCCESS & SUPPORT PROGRAM

The Student Success & Support Program (SSSP) (formerly Matriculation) is a process that enhances student access to the California Community Colleges and promotes and sustains the efforts of credit students to be successful in their educational endeavors. The goals of the Student Success & Support Program are to ensure that all students complete their college courses, persist to the next academic term, and achieve their educational objectives.

In order to receive priority registration at Imperial Valley College, new students are required to complete the following:

- Orientation
- Assessment
- Academic Advisement

Continuing students are strongly encouraged to complete these steps to ensure continued success at Imperial Valley College.

Orientation

Orientation is mandatory for first-time college students. It introduces the students to critical information for student success. It provides valuable information about financial aid, students' rights and responsibilities, types of degrees, certificates, college policies & procedures, and student support services. Students can access the orientation online or through another designated orientation service on campus.

Assessment

English and Math are skills that students use in nearly all of their college classes. Assessment helps to determine students' skill levels in these areas. Students can go to the Assessment Center on a walk-in basis to take their tests. Students can visit the website at www.imperial.edu/assessment for available test times or call the Assessment Center at (760) 355-6450. Other tests are also used to comprise multiple measures, i.e. Early Assessment Program test scores.

Counseling

After taking the placement tests students need to develop, at a minimum, an abbreviated Student Educational Plan. After completion of 15 units, students need to have a comprehensive SEP developed. Course advising is specific to each individual student and is based on recommended classes identified through the student's assessment results, educational goal, and personal interests.

****If new students do not complete the matriculation requirements it will affect their registration priority or course registration in a subsequent-term.**

Students Rights and Responsibilities

- Identify an education and career goal
- Diligently engage in course activities and complete assigned coursework
- Complete courses and maintain progress toward an education goal and completing a course of study

Institutional Responsibilities

- The College shall take steps to ensure that information regarding its matriculation policies are accessible and available to all students
- Once the student has identified a course of study and completed 15 semester units of degree applicable course work the college must provide the student with an opportunity to develop a comprehensive student education plan

Exemptions

Students may be exempt from completing orientation, assessment, and having an SEP if the student:

- already has a degree
- Is enrolling at the college for avocational purposes and completed the services at another college
- Is enrolling to complete an academy or certification program (e.g. police or fire) or
- Is a Special Admit (concurrent enrollment high school student)