



**IMPERIAL VALLEY COLLEGE**  
**CURRICULUM COMMITTEE AGENDA**  
Regular Meeting, Thursday, October 5, 2017  
12:50 p.m. – Administration Building Board Room

*The mission of Imperial Valley College is to foster excellence in education that challenges students of every background to develop their intellect, character, and abilities; to assist students in achieving their educational and career goals; and to be responsive to the greater community.*

**I. Opening of the Meeting**

**A. Call to order**

**B. Approval of the Minutes**

**1. Regular Meeting of September 21, 2017**

*M/S (\_\_\_\_\_/\_\_\_\_\_) to approve the minutes of the September 21, 2017, regular meeting of the Curriculum Committee, as presented.*

**II. Action Items**

**A. Credit Courses**

**1. Revised Courses**

- a. AHP 060 – Health Assistant (5.5)
- b. DSPS 018 – Educational Assessment and Evaluation (0.5)
- c. ENGL 220 – Survey of American Literature I (3.0)
- d. ENGL 221 – Survey of American Literature II (3.0)
- e. ENGL 222 – Survey of World Literature I (3.0)
- f. ENGL 223 – Survey of World Literature II (3.0)
- g. ENGL 224 – Survey of British Literature I (3.0)
- h. ENGL 225 – Survey of British Literature II (3.0)
- i. ENGL 226 – Introduction to Mythology (3.0)
- j. ENGL 250 – Creative Writing (3.0)
- k. HUM 226 – Introduction to Mythology (3.0)
- l. NURS 100 – Medication Mathematics (1.0)

*M/S (\_\_\_\_\_/\_\_\_\_\_) to approve the removal of recommended preparation and/or update textbooks for items a. through l., effective 2018-2019, as presented. The motion:*

**B. Degrees and Certificates**

**1. Revised Degrees**

**a. Emergency Medical Services Degree**

*M/S (\_\_\_\_\_/\_\_\_\_\_) to approve the revision of the Emergency Medical Services Degree, effective 2018-2019, as presented. The motion:*

*\* To update the prerequisite to the program to include BIOL 090.*

**C. Course Review – Recommended Preparation**

*M/S (\_\_\_\_\_/\_\_\_\_\_) to approve the deadline of December 7, 2017 for completion of recommended preparation review. Those courses in which departments have not indicated necessity of the recommended preparation will have the recommended preparation removed effective 2018-2019.*

**III. Discussion Items**

1. **ADT – Min/Max CSU transferable units - Craig**

**IV. Information Items**

1. **Guided Pathways – Allyn Leon**
2. **Financial Aid (Curriculum Impacts) – Lisa Seals**
3. **Fall Curriculum Regional Meeting - Craig**

**V. Other Items**

**VI. Next Regular Meeting: October 19, 2017, 12:50pm in the Board Room**

**VII. Adjournment**



**IMPERIAL VALLEY COLLEGE**  
**CURRICULUM COMMITTEE MINUTES (Unadopted)**  
 Regular Meeting, Thursday, September 21, 2017  
 12:50 p.m. –Board Room

<b>Present:</b>	<input checked="" type="checkbox"/> Nicholas Akinkuoye	<input checked="" type="checkbox"/> Craig Blek	<input type="checkbox"/> Tina Aguirre	<input checked="" type="checkbox"/> Andrew Robinson
	<input checked="" type="checkbox"/> Michael Heumann	<input checked="" type="checkbox"/> Xochitl Tirado	<input checked="" type="checkbox"/> Daniel Gilison	<input checked="" type="checkbox"/> Carol Hegarty
	<input checked="" type="checkbox"/> Allyn Leon	<input type="checkbox"/> Jose Velasquez	<input checked="" type="checkbox"/> Norma Nava	<input checked="" type="checkbox"/> Trinidad Argüelles
	<input type="checkbox"/> Andres Martinez	<input checked="" type="checkbox"/> Jose Ruiz	<input type="checkbox"/> Sydney Rice	<input checked="" type="checkbox"/> Kristen Gomez
	<input checked="" type="checkbox"/> Kevin White	<input type="checkbox"/> Cathy Zazueta	<input type="checkbox"/> ASG Representative	
<b>Consultants:</b>	<input type="checkbox"/> Efrain Silva	<input type="checkbox"/> Becky Green	<input type="checkbox"/> Vikki Carr	<input type="checkbox"/> David Drury
	<input type="checkbox"/> David Zielinski	<input type="checkbox"/> Norma Nunez	<input type="checkbox"/> Kevin Howell	<input type="checkbox"/> Lennor Johnson
<b>Ex-officio</b>				
<b>Visitors:</b>				
<b>Recorder:</b>	Dixie Krimm			

**I. Opening of the Meeting**

**A. Call to order**

Craig Blek called the regular meeting of the Imperial Valley College Curriculum Committee to order at 12:55 pm on Thursday, September 21, 2017.

**B. Approval of the Minutes**

**1. Regular Meeting of September 7, 2017**

*M/S/C (White/Leon) to approve the minutes of the September 7, 2017, regular meeting of the Curriculum Committee, as presented.*

**II. Action Items**

**A. Credit Courses**

**1. Revised Courses**

**a. NURS 223 – Medical Surgical and Geriatric Nursing (5.0)**

*M/S (Akinkuoye/Leon) to approve the update of prerequisite for NURS 223, effective 2018-2019, as presented. The motion carried.*

**B. Degrees and Certificates**

**1. Revised Degrees and Certificates**

**a. Business Administrative Assistant Degree and Certificate**

*M/S (Leon/White) to approve the revision of the Business Administrative Assistant Degree and Certificate, effective 2018-2019, as presented. The motion was tabled.*

*\*To remove BUS 126 and add BUS 145 and BUS 169; unit value from 28 to 30 for the degree. To remove courses: BUS 126, BUS 210, BUS 260, and add courses: BUS 063, BUS 100, BUS 169; unit value from 28 to 26 for the certificate.*

Kristen noted that the changes impact how students complete the degree and certificate. It would not allow for some of the certificate courses to count for the major. Committee members agreed that more consideration should be taken. The item was tabled.

**b. Nursing Associate Degree (R.N.)**

*M/S (Leon/Akinkuoye) to approve the revision of the Nursing Associate Degree (R.N.), effective 2018-2019, as presented. The motion carried.*

*\* To update the prerequisite to the program to include NURS 100.*

**III. Discussion Items**

**1. Recommended Preparation Review**

Craig reminded members to review the courses in their department that have recommended preparation; there will be an action item at the next meeting to set a deadline to complete the review.

**IV. Information Items**

**1. 16-17 Self Evaluation Document – Craig**

Craig reviewed the 16-17 evaluation document – no further recommendations were made.

**2. Committee Attendance Report – Craig**

Craig informed members that we would need to begin documentation of actual member attendance; please be sure to notify Craig and Dixie if you will not be able to attend a scheduled meeting so that it can be noted as excused.

**3. CurricUNET Search Option Update – Dixie**

Members were shown the new search function in CurricUNET.

**V. Other Items**

It was noted that Academic Senate members have been discussing college hour revision. Members of curriculum were encouraged to voice other ideas to senate members as the senate would be voting at their next meeting.

**VI. Next Regular Meeting: October 5, 2017, 12:50pm in the Board Room**

**VII. The meeting adjourned at 1:36 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.



# ADMINISTRATION OF JUSTICE (For Transfer)

## DEGREES, CERTIFICATES AND AWARDS

Associate in Science Degree in Administration of Justice for Transfer (AS-T)

### DESCRIPTION

Administration of Justice involves the study of the theory and practice of law enforcement, police work, the courts and corrections systems. The core and elective courses provide the student with a base of knowledge and proficiency in the multidisciplinary examinations of crime, crime control, the justice process, and justice institutions. The discipline addresses definitions, causation, prevention, investigation, legal process, treatment, rehabilitation, and research relating to crime and justice as well as the institutions of the justice system and their administration.

The Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing this degree (AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major.

### PROGRAM LEARNING OUTCOMES

1. Demonstrate knowledge and understanding of the U.S. Constitution and the subsequent Amendments pertaining to the Justice System.
2. Demonstrate knowledge and understanding of the Criminal Justice System to include investigation of crimes, prosecution of offenders in court and incarceration of convicted perpetrators in the Correctional System.
3. Demonstrate knowledge and understanding of the principles of a law enforcement report, in particular those elements of the Corpus (body) of the criminal act, the proper documentation of Witness Statements and Evidence.

### ASSOCIATE DEGREE PROGRAM ( For Transfer)

The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) degree is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete a minimum of 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0. Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is a designated "high-unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete this degree for more information on university admission and transfer requirements.

### CAREER OPPORTUNITIES

Of the career opportunities identified many will usually require the completion of degree requirements at 4-year colleges and universities. Some positions however require a four-year degree for which IVC's program is a good base for transfer.

- Police Officer
- Industrial Security Officer
- Deputy Sheriff
- Evidence Technician
- Animal Control
- Computer
- Forensics
- Highway Patrol Officer
- Alcoholism Counselor
- Police Clerk
- FBI Agent
- Accident Investigator
- Polygraph Operator
- Forest Ranger
- Customs Agent
- Investigator Trainer
- Drug Enforcement
- Insurance Investigator
- Code Enforcement
- Border Patrol Agent
- Criminal Investigator
- Legal Secretary
- Fingerprint Classifier
- Store Detective
- Security Specialist
- Matron
- Police Dispatcher
- Warden
- Park Ranger
- Correctional Counselor
- Law
- Paralegal
- Probation Officer
- Parole Agent
- Counselor
- Private Detective
- Jailer
- Officer Agent Drug Abuse
- Corrections Officer

**Gainful Employment:** Federal regulations require institutions to provide students with Gainful Employment information for specific certificate programs offered at IVC. Please click on our Programs of Study link to view the information for each certificate program: <http://www.imperial.edu/courses-and-programs/programs-of-study/>

### TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree at Imperial Valley College may not be the same as those required for completing the major at a transfer institution offering a bachelor's degree. Students who plan to transfer to a four-year college or university should schedule an appointment with an IVC Counselor to develop a student education plan (SEP) before beginning their program.

#### Transfer Resources:

[www.ASSIST.org](http://www.ASSIST.org) – CSU and UC Articulation Agreements and Majors Search Engine

[www.CSUMentor.edu](http://www.CSUMentor.edu) – CSU System Information

[www.universityofcalifornia.edu/admissions/index.html](http://www.universityofcalifornia.edu/admissions/index.html) - UC System Information

[www.aiccu.edu](http://www.aiccu.edu) – California Independent Colleges and Universities, Association of

<http://wiche.edu/wue> - Western Undergraduate Exchange Programs

### FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that IVC offers a full array of financial aid programs – grants, work study, scholarships, and fee waivers (we do not participate in the federal loan programs). These programs are available to both full and part time students who are seeking a degree or certificate. For those who qualify, financial aid is available to help with tuition, fees, books and supplies, food, housing, transportation, and childcare. Please log onto our website for additional information: [www.imperial.edu/students/financial-aid-and-scholarships/](http://www.imperial.edu/students/financial-aid-and-scholarships/)

# ADMINISTRATION OF JUSTICE (For Transfer)

## ASSOCIATE DEGREE PROGRAM

### ADMINISTRATION OF JUSTICE

Associate in Science Degree in Administration of Justice for Transfer (AS-T) – 18.0-19.0 units

ALL COURSES FOR THIS MAJOR MUST BE COMPLETED WITH A MINIMUM GRADE OF "C" OR BETTER.

#### REQUIREMENTS FOR THE DEGREE

- I. **Units/GPA** – Must complete a maximum of 60 CSU-transferable semester units with a minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. *NOTE: While a minimum of 2.0 is required for admission, some institutions and majors may require a higher GPA. Please consult with a counselor for more information.*
- II. **General Education** – Must complete one of the following general education transfer patterns:
  - A. California State University General Education Breadth Pattern (CSU GE-B) – 39 units minimum
  - B. Intersegmental General Education Transfer Curriculum (IGETC) – 37 units minimum
- III. **Eighteen to Nineteen (18-19) units required for the major**
  - A. **Required for the Major (6) units**

AJ	100	Introduction to the Administration of Justice	3.0
AJ	102	Concepts of Criminal Law	3.0
<b>B. Select six (6) units from:</b>			6.0
AJ	104	Legal Aspects of Evidence (3.0)	
AJ	106	Principles & Procedures of the Justice System (3.0)	
AJ	110	Law Enforcement Community Relations (3.0)	
AJ	222	Criminal Investigation (3.0)	
AJ	223	Juvenile Control (3.0)	
CSI	100	Introduction to Correctional Systems (3.0)	
<b>C. Select six to seven (6.0-7.0) units from</b>			6.0-7.0
MATH	119	Elementary Statistics (4.0)	
PSY	101	Introduction to Psychology (3.0)	
SOC	101	Introduction to Sociology (3.0)	

Total Major Units	18.0-19.0
CSU-GE or IGETC Pattern	37.0-39.0
Electives (as needed to reach 60 CSU transferable units)	60.0
<b>Total Maximum Units:</b>	<b>60.0</b>