



**IMPERIAL VALLEY COLLEGE**  
**CURRICULUM COMMITTEE AGENDA**  
Regular Meeting, Thursday, February 15, 2018  
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 December 7, 2017**

*M/S (\_\_\_\_\_/\_\_\_\_\_) to approve the minutes of the December 7, 2017, regular meeting of the Curriculum Committee, as presented.*

**II. Action Items**

**A. Credit Courses**

**1. Deleted Courses**

- a. AG 160 – Food & Fiber in a Changing World (3.0)
- b. AG 260 – Plant Protection and Integrated Pest Management (3.0)
- c. AG 270 – Weeds and Weed Control (3.0)

*M/S (\_\_\_\_\_/\_\_\_\_\_) to approve the deletion of AG 160, AG 260, and AG 270, from the credit curriculum, effective 2018-2019, as presented. The motion:*

**2. Revised Courses**

- a. ADS 120 – Introduction to Counseling (3.0)
- b. ADS 220 – Practicum (3.0)
- c. ADS 230 – Alcohol and Drug Prevention and Education (3.0)
- d. AG 110 – Environmental Science (3.0)
- e. ENVS 110 – Environmental Science (3.0)
- f. AG 120 – Soil Science (3.0)
- g. AG 220 – Irrigation and Drainage (3.0)
- h. AG 230 – Fertilizers and Soil Amendments (3.0)
- i. AJ 100 – Introduction to the Administration of Justice (3.0)
- j. AJ 102 – Concepts of Criminal Law (3.0)
- k. AJ 104 – Legal Aspects of Evidence (3.0)
- l. AJ 106 – Principles and Procedures of the Justice System (3.0)
- m. AJ 110 – Law Enforcement Community Relations (3.0)
- n. AJ 121 – Law Enforcement Field Operations (3.0)
- o. AJ 222 – Criminal Investigation (3.0)
- p. AJ 223 – Juvenile Control (3.0)
- q. AJ 224 – Criminology (3.0)
- r. SOC 224 – Criminology (3.0)
- s. ANTH 120 – Introduction to Archaeology (3.0)
- t. ART 106 – Women Artists (3.0)
- u. ART 124 – Painting I (3.0)
- v. ART 170 – Photography – Beginning (3.0)

- w. ART 226 – Painting IV (3.0)
- x. ART 270 – Photography – Intermediate (3.0)
- y. AU T 120 – Automotive Machine Shop (4.0)
- z. AU T 122 – High Performance Engine Blueprinting I (4.0)
- aa. AU T 135 – Automotive Techniques and Applications (3.0)
- bb. AU T 235 – Automotive Electrical/Electronic Instruments (3.0)
- cc. BIOL 120 – General Zoology I (4.0)
- dd. BIOL 122 – General Zoology II (4.0)
- ee. BLDC 115 – Energy Fundamentals (3.0)
- ff. BLDC 130 – Carpentry Layout and Framing (4.0)
- gg. BLDC 135 – Residential Plumbing Applications (3.0)
- hh. BLDC 140 – Building Construction Methods and Materials (3.0)
- ii. BLDC 145 – Concrete Formwork, Layout, and Setting (3.0)
- jj. BLDC 150 – Carpentry Methods, Materials, and Tools (4.0)
- kk. BLDC 155 – Solar Thermal and Water Efficiency (3.0)
- ll. BLDC 165 – Concrete Materials, Methods, and Tools (4.0)
- mm. BLDC 170 – Essentials of Efficient Green Construction (3.0)
- nn. BLDC 175 – Home Performance Retrofits (3.0)
- oo. BLDC 180 – Building Planning and Cost Estimation (3.0)
- pp. BLDC 185 – Concrete Footings, Flatwork, and Detail Work (4.0)
- qq. BLDC 190 – Carpentry Trim and Detail Work (3.0)
- rr. BUS 061 – Business English (3.0)
- ss. BUS 132 – Business Management (3.0)
- tt. BUS 156 – Keyboarding: Speed and Accuracy (3.0)
- uu. BUS 164 – Microsoft Word for the Workplace (3.0)
- vv. BUS 172 – Office Procedures for the Workplace (3.0)
- ww. BUS 180 – Microsoft Office Suite for the Workplace (4.0)
- xx. BUS 210 – Principles of Financial Accounting (4.0)
- yy. COMM 100 – Oral Communication (3.0)
- zz. COMM 130 – Small Group Communication (3.0)
- aaa. COMM 150 – Intercultural Communication (3.0)
- bbb. COMM 180 – Argumentation and Debate (3.0)
- ccc. CIS 102 – Computer Applications Laboratory (1.0)
- ddd. CIS 137 – Web Development Tools (3.0)
- eee. CIS 149 – Computer Graphics – Photoshop (3.0)
- fff. CIS 150 – Computer Graphics – Illustrator (3.0)
- ggg. CIS 160 – CISCO IT Essentials: Hardware and Software (4.0)
- hhh. CIS 163 – Cisco CCNA Discovery 2: Routing and Switching Essentials (4.0)
- iii. CIS 202 – Programming in Visual Basic (3.0)
- jjj. CIS 210 – Programming in C++ (3.0)
- kkk. CIS 212 – Web Development Programming (3.0)
- lll. CIS 214 – PHP Fundamentals for Web Development (3.0)
- mmm. CS 170 – Introduction to Unix/Linux (3.0)
- nnn. CSI 100 – Introduction to Correctional Systems (3.0)
- ooo. CSI 104 – Concepts of Probation and Parole (3.0)
- ppp. CSI 206 – Correctional Interviewing and Counseling (3.0)
- qqq. CSI 208 – Control and Supervision of Inmates (3.0)
- rrr. EDUC 202 – Tutor Training (1.0)
- sss. EWIR 115 – Electrical Wiring and Protection (4.0)
- ttt. EWIR 125 – Electrical Feeder Service and Circuits (4.0)
- uuu. EWIR 151 – Solar Electrical Systems (4.0)
- vvv. ELTR 120 – Electronic Devices (4.0)
- www. EMTP 200 – Introduction to Advanced Prehospital Care – Paramedic (9.0)
- xxx. ESL 031 – Verb Review 1 (1.0)
- yyy. ESL 032 – Verb Review 2 (1.0)
- zzz. ESL 037 – Verb Review 7 (1.0)
- aaaa. ESL 038 – Verb Review 8 (1.0)

- bbbb. ESL 041 – Conversation 1 (1.0)
- cccc. ESL 042 – Conversation 2 (1.0)
- dddd. ESL 061 – Vocabulary 2 (1.0)
- eeee. ESL 062 – Vocabulary 3 (1.0)
- ffff. HIST 220 – Women in American History (3.0)
- gggg. HIST 222 – History of California (3.0)
- hhhh. HIST 225 – Mexican American History (3.0)
- iiii. LAS 225 – Mexican American History (3.0)
- jjjj. JRN 101 – Multimedia News Writing and Reporting (3.0)
- kkkk. MATH 114 – Children’s Mathematical Thinking (1.0)
- llll. NURS 204 – Transition to A.S. Degree Nursing (3.0)
- mmmm.VN 114 – Pharmacology I (1.5)
- nnnn. PE 142 – Advanced Swimming (1.0)
- oooo. PHSC 110 – Physical Science (3.0)
- pppp. POLS 104 – Comparative Politics (3.0)
- qqqq. PSY 142 – Psychology of Adjustment (3.0)
- rrrr. PSY 202 – Learning (3.0)
- ssss. PSY 220 – Practicum (3.0)
- tttt. RNEW 118 – Alternative Energies (4.0)
- uuuu. RNEW 152 – Solar Heating (3.0)
- vvvv. SPAN 223 – Spanish Reading and Writing (4.0)
- wwww. WT 230 – Wastewater Treatment Operator II (4.0)

*M/S (\_\_\_\_/\_\_\_\_) to approve the removal of recommended prep for items a. through www. above, effective 2018-2019. The motion:*

- a. APEL 105 – Electrician V (4.0)
- b. APEL 106 – Electrician VI (4.0)
- c. APEL 107 – Electrician VII (4.0)
- d. APEL 108 – Electrician VIII (4.0)
- e. APGN 105 – Generation Mechanic V (4.0)
- f. APGN 106 – Generation Mechanic VI (4.0)
- g. APGN 107 – Generation Mechanic VII (4.0)
- h. APGN 108 – Generation Mechanic VIII (4.0)
- i. APHY 105 – Hydro Operator V (4.0)
- j. APHY 106 – Hydro Operator VI (4.0)
- k. APHY 107 – Hydro Operator VII (4.0)
- l. APHY 108 – Hydro Operator VIII (4.0)
- m. APIN 105 – Instrument Technician V (4.0)
- n. APIN 106 – Instrument Technician VI (4.0)
- o. APIN 107 – Instrument Technician VII (4.0)
- p. APIN 108 – Instrument Technician VIII (4.0)
- q. APLN 105 – Power Lineman V (4.0)
- r. APLN 106 – Power Lineman VI (4.0)
- s. APLN 107 – Power Lineman VII (4.0)
- t. APLN 108 – Power Lineman VIII (4.0)
- u. APMT 105 – Meter Technician V (4.0)
- v. APMT 106 – Meter Technician VI (4.0)
- w. APMT 107 – Meter Technician VII (4.0)
- x. APMT 108 – Meter Technician VIII (4.0)
- y. APPL 105 – Power Plant Operator V (4.0)
- z. APPL 106 – Power Plant Operator VI (4.0)
- aa. APPL 107 – Power Plant Operator VII (4.0)
- bb. APPL 108 – Power Plant Operator VIII (4.0)
- cc. APRL 105 – Relays Technician V (4.0)
- dd. APRL 106 – Relays Technician VI (4.0)
- ee. APRL 107 – Relays Technician VII (4.0)

- ff. **APRL 108 – Relays Technician VIII (4.0)**
- gg. **APSB 105 – Substation-Electrician V (4.0)**
- hh. **APSB 106 – Substation-Electrician VI (4.0)**
- ii. **APSB 107 – Substation-Electrician VII (4.0)**
- jj. **APSB 108 – Substation-Electrician VIII (4.0)**
- kk. **APSC 105 – SCADA/Telecommunications Technician V (4.0)**
- ll. **APSC 106 – SCADA/Telecommunications Technician VI (4.0)**
- mm. **APSC 107 – SCADA/Telecommunications Technician VII (4.0)**
- nn. **APSC 108 – SCADA/Telecommunications Technician VIII (4.0)**
- oo. **APTL 105 – Telecommunications Technician V (4.0)**
- pp. **APTL 106 – Telecommunications Technician VI (4.0)**
- qq. **APTL 107 – Telecommunications Technician VII (4.0)**
- rr. **APTL 108 – Telecommunications Technician VIII (4.0)**
- ss. **BLDC 135 – Residential Plumbing Applications (3.0)**
- tt. **ELTR 120 – Electronic Devices (4.0)**
- uu. **ELTR 140 – Electronic Circuits & Semiconductors (4.0)**
- vv. **ELTR 220 – Digital Instrumentation Measurements (3.0)**
- ww. **ELTR 240 – Digital Logic Circuits (3.0)**
- xx. **FIRE 222 – Fire Investigation 1A (3.0)**
- yy. **FIRE 223 – Fire Investigation 1B (3.0)**

*M/S (\_\_\_\_/\_\_\_\_) to approve the update to textbooks for items a. through z. above, effective 2018-2019. The motion:*

- a. **ECON 101 – Introduction to Micro Economics (3.0)**
- b. **ECON 102 – Introduction to Macro Economics (3.0)**

*M/S (\_\_\_\_/\_\_\_\_) to approve the update to textbooks and class size (from 35 to 40) for ECON 101 and ECON 102, effective 2018-2019. The motion:*

- 3. **New Courses**
  - a. **ENGL 055 – Intensive Composition and Reading Lab (1.0)**

*M/S (\_\_\_\_/\_\_\_\_) to approve the addition of ENGL 055 to the credit curriculum, effective 2018-2019, as presented. The motion:*

### **III. Discussion Items**

- 1. **GE Pattern Options – Kristen**
- 2. **AP 4020 – Credit Hour Calculations (new regulations) – Craig**

### **IV. Information Items**

### **V. Other Items**

### **VI. Next Regular Meeting: March 1, 2018, 12:50pm in the Board Room**

### **VII. Adjournment**



**IMPERIAL VALLEY COLLEGE**  
**CURRICULUM COMMITTEE MINUTES (Unadopted)**  
 Regular Meeting, Thursday, December 7, 2017  
 12:50 p.m. –Board Room

<b>Present:</b>	<input checked="" type="checkbox"/> Nicholas Akinkuoye	<input checked="" type="checkbox"/> Craig Blek	<input checked="" type="checkbox"/> Tina Aguirre	<input checked="" type="checkbox"/> Andrew Robinson
	<input checked="" type="checkbox"/> Michael Heumann	<input type="checkbox"/> Xochitl Tirado	<input type="checkbox"/> Daniel Gilison	<input type="checkbox"/> Carol Hegarty
	<input checked="" type="checkbox"/> Allyn Leon	<input type="checkbox"/> Jose Velasquez	<input type="checkbox"/> Norma Nava	<input type="checkbox"/> Trinidad Argüelles
	<input checked="" type="checkbox"/> Andres Martinez	<input checked="" type="checkbox"/> Jose Ruiz	<input checked="" type="checkbox"/> Sydney Rice	<input checked="" type="checkbox"/> Kristen Gomez
	<input type="checkbox"/> Kevin White	<input type="checkbox"/> Cathy Zazueta	<input type="checkbox"/> ASG Representative	
<b>Consultants:</b>	<input checked="" type="checkbox"/> Efrain Silva	<input type="checkbox"/> Becky Green	<input checked="" type="checkbox"/> Vikki Carr	<input checked="" type="checkbox"/> David Drury
	<input checked="" 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>	Betsy Lane	Gabriel Gonzales	Cesar Supnet	Joe Espinoza
<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 12:54 pm on Thursday, December 7, 2017.

**B. Approval of the Minutes**

**1. Regular Meeting of November 16, 2017**

*M/S/C (Aguirre/Leon) to approve the minutes of the November 16, 2017, regular meeting of the Curriculum Committee, as presented.*

**II. Action Items**

**A. Rubric**

**1. New Rubric**

**a. POST – Peace Officer Standards and Training**

*M/S (Aguirre/Leon) to approve the addition of the course subject rubric POST, effective 2018-2019. The motion carried.*

**B. Credit Courses**

**1. Deleted Courses**

- a. CS 220 – Introduction to Object-Oriented Programming Using Java (4.0)
- b. CS 230 – Intermediate Object-Oriented Programming Using Java (4.0)
- c. CS 280 – Assembly Language and Machine Organization (4.0)
- d. FIRE 106 – First Aid/CPR – Public Safety First Responder (1.0)
- e. RNEW 165 – NABCEP Entry Level Exam Preparation (1.0)

*M/S (Aguirre/Leon) to approve the deletion of items a. through e. from the credit curriculum, effective 2018-2019, as presented. The motion carried.*

**2. Revised Courses**

- a. ADS 101 – Alcoholism, Intervention, Treatment & Recovery (3.0)
- b. ADS 110 – Physiological Effects of Alcohol and Drugs (3.0)
- c. ADS 120 – Introduction to Counseling (3.0)
- d. ADS 176 – Sex and Gambling Addiction (1.0)
- e. ADS 177 – Anger Management (1.0)
- f. ADS 178 – Life Skills (1.0)
- g. ADS 200 – Family Counseling Approaches to Alcohol and Drug Abuse (3.0)
- h. ADS 220 – Practicum (3.0)
- i. ADS 240 – Ethics and Legal Standards in Addiction Counseling (3.0)
- j. ADS 251 – Dual Diagnosis (3.0)
- k. AMSL 100 – American Sign Language 1 (4.0)
- l. AMSL 102 – American Sign Language 2 (4.0)
- m. AMSL 104 – Fingerspelling and Numbers (3.0)
- n. AMSL 112 – Interpreting as a Profession (3.0)
- o. AMSL 202 – American Sign Language 4 (3.0)
- p. AMSL 204 – American Sign Language 5 (3.0)
- q. AMSL 210 – Interpreting American Sign Language 1 (3.0)
- r. AMSL 212 – Interpreting American Sign Language 2 (3.0)
- s. ART 220 – Drawing III (3.0)
- t. ENGL 008 – Basic English Composition I (4.0)
- u. ENGL 009 – Basic English Composition II (4.0)
- v. ENGL 010 – English Composition – Accelerated (4.0)
- w. ENGL 110 – Composition and Reading (4.0)
- x. FIRE 122 – Confined Space Awareness (0.5)
- y. PSY 120 – Introduction to Counseling (3.0)
- z. PSY 220 – Practicum (3.0)

*M/S (Aguirre/Leon) to approve the update for items a. through z., as indicated in CurricUNET, effective 2018-2019. The motion carried.*

- aa. MATH 061 – Basic Mathematics (3.0)
- bb. MATH 071 – Pre-Algebra (3.0)
- cc. MATH 081 – Beginning Algebra (4.0)
- dd. MATH 091 – Intermediate Algebra (5.0)

*M/S (Akinkuoye/Leon) to approve the class size increase from 35 to 40 for MATH 061, 071, 081, and 091, for all instructional modalities, effective Spring 2018. The motion carried.*

**C. Degrees and Certificates**

**1. Inactivated Degree and Certificate**

- a. Energy Efficiency Technology Degree and Certificate

*M/S (Aguirre/Leon) to approve the inactivation of the Energy Efficiency Technology Degree and Certificate for no longer than 3 years, effective 2018-2019, as presented. The motion carried.*

**D. Catalog Addendum**

*M/S (Gomez/Leon) to approve the 2017-2018 catalog addendum, effective 2017-2018, as presented. The motion carried.*

**III. Discussion Items**

None.

#### **IV. Information Items**

##### **1. ENGL 055 – Michael Heumann**

- English faculty have been working on placement issues, English 055 will be a one-unit lab class that students will take along with ENGL 110. If they place into ENGL 009 they can use this option to avoid taking the English 009 by taking the 055 and 110 together.
- Betsy Lane asked if they considered noncredit as an option. Michael will look into it.
- The instructor that teaches 110 will be the instructor for 055
- Students will be informed of the option at the time of placement.

##### **2. Curriculum Regional Meeting Update – Dixie**

(Please see attached notes)

- Changes for Certificates: decrease of minimum from 12 to 8 for approval ability, threshold for college submission from 18 to 16.
- AB 705 Implementation timeline and guidance will be coming from the Chancellor's Office, colleges should hold off on major curricular changes as a result of AB 705 interpretation.

#### **V. Other Items**

Vikki Carr attended regional meeting

- Year round registration – some colleges have 2 years open to register for
- Governor's office to consider another method of grading – Excused Withdraw. This will give students with special circumstances the ability to withdraw from courses for reasons beyond their control.
- Discussion regarding chosen name vs. legal name.

#### **VI. Next Regular Meeting: February 15, 2018, 12:50pm in the Board Room**

#### **VII. The meeting adjourned at 1:30 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.

Notes from Curriculum Regional meeting  
November 18, 2017

**Opening General Session**

- Work on curriculum streamlining has been successful. Through collaboration between CIOs, CEOs, ASCCC, and the Chancellor's Office, the approval of nearly all credit courses has been shifted from the Chancellor's Office to the local curriculum committees and governing boards.
- Annual certification applies to all credit courses (stand alone or program applicable) except for cooperative work experience
- By signing the certification colleges are guaranteeing that the curriculum committee will be trained annually and that all credit courses approved locally meet the requirements of Title 5
- Along with the exception of work experience, noncredit and programs will continue to go through chancellor's office approval.
- Courses still require a control number before being offered

**Baccalaureate Degrees**

- This is the second year; 10 colleges are participating.
- 5 more will begin programs Fall 2017
- Spring 2018 will show graduates

**UCTP Pilot Program**

- Pilot program would be in Chemistry and Physics and would require students to complete
  - A degree aligned with the UC Transfer Pathway
  - Modified IGETC
  - GPA requirements
- Templates similar to ADTs; approved by 5C; MOU; UC transfer committee

**Credit Certificates**

- Changes include decreasing the minimum from 12 to 8 and threshold for when colleges must submit from 18 to 16

**Areas of Emphasis – TMCs**

- Global Studies
- Social Justice Studies
- Law, Public Policy, and Society
- Social Work and Human Services

**CSU Executive Order 1110**

- GE requirements may be satisfied through courses taught in all modalities
- Area B4: courses are not necessarily required to have an Intermediate Algebra prerequisite to be approved for Area B4 (must still be college level and submitted to CSU for approval)
- Still required to have Intermediate Algebra prerequisite for IGETC Area 2
- Eliminated the use of assessment tests at CSU; CSU still has admission requirements

**AB 705**

- Chancellor's Office will be working with system partners to develop and implement timeline and guidance for implementation and necessary regulations
- Curriculum changes could come as a result of 705 but guidance and regulations are not in place yet related to accelerated pathways, therefore colleges are encouraged to wait before making sweeping changes



### Community Service Classes

- Allows community services students to be in the same class as credit students
- 5C has requested legal opinion; if permissible, guidelines will be distributed by the 2018 Curriculum Institute

### NONCREDIT Session

#### Noncredit Curriculum Policy & Submission Info

- Only four areas are eligible for CDCP apportionment
  - Workforce Preparation
  - Elementary and Secondary Basic Skills
  - Short-term Vocational
  - ESL

Standards and Criteria for Noncredit Courses is basically the same as credit

- Apportionment is by positive attendance
- No state aid or apportionment may be claimed on account of attendance of student in noncredit classes in dancing or recreational physical education
- Good reason to transcribe noncredit
- Tutoring – Elementary and Secondary Basic Skills

### Noncredit Programs

Certificate of completion: Workforce Sort-term Voc with high employment potential.

Certificate of competency: ESL and Basic Skills

### AB 705 Session

#### Curriculum Impacts of AB 705

Colleges have historically used placements tests and established cut scores to assess students' skills and place them into courses.

- Colleges must use two forms as multiple measures.
- Tools other than assessments may include: High School transcripts, SAT/ACT scores, EAP, guided self-placement, counselor visits, employment history, military training and experience, embedded questions in an assessment test.

### 705 shifts control

- No community college district or college may use any assessment instrument for the purposes of this article without the authorization of the board of governors. The board of governors may adopt a list of authorized assessment instruments pursuant to the policies and procedures developed pursuant to this section and the intent of this article. The board of governors may waive this requirement as to any assessment instrument pending evaluation.
- **If the Board of Governors creates a list of approved assessment measures, colleges will only be able to use those tools**

Accuplacer assessment is expiring soon. It is not clear if any assessment tests are going to be approved by the Chancellor's Office.

## **IMPERIAL COMMUNITY COLLEGE DISTRICT BP 4020 Program, Curriculum and Course Development**

### Reference:

Education Code Section 70901(b), 7092(b) and 78016;  
Title 5, Sections 51000, 51022, [55002.5](#), 55100, 55130, and 55150;  
U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under the Title IV of the Higher Education Act of 1965, as amended;  
34 Code of Federal Regulations Section 600.2, 602.24, 603.24, and 668.8;  
ACCJC Accreditation Standards II.A and II.A.9

The program and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the CEO shall establish procedures for the development and review of all curricular offerings, including their establishment, modification or discontinuance.

Furthermore, these procedures shall include:

- appropriate involvement of the faculty and Academic Senate in all processes;
- regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development;
- consideration of job market and other related information for vocational and occupational programs;
- development of a general catalog and announcement of courses.

All new programs and program discontinuances shall be approved by the Board.

All new programs shall be submitted to the California Community Colleges Chancellor's Office for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board. Nondegree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.

The Board delegates the authority for all other actions to the CEO.

### **Credit Hour**

Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a “credit hour” program or a “clock hour” program.

The CEO will establish procedures which prescribe the definition of “credit hour” consistent with applicable [Title 5 and](#) federal regulations, as they apply to community college districts.

The CEO shall establish procedures to assure that curriculum and the District complies with the definition of “credit hour” or “clock hour,” where applicable. The CEO shall also establish procedures for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

See AP 4020

**IMPERIAL COMMUNITY COLLEGE DISTRICT**  
**AP 4020 Program, Curriculum and Course Development**

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References:

Title 5 Sections 51021, 55000 et seq., and 55100 et seq.;

[34 Code of Federal Regulations Part 600.2](#);

[ACCJC](#) Accreditation Standards II.A;

U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended.

**BACKGROUND**

California Education Code Section 70901 provides that the Board of Governors of the California Community Colleges has statewide responsibility to:

- establish minimum standards for credit and noncredit classes
- review and approve all educational programs offered by community college districts
- adopt regulations defining the conditions under which a community college district may offer, without the need for approval by the Board of Governors, a credit course that is not part of an approved educational program, and monitor courses approved

The California Community Colleges Chancellor's Office uses the following five (5) criteria to approve credit and noncredit programs and courses that are subject to Chancellor's Office review.

1. Appropriateness to Mission
2. Need
3. Curriculum Standards
4. Adequate Resources
5. Compliance

Section 70902 of the California Education Code provides that the governing board of each community college district shall:

- establish policies for, and approve, credit courses of instruction and educational programs
- establish policies for, and approve, individual courses that are offered in approved educational programs, without referral to the Board of Governors

Section 70902 further provides that the governing board of each community college district may offer, without the approval of the Board of Governors, a credit course of

instruction that is not offered in an approved educational program, under conditions authorized by regulations adopted by the Board of Governors.

California Code of Regulations Title 5 Section 51021, Curriculum, requires that “each community college shall establish such programs of education and courses as will permit the realization of the objectives and functions of the community college. All courses shall be approved by the Chancellor in the manner provided in Subchapter 1 (commencing with §55000) of Chapter 6.”

Title 5 Section 55000, Definitions, defines “course” as “an organized pattern of instruction on a specified subject offered by a community college pursuant to subdivisions (a), (b) or (c) of section 55002” and “educational program” as “an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education.”

Title 5 Sections 55002 and 55100 establish the criteria for courses and standards for approval, while Sections 55130 and 55150 provides the criteria and standards for approval of credit programs, and noncredit courses and programs, respectively.

In addition, Title 5 Section 55002(a)(1), Curriculum Committee, mandates that “the college and/or district curriculum committee recommending the course shall be established by the mutual agreement of the college and/or district administration and the academic senate. The committee shall be either a committee of the academic senate or committee that includes faculty and is otherwise comprised in a way that is mutually agreeable to the college and/or district administration and the academic senate.”

### **CURRICULUM COMMITTEE ROLE, FUNCTION, AND MEMBERSHIP**

The District’s Curriculum Committee serves in an advisory capacity to the Academic Senate and provides policy recommendations and procedures in the areas of (1) curriculum, including establishing prerequisites and placing courses within disciplines, (2) degree and certificate requirements, (3) grading policies, and (4) educational program development. This responsibility includes initiation, review, and approval of programs.

The function, membership, and procedures of the Curriculum Committee are subject to review every two (2) years by the Board of Trustees, or its designee, and the Academic Senate.

The Curriculum Committee is composed of the following members:

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Academic Senate: 11/07/12, 10/15/14

Page 2

~~Board of Trustees: 03/15/07~~

~~Shared Governance: Curriculum Committee 10-18-12; Academic Senate 11-07-12~~

Voting Members

Chief Instructional Officer	Behavioral and Social Science Department Chair
Academic Senate Representative (Chair)	
Distance Education Coordinator	
Disabled Student Programs and Services Director	Business Department Chair
Counseling Representative	Industrial Technology Department Chair
Articulation Officer	English Department Chair
Assistant Librarian	ESL Department Chair
Associated Student Government Representative	Humanities and World Languages and Speech Communication Department Chair and Coordinator
Exercise Science/Wellness/Sport Department Chair	Nursing and Allied Health Department Representative
<del>Public Safety Department Chair</del>	Science, Math and Engineering Department Chair and Coordinator

Consultants

	Vice President for Student Services
Dean of Economic and Workforce Development	Director of Admissions and Records
	<del>Matriculation</del> <a href="#">Student Success and Support</a> Director
Dean of Health and Science	Child, Family and Consumer Sciences Director
	Transfer Center Director
Dean of Arts, Letters and Learning Services	Non-Credit Coordinator (represented by Dean of Economic and Workforce Development)

Dean of Counseling	SLO Coordinator
	Basic Skills Coordinator

The Curriculum Committee meets regularly on the first and third Thursday of each month during the academic year.

~~At its first meeting of the academic year, Curriculum Committee members and all other persons who will be involved in the curriculum approval process will complete the training provided for in Title 5 Section 55100, which permits community college districts to approve, without prior approval by the California Community Colleges Chancellor's Office, nondegree-applicable credit courses and degree-applicable credit courses which are not part of an approved educational program (i.e., "stand-alone" courses). The district must annually certify (by September 30) that all faculty and staff involved in the curriculum approval process have completed this training. The training will be provided by the Curriculum Committee Chair, who will have received prior official training for certification either at the annual Curriculum Institute or via online training sessions offered by the Chancellor's Office.~~

At its last meeting of the academic year, the Curriculum Committee develops the meeting schedule for the ensuing year. The meeting schedule includes the deadline for new and revised programs and courses to be added to the next catalog, and programs and courses to be deleted from the catalog.

The Technical Review Committee, a subcommittee of the Curriculum Committee, meets ~~immediately following a Curriculum Committee meeting~~ [as needed](#) to review and approve curriculum items for the next Curriculum Committee meeting. Technical Review Committee members include the Curriculum Committee Chair, Articulation Officer, ~~Matriculation~~ [Student Success and Support Program](#) Director, Distance Education Coordinator, SLO Coordinator, Dean of Learning Services, Non-Credit Coordinator (Dean of Economic and Workforce Development), and the Director of DSPS. Faculty as Originators of curriculum proposals and/or Department Chairs and/or Division Deans participate in Technical Review Committee meetings on an as needed basis.

The ~~Instructional Assistant~~ Curriculum [and Academic Systems](#) Specialist serves as clerical support to the Curriculum Committee and recording secretary for both Curriculum Committee and Technical Review Committee meetings.

## PROCEDURES

The District utilizes CurricUNET for the submission, review, and approval of proposals to:

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Academic Senate: 11/07/12, 10/15/14

Page 4

~~Board of Trustees: 03/15/07~~

~~Shared Governance: Curriculum Committee 10-18-12; Academic Senate 11-07-12~~

- establish new courses and programs
- modify existing courses and programs
- inactivate courses and programs
- reinstate courses and programs
- delete courses and programs

(See attached *CurricUNET Quick Reference Guide*)

### Stand-Alone Courses

When approving stand-alone courses, the Curriculum Committee must note the following requirements of Title 5 Section 55100:

- unless modified to properly address the reasons for denial, no courses may be offered that were previously denied separate approval by the California Community Colleges Chancellor's Office
- students may only count a limited amount of semester or quarter units approved toward satisfying the requirements for a certificate or completion of an associate degree
- regulatory limits on the number of courses that may be linked to one another by prerequisites or co-requisites
- all stand-alone courses approved must be reported to the Chancellor's Office

The District shall provide annual certification to the California Community Colleges Chancellor's Office pertaining to the approval of credit courses and credit programs as required under Title 5 Sections 55100 and 55130.

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### Credit Hour

One credit hour of community college work (one unit of credit) shall require a minimum of 48 semester hours of total student work or 33 quarter hours of total student work, which may include inside and/or outside-of-class hours. A course requiring 96 hours or more total student work shall provide at least 2 units of credit. Cooperative work experience courses shall adhere to the formula for credit hour calculations identified in Title 5 Section 55256.5. Credit for clock hour designated programs shall be awarded consistent with 34 Code of Federal Regulations Part 600.2.



NOTE: The following language is legally required. Districts should insert their locally developed policy defining the standards for credit hour calculations which must include the following:

- credit hour calculation method for all academic activities
- expected ratios of in-class to outside-of-class hours for each type of academic activity
- standards for incremental award of credit
- standard term length
- calculation methods for short term and extended term courses, and provisions for monitoring compliance with state and federal regulations related to credit hour calculations

For purposes of federal financial aid eligibility, a “credit hour” shall be not less than:

- One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately 15 weeks, or the equivalent amount of work over a different amount of time; or
- At least an equivalent amount of work as required in the paragraph above, of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

The definition described above is known as the Carnegie unit formula, which requires three hours of student work per week, either in or out of class, over the term of a full semester, for one Carnegie Unit of student credit. While some students will put in more or less time, depending on their ability and level of personal commitment, the structure of the course in terms of semester units presumes this standard and is the basis of scheduling within the academic calendar.

The course outline of record will state student units and the number of in-class contact hours – which are 50 minutes in length – as if each course were intended to be offered for a full term 18 week term. In reviewing and approving courses, the curriculum committee must assure that the units offered are commensurate with the hours necessary for the course, both in and out of the classroom.

## Establishing and Modifying Class Size

### Definitions

Class Size is the maximum for student enrollment for each section of a course as listed on the Course Outline of Record for each course. When, by necessity, a course is assigned to a room with a capacity less than the class size, the class size

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will not apply. The term “class size” has also been referred to (as equivalents) as “class caps,” “enrollment maximums,” and “class quotas.”

### Principles for the Initial Establishment and for Modification of Class Size

1. Class size will be established initially by using the current class size as reflected in CurricUNET for each course.
2. Department chairs or coordinators have the authority to submit a major course revision to the Curriculum Committee to modify the existing class size based on the criteria outlined below with the consent of their fellow department faculty and with appropriate documentation.
3. If the Curriculum Committee approves a major course revision to modify the class size, then the new class size will become the official maximum for student enrollment for that course and will be listed as such on the Course Outline of Record (COR), effective the following semester after approval.

### Process for Changing Existing Class Size

1. Department chairs and coordinators may submit a major course revision to the Curriculum Committee to modify an existing class size based on established criteria as explained below, each of which must be supported and/or justified with appropriate documentation.
- 4-2. Based on the criteria for the modification of class size listed below, the appropriate documentation to support a proposal to change a course cap may include, but is not limited to, the following:
  - A. Comparative research of class sizes for similar courses at other California community colleges;
  - B. Recommendations or requirements from a professional or academic publication or organization; and/or
  - C. Course specific documentation, such as course syllabus, assignment criteria, SLOs, and objectives.
3. Proposals to change the existing course cap for a course will be reviewed by the Curriculum Committee, which will make the final decisions regarding the proposal to change the existing enrollment maximum for a course.

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## Criteria for the Modification of Class Size

Modifications to a class size must be justified with one of the below criteria; it is recommended that two or more criteria be considered in a proposal. Under each criterion below, suggested examples are provided of the types of data that may be used to justify a class size modification. In addition, department chairs and coordinators who propose a new course to the Curriculum Committee should establish the class size based on one or more of the below criteria:

### 1. Health and Safety

- Fire codes
- Supervision: Number of students who can be safely supervised by available faculty and/or staff within a classroom when the students are undertaking hazardous activities or working with hazardous equipment.

### 2. Facility or Other Class Capacity Limitations

- Availability of seats, desks, or workstations
- Availability of equipment or supplies
- Availability of required or necessary teaching or lab assistants

### 3. Course Modality

- Lab courses vs. combined lecture and lab courses – class size may be determined differently for labs, which may have different limitations compared to lecture-only courses.

### 4. Student Skill Level

- Basic skills
- Transfer

### 5. Instructional Delivery

- Nature of classroom activities
- Nature of interaction between instructor and students
- Use of group work or group projects

### 6. Student Assessment

- Types and/or amount of individual assignments, projects, and/or papers to assess

- [Methods of student assessment, feedback, or evaluation](#)
- [Course-level or Program-level Student Learning Outcomes](#)
- [Course objectives in the COR](#)

[7. Use of Existing Class Size for a similar course\(s\) within the discipline](#)

- [For new courses only—cannot be used as one of the required criteria for modifying an existing course cap](#)
- [New course should be comparable \(i.e. objectives, topics and scope, assignment, assessment, and pedagogy\) to other course\(s\) in the discipline](#)

Proposals for new, revised, inactivated, reinstated, and terminated courses and programs originate with department faculty (Originator). Following submission of curriculum proposal by the Originator, the proposal is reviewed and approved by the following in the order noted:

1. Department Chair or Coordinator
2. Division Dean
3. Technical Review Committee
4. Curriculum Committee Chair, Curriculum Consultants, Curriculum Committee

Each proposed or existing course offered by distance education shall be reviewed and approved separately. Separate approval is mandatory if any portion of the instruction in a course or a course section is designed to be provided through distance education. This separate review is achieved through the use of a “distance education addendum.”

Proposals submitted must be approved by the Department Chair or Coordinator and Division Dean by 5:00 p.m. on Wednesday in the week preceding the Curriculum Committee meeting. Proposals submitted timely will be reviewed and acted upon by the Technical Review Committee. Proposals approved by the Technical Review Committee are then added to the agenda for the next meeting of the Curriculum Committee.

In order to take official action at any called meeting, there must be two-thirds of voting members in attendance. Proxy voting will not be allowed.

Following the Curriculum Committee meeting, the final approval process includes approval of the following:

1. Academic Senate appointed Curriculum Committee Chair
2. Chief Instructional Officer

The Instructional Assistant/Curriculum Specialist submits approved curriculum items to the Academic Senate for approval on behalf of the Curriculum Committee. In addition, the specialist submits items requiring approval of the Board of Trustees (i.e., new

programs and program deletions, new courses) to the Superintendent/President's Office for inclusion in the Board meeting agenda. Items requiring approval of the Superintendent/President (i.e., program and course revisions) are submitted to the Superintendent/President's Office.

Following Board approval, the ~~Superintendent/President will sign the Application for Approval – New Credit Program (CCC-501) or Substantial Changes to an Approved Credit Program (CCC-510) form and the Instructional Assistant/~~ Curriculum [and Academic Systems](#) Specialist will submit to the State Chancellor's Office for final approval.

Following the end of the spring semester, the specialist submits curriculum items approved for inclusion in the catalog for the next academic year to the Chancellor's Office program database utilizing the Chancellor's Office's CurricUNET system.

All curriculum records, reports, and meeting minutes are maintained by the ~~Instructional Assistant/~~ Curriculum [and Academic Systems](#) Specialist and are housed in the Academic Services Office.