

**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.