

**IMPERIAL VALLEY COLLEGE
THE CURRICULUM AND INSTRUCTION COMMITTEE
ADOPTED MINUTES
REGULAR MEETING
THURSDAY, APRIL 1, 2010
3:05 p.m. – BOARD ROOM**

Present:	Tina Aguirre Suzanne Gretz Jose Ruiz	Kathy Berry Victor Jaime Efrain Silva	Ted Ceasar Carol Lee Eric Lehtonen (Zhao)	Dave Drury Val Rodgers
Consultants:	Frances Beope	Michael Heumann	Toni Pfister	
Absent:	Taylor Ruhl	Lianna Zhao	Steven Sciaky	
Visitors:				
Recorder:	Dixie Krimm			

I. Opening of the Meeting

A. Call to order – 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, April 1, 2010.

B. Approval of the Minutes

1. Regular Meeting of March 18, 2010

M/S/C Jaime/Aguirre to approve the minutes of the April 1, 2010 regular meeting of the C & I Committee, as presented. The motion carried.

C. Student Learning Outcomes

Toni thanked members for their participation in the GE process for SLO's. She stated that she would share the information at the next SLO meeting scheduled for Wednesday, April 14, 2010, and would then bring the response back to C & I. She stated that the SLO group suggested that the GE portion of the mission statement would be better defined by the C & I committee. She asked the committee if they agreed that the statement should be separate. She stated that she would attend the next C & I meeting to revisit the issue. Discussion continued regarding the blending of SLO's with Program Review.

II. Action Items

A. Credit Courses

1. Deleted Courses

- a. **AG 150 – Ornamental Plant Identification and Materials (3)**
- b. **ENGL 053 – Library Resources and Research Paper (3)**
- c. **ENGL 071 – Spelling (1)**
- d. **ENGL 202 – Advanced Composition - Honors (1)**
- e. **ENGL 228 – Introduction to the Bible as Literature (1)**

f. ENGL 240 – Introduction to Technical and Report Writing (3)

M/S/C Zielinski/Rodgers to approve the deletion of AG 150, ENGL 053, ENGL 071, ENGL 202, ENGL 228, and ENGL 240, effective 2010 – 2011, as presented. The motion carried.

2. Revised Courses

- a. **AG 080 – Pesticide Safety (1)**
- b. **AG 160 – Food and Fiber in a Changing World (3)**
- c. **AG 170 – Principles of Entomology (3)**

M/S/C Rodgers/Silva to approve the revision of the textbooks for AG 080, AG 160 and AG 170, effective 2010 - 2011, as presented. The motion carried.

- d. **AHP 060 – Health Assistant (5.5)**
- e. **AHP 062 – Home Health Aide (1.5)**
- f. **AHP 074 – Clinical Externship I (2)**
- g. **AHP 080 – Specimen Collection and Laboratory Procedures (3.5)**
- h. **AHP 082 – Exam Room Procedures (3.5)**
- i. **AHP 084 – Pharmacology and Administration of Medication (3.5)**
- j. **AHP 086 – Clinical Externship II (2)**

ITEMS d-j WERE WITHDRAWN

k. AHP 120 – Pharmacy Technician Body Systems I (3)

M/S/C Aguirre/Jaime to approve the revision of the course description, to remove AHP 100 as a recommended preparation course and add AHP 100 as a prerequisite, effective 2010 – 2011, as presented. The motion carried.

l. AHP 125 – Pharmacology Technician Body Systems II (3)

M/S/C Aguirre/Drury to approve the revision of the course description, and to add AHP 100 as a prerequisite, effective 2010 – 2011, as presented. The motion carried.

m. AHP 130 – Calculation and Pharmacology for Pharmacy Technicians (3)

M/S/C Aguirre/Drury to approve the revision of the course description, effective 2010 – 2011, as presented. The motion carried.

n. AHP 140 – Pharmacy Technician Operations (4.5)

M/S/C Aguirre/Drury to approve the revision of the units (from 5 to 4.5), course description, to add AHP 100 as a prerequisite, and to add AHP 120 and AHP 125 as recommended preparation courses, effective 2010 – 2011, as presented. The motion carried.

o. AJ 142 – Reserve Officer Level III (10)

M/S/C Gretz/Lehtonen to approve the revision of the prerequisite to include a DOJ Clearance letter and remove it as a co-requisite, and to approve the revision to the class limit (to increase the limit from 25 to 35), effective 2010 – 2011, as presented. The motion carried.

p. AJ 144 – Reserve Officer Level II (13.5)

M/S/C Gretz/Lehtonen to approve the revision of the prerequisite to include a DOJ Clearance letter, to delete AJ 141 as a prerequisite, and to approve the revision to the class limit (to increase the limit from 25 to 35), effective 2010 – 2011, as presented. The motion carried.

- q. **BIOL 200 – Human Anatomy and Physiology I (4)**
- r. **BIOL 202 – Human Anatomy and Physiology II (4)**

M/S/C Ruiz/Berry to approve the core content and textbook upgrades, for BIOL 200 and BIOL 202, effective 2010 - 2011, as presented. The motion carried.

- s. **BLDC 101 – Safety Standards (Cal/OSHA) 30-Hour Card (3)**

M/S/C Silva/Rodgers to approve the revision of the course title (from Safety Standards OSHA 30-Hour Card to Safety Standards (Cal/OSHA) 30-Hour Card), effective 2010 – 2011, as presented. The motion carried.

- t. **COUN 100 – Personal and Career Development (3)**

M/S/C Jaime/Cesar to approve the revision of the rubric (from PD to COUN), effective 2010 – 2011, as presented. The motion carried.

Carol said that a statement regarding the PD rubric will be included in the catalog for students to refer to the new COUN and SGOV rubrics.

- u. **EMT 105 – Emergency Medical Technician I (7.5)**
- v. **EMTP 200 – EMT – Paramedic Didactic I (9)**

ITEMS u-v WERE WITHDRAWN

- w. **ENGL 101 – Composition and Rhetoric (3)**

M/S/C Zielinski/Rodgers to approve the revision of the course title (from Reading and Composition to Composition and Rhetoric), effective 2010 – 2011, as presented. The motion carried.

- x. **ENGR 210 – Statics (3)**
- y. **ENGR 212 – Dynamics (3)**
- z. **ENGR 240 – Electric Circuit Analysis (3)**

*M/S/C Lehtonen/Jaime to approve the revision of the class limit (from 35 to 15), for ENGR 210, ENGR 212, and ENGR 240, effective 2010 – 2011, as presented. **The motion failed.***

Committee members questioned the reasoning of the revision to the class limit. It was determined that the revision was unfounded so the motion failed with one abstention.

- aa. **FIRE 105 – Emergency Medical Technician I (7.5)**
- bb. **FIRE 130 – Basic Fire Academy I (5.5)**
- cc. **FIRE 131 – Basic Fire Academy II (6.0)**
- dd. **FIRE 220 – Fire Apparatus 1A (2.5)**
- ee. **FIRE 221 – Fire Apparatus 1B (2.5)**
- ff. **FIRE 222 – Fire Investigation 1A (2.5)**
- gg. **FIRE 223 – Fire Investigation 1B (2.5)**
- hh. **FIRE 224 – Fire Management 1 (2.5)**
- ii. **FIRE 225 – Fire Prevention 1A (2.5)**
- jj. **FIRE 226 – Fire Prevention 1B (2.5)**
- kk. **FIRE 227 – Fire Instructor 1A (2.5)**
- ll. **FIRE 228 – Fire Instructor 1B (2.5)**

- mm. FIRE 229 – Fire Command 1A (2.5)
- nn. FIRE 230 – Fire Command 1B (2.5)
- oo. FIRE 231 – Incident Command System (ICS) 300
- pp. FIRE 232 – Public Education 1 (2.5)
- qq. FIRE 233 – Fire Command 1C (2.5)
- rr. FIRE 234 – Fire Prevention 1C (2.5)
- ss. FIRE 235 – Fire Instructor 2A (2.5)
- tt. NURS 090 – Nursing Reentry Skills Laboratory I (1)
- uu. NURS 092 – Nursing Reentry Skills Laboratory II (1)
- vv. NURS 094 – Nursing Reentry Skills Laboratory III (1)
- ww. NURS 096 – Nursing Reentry Skills Laboratory IV (1)

ITEMS aa-ww WERE WITHDRAWN

- xx. NURS 110 – Nursing Process I (4.5)

M/S/C Aguirre/Drury to approve the revision to the prerequisites and co-requisites, effective 2010 – 2011, as presented. The motion carried.

- yy. NURS 111 – Nursing Skills Laboratory I (1.5)

M/S/C Aguirre/Berry to approve the revision to the prerequisites and co-requisites, effective 2010 – 2011, as presented. The motion carried.

- zz. NURS 112 – Nursing Process Application (4)

M/S/C Aguirre/Berry to approve the revision to the prerequisites and co-requisites, effective 2010 – 2011, as presented. The motion carried.

- aaa. NURS 121 – Nursing Skills Laboratory II (1)

M/S/C Aguirre/Drury to approve the revision to the prerequisites and co-requisites, effective 2010 – 2011, as presented. The motion carried.

- bbb. NURS 125 – Nursing Process and Application II (8.5)

M/S/C Aguirre/Drury to approve the revision to the prerequisites and co-requisites, effective 2010 – 2011, as presented. The motion carried.

- ccc. NURS 204 – Transition to A.S. Degree Nursing (3)

ITEM ccc WAS WITHDRAWN

- ddd. NURS 211 – Nursing Skills Laboratory III (1)
- eee. NURS 221 – Nursing Skills Laboratory IV (1)

M/S/C Aguirre/Drury to approve the revision to the prerequisites and co-requisites, for NURS 211 and NURS 221, effective 2010 – 2011, as presented. The motion carried.

- fff. NURS 225 – Psychiatric & Mental Health Nursing Applications (1)

M/S/C Aguirre/Drury to approve the revision to the term hours (from 36 to 54) for NURS 225, effective 2010 – 2011, as presented. The motion carried.

- ggg. NURS 230 – Nursing Trends (1)

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

M/S/C Aguirre/Drury to approve the revision to the prerequisites and co-requisites, for NURS 230 and NURS 231, effective 2010 – 2011, as presented. The motion carried.

iii. NURS 240 – Intravenous Therapy Techniques (2)

ITEM iii WAS WITHDRAWN

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

M/S/C Aguirre/Drury to approve the revision to the prerequisites and co-requisites, effective 2010 – 2011, as presented. The motion carried.

kkk. PHYS 200 – General Physics I (5)

lll. PHYS 202 – General Physics II (5)

mmm. PHYS 204 – General Physics III (5)

M/S/C Gretz/Ruiz to approve the revision of the textbooks, for PHYS 200, PHYS 202 and PHYS 204, effective 2010 – 2011, as presented. The motion carried.

nnn. SGOV 066 – Student Government and Leadership (2)

M/S/C Jaime/Cesar to approve the revision of the rubric (from PD to SGOV), and title (from Contemporary College Affairs to Student Government and Leadership), effective 2010 – 2011, as presented. The motion carried.

ooo. SPCH 100 – Oral Communication (3)

M/S/C Ruiz/Rodgers to approve the revision of core content distribution, effective 2010 – 2011, as presented. The motion carried.

ppp. SPCH 110 – Advanced Oral Communication (3)

M/S/C Ruiz/Rodgers to approve the revision of the course title (from Public Speaking to Advanced Oral Communication), effective 2010 – 2011, as presented. The motion carried.

qqq. VN 110 – Introduction to Patient Care I (5)

rrr. VN 112 – Introduction to Client Care II (5)

sss. VN 114 – Pharmacology I (1.5)

M/S/C Aguirre/Drury to approve the revision to the prerequisites and co-requisites, for VN 110, VN 112, and VN 114, effective 2010 – 2011, as presented. The motion carried.

ttt. VN 120 – The Maternity Cycle (5.5)

uuu. VN 122 – Common Health Problem I (5.5)

vvv. VN 130 – Common Health Problem II (5.5)

www. VN 132 – Common Health Problem III (5.5)

xxx. VN 240 – Intravenous Therapy Technique (2)

ITEMS ttt-xxx WERE WITHDRAWN

yyy. WT 110 – Water Treatment Plant Operator I (4)

M/S/C Silva/Rodgers to approve the addition of WT 120 Computational Procedure Operator I as a recommended preparation course for WT 110, effective 2010 - 2011, as presented. The motion carried.

zzz. WT 130 – Wastewater Treatment Operator I (4)

M/S/C Silva/Rodgers to approve the revision of the course title (from Wastewater Treatment I to Wastewater Treatment Operator I), description, core content, and textbook upgrade, effective 2010 - 2011, as presented. The motion carried.

aaaa. WT 140 – Water Distribution Systems (4)

M/S/C Silva/Rodgers to approve the addition of WT 120 Computational Procedure Operator I as a recommended preparation course, revision of the description, core content, and textbook upgrade for WT 140, effective 2010 - 2011, as presented. The motion carried.

bbbb. WT 210 – Water Treatment Plant Operator II (4)

M/S/C Silva/Berry to approve the addition of WT 220 as a recommended preparation course, revision of the description, core content, and textbook upgrade, effective 2010 - 2011, as presented. The motion carried.

cccc. WT 220 – Computational Procedures Operator II (3)

M/S/C Silva/Aguirre to approve the revision of the course title (from Computational Procedures for Treatment Plant Operator II to Computational Procedures Operator II), description, core content, and textbook upgrade, effective 2010 - 2011, as presented. The motion carried.

dddd. WT 230 – Wastewater Treatment Operator II (4)

M/S/C Silva/Berry to approve the revision of the course title (from Wastewater Treatment II to Wastewater Treatment Operator II), description, core content, and textbook upgrade, effective 2010 - 2011, as presented. The motion carried.

- * **Note to minutes – All statements regarding additional fees for AHP, FIRE, NURS, and VN courses were removed for further clarification by Tina Aguirre.**

3. New Courses

a. EWIR 151 – Solar Electrical Systems (4)

M/S/C Silva/Aguirre to approve the addition of EWIR 151 to the credit curriculum, effective 2010 - 2011, as presented. The motion carried.

b. EWIR 160 – Alternative Energies (4)

M/S/C Silva/Aguirre to approve the addition of EWIR 160 to the credit curriculum, effective 2010 - 2011, as presented. The motion carried.

c. WT 150 – Wastewater Collection Systems (4)

M/S/C Silva/Aguirre to approve the addition of WT 150 to the credit curriculum, effective 2010 - 2011, as presented. The motion carried.

B. Distance Education Courses – Addendum Documentation

1. PHIL 100 – Introduction to Philosophy (3.0)

M/S/C Rodgers/Lehtonen to approve the Distance Education Addendum for PHIL 100, to provide greater access and allow the inclusion of all modalities of learning, effective 2010-2011, as presented. The motion carried.

C. Majors and Certificates

1. Deleted Majors and Certificates

a. Field Archaeology Certificate

M/S/C Gretz/Ruiz to approve the deletion of the Field Archaeology Certificate, effective 2010 - 2011, as presented. The motion carried.

2. Revised Majors and Certificates

a. Business Financial Services Major and Certificate

M/S/C Rodgers/Silva to approve the revision to provide corrections to previous errors, effective 2010 - 2011, as presented. The motion carried.

b. Computer Information Systems Major and Certificate

M/S/C Rodgers/Berry to approve the revision to add CIS 155, CIS 212, and CIS 214 to Section II, elective units, for the major and certificate, effective 2010 - 2011, as presented. The motion carried.

c. Fire Fighter I Certificate

M/S/C Aguirre/Berry to approve the revision of the certificate to correct catalog errors and revise text statement, effective 2010 - 2011, as presented. The motion carried.

d. Liberal Studies – General Option Major

e. Liberal Studies – SDSU Teacher Preparation Option Major

M/S/C Jaime/Lehtonen to approve the upgrade of the major to meet current standards with four-year requirements, effective 2010 - 2011, as presented. The motion carried.

f. Nursing – Registered Nursing (RN)

M/S/C Aguirre/Drury to approve the revision of the major to clarify major requirements and admission criteria, effective 2010 - 2011, as presented. The motion carried.

g. Nursing – Vocational Nursing Major and Certificate (VN)

M/S/C Aguirre/Drury to approve the revision of the major and certificate to clarify requirements and admission criteria, effective 2010 - 2011, as presented. The motion carried.

h. University Studies Major

M/S/C Jaime/Cesar to approve the upgrade of the major to meet current standards with four-year requirements, effective 2010 - 2011, as presented. The motion carried.

i. Water Treatment Systems Technology Major

M/S/C Silva/Rodgers to approve 1) the revision of the description, 2) total required number of units from 22 to 18 units, 3) to remove WT 130 and WT 230 and recommended courses, and 4) to add WT 140 to the list of required courses for the major, effective 2010 - 2011, as presented. The motion carried.

3. New Majors and Certificates

a. Electrical Technology (20 total units required for the major and certificate)

M/S/C Aguirre/Silva to approve the addition of the Electrical Technology major and certificate to the credit programs, effective 2010 - 2011, as presented. The motion carried.

b. Electrical Trades (19 total units required for the major and certificate)

M/S/C Silva/Aguirre to approve the addition of the Electrical Trades major and certificate to the credit programs, effective 2010 - 2011, as presented. The motion carried.

c. Water Treatment Systems Technology (18 total units required for the certificate)

M/S/C Silva/Aguirre to approve the addition of the Water Treatment Systems Technology certificate to the credit programs, effective 2010 - 2011, as presented. The motion carried.

d. Electronics Specialization (major plus 7 units required for the certificate)

e. Electrical Wiring Specialization (major plus 9 units required for the certificate)

f. Solar Energy Specialization (major plus 18 units required for the certificate)

g. Wastewater Technology Specialization (major plus 12 units required for the certificate)

M/S/C Silva/Aguirre to approve the addition of the Electronics Specialization, Electrical Wiring Specialization, Solar Energy Specialization, Water Treatment Systems Technology, and the Wastewater Technology Specialization certificates to the credit programs, effective 2010 - 2011, as presented. The motion carried.

h. Pharmacy Technician (19 total units required for the major and certificate)

M/S/C Aguirre/Drury to approve the addition of the Pharmacy Technician major and certificate to the credit programs, effective 2010 - 2011, as presented. The motion carried.

D. General Catalog (Textual, Major and Certificate Items)

1. Community Education, Non-Credit, Extended Campuses (2009 – 2010 General Catalog, p. 10)

M/S/C Aguirre/Silva to approve the revisions to the Community Education, Non-Credit, and Extended Campuses statements (2009 – 20010 General Catalog, P. 10), effective 2010 – 2011, as presented. The motion carried.

2. Probation, Dismissal, Reinstatement (AP 4250) (2009 – 2010 General Catalog, p. 21)

M/S/C Jaime/Aguirre to approve the revisions to the Probation, Dismissal, and Reinstatement textual statements (2009 – 2010 General Catalog, p. 21), effective 2010 – 2011, as presented. The motion carried.

3. Career Technical Education (2009 – 2010 General Catalog, p. 33)

M/S/C Silva/Aguirre to approve the revisions to the Career Technical Education Certificate statement (2009 – 2010 General Catalog, p. 33), effective 2010 – 2011, as presented. The motion carried.

4. Nursing Appendix (2009 – 2010 General Catalog, pp. 151 – 160)

M/S/C Aguirre/Drury to approve the revisions to the Nursing Appendix statements (2009 – 2010 General Catalog, pp. 151 – 160), effective 2010 – 2011, as presented. The motion carried.

E. Curriculum Policies and Procedures

1. AP 4105, Distance Education

M/S/C Rodgers/Jaime to approve the revision (first paragraph only) to the definition of AP 4105, Distance Education, effective 2010 – 2011, as presented. The motion carried.

2. BP 4025, Philosophy and Criteria for Associate Degree and General Education

M/S/C Jaime/Aguirre to approve the revision of the title of BP 4025 and to update the Philosophy and General Education statement according to Title 5, Section 55061; accreditation Standard II.A.3, effective 2010 – 2011, as presented. The motion carried.

3. AP and BP 4106, Multi-Criteria for Selection in Nursing Programs

M/S/C Aguirre/Rodgers to approve the addition of AP 4106 and BP 4106, Multi-Criteria for Selection in Nursing Programs effective 2010 – 2011, as presented. The motion carried

III. Discussion Items

Carol distributed a handout regarding CSU GE and IGETC decisions that were made regarding ANTH 120, ARAB 100, HIST 225, and SPCH 120. ARAB 100 and APCH were not accepted for the areas proposed.

IV. Information Items

A. CCC Curriculum Inventory Training

Imperial Valley College is confirmed for the afternoon sessions on April 15 in the Board Room:
2:00-3:00 Credit processes (C&I Committee, Math and ESL Coordinators, Div. Secretaries)
3:00-4:00 Non-credit processes (Kathy, Carol, Efrain, Linda, Dixie)

V. Other Items

None

VI. Next Regular Meeting: THURSDAY MAY 6, 2010, 3:05 P.M.

Materials Due: WEDNESDAY, APRIL 28, 2010, 5:00 P.M.

VII. Adjournment

The meeting was adjourned at 4:22 p.m.