# IMPERIAL VALLEY COLLEGE CURRICULUM COMMITTEE ADOPTED MINUTES REGULAR MEETING THURSDAY NOVEMBER 3, 2011 3:05 p.m. – Board Room

Present:Tina AguirreKathy BerryKrista ByrdDavid DruryDaniel GilisonCarol HegartyMichael HeumannCarol LeeRick CastrapelNorma NunezVal RodgersJose Ruiz

Daniel Bermudez

Consultants: Gloria Carmona Ted Cesar Jan Magno Brian McNeece

Frank Rapp Taylor Ruhl Efrain Silva

**Absent:** Kseniya Gregory Jose Lopez Norma Nava Bruce Seivertson

Cathy Zazueta David Zielinski

Visitors:

**Recorder:** Dixie Krimm

# I. Opening of the Meeting

#### A. Call to order

Carol Lee called the regular meeting of the Imperial Valley College Curriculum Committee to order at 3:07 p.m. on Thursday, November 3, 2011.

# B. Approval of the Minutes

# 1. Regular Meeting of October 20, 2011

**M/S (Heumann/Gilison)** to approve the minutes of the October 20, 2011 regular meeting of the Curriculum Committee, as presented. The motion carried.

## II. Action Items

## A. Common textual statement(s) for all degrees and certificates

- 1. Majors: ALL REQUIRED COURSES FOR THIS MAJOR MUST BE COMPLETED WITH A MINIMUM GRADE OF "C" OR BETTER.
- Certificates: ALL REQUIRED COURSES FOR THIS CERTIFICATE MUST BE COMPLETED WITH A MINIMUM GRADE OF "C" OR BETTER.

Justification: It is no longer just "required" courses to have a grade of "C" or better. It is now "all" courses for a degree or certificate.

**M/S (Berry/Ruiz)** to approve the removal of the word "required" from the common textual statement for degrees and certificates to state the current required mandate of a "minimum grade of "C" or better" for all courses, effective 2012-2013, as presented. The motion carried.

Discussion: Carol Lee asked the committee about the use of the word "minimum" for the "C" or better. The issue of whether or not a "C-" was a passing grade was discussed. There are schools that will not accept a grade of "C-". It was determined that the word "minimum" should remain in the statements above.

3. Standard statement for category that needs to be added to each major and certificate:

**M/S (Heumann/Berry)** to approve the usage of the statement "Career Opportunities" as the standard phrase for all information pertaining to careers identified on the IVC majors and certificates, effective 2012-2013, as presented. The motion carried.

#### B. Credit Courses

#### 1. Deleted Courses

- a. ART 165 Design for the Web (3)
- b. DSPS 005 Recreation for Special Groups (1)
- c. DSPS 012 Academic Support Services (1)
- d. DSPS 040 Tactile Art for the Disabled (2)
- e. DSPS 044 Current Issues (2)
- f. ENGL 086 Reading II: Basic Development (3.5)
- g. ENGL 087 Reading II: Basic Development (3.5)
- h. ENGL 088 Reading III: Intermediate Development (3.5)
- i. ENGL 089 Reading III: Intermediate Development (3.5)
- j. ENGL 098 Basic English Composition (3)
- k. ENGL 099 Basic English Composition (3)

**M/S (Aguirre/Hegarty)** to approve the deletion of ART 165, DSPS 005, DSPS 012, DSPS 040, DSPS 044, ENGL 086, ENGL 087, ENGL 088, ENGL 089, ENGL 098, and ENGL 099, effective 2012 – 2013, as presented. The motion carried.

#### 2. Inactivated Courses

- a. DSPS 020 Math for Students with Learning Differences (3)
- b. DSPS 022 Math for Students with Learning Differences (3)
- c. DSPS 024 Math for Students with Learning Differences (3)
- d. DSPS 026 Math for Students with Learning Differences (3)
- e. DSPS 030 Reading & Spelling for Students with Learning Differences (4)
- f. DSPS 032 Reading & Spelling for Students with Learning Differences (4)
- g. DSPS 034 Reading & Spelling for Students with Learning Differences (4)
- h. DSPS 036 Reading & Spelling for Students with Learning Differences (4)
- i. ENGL 040 Communication Skills for Healthcare Professionals (5)
- j. ENGL 041 Communication Skills for Healthcare Professionals II (5)
- k. ENGL 054 Mentored Reading Skills (0.5)

**M/S (Aguirre/Drury)** to approve the inactivation of DSPS 020, DSPS 022, DSPS 024, DSPS 026, DSPS 030, DSPS 032, DSPS 034, DSPS 036, ENGL 040, ENGL 041, ENGL 054, for no more than 3 years, effective with the 2012 – 2013 AY, as presented. The motion carried.

## 3. Revised Courses

- a. AG 130 Agricultural Economics (3)
- b. AU T 130 Automotive Electronics I (3)
- c. AU T 170 Engine Diagnosis and Repair (3)
- d. AU T 230 Emissions Control & Computer Systems (3)
- e. AU T 231 Auto Emission Control System (4)
- f. AU T 235 Auto Electrical/Electronic Instrument (3)
- g. BIOL 150 Human Genetics (3)
- h. BIOL 180 General Biology: Molecules, Cells & Genetics (4)
- i. BLDC 145 Concrete Formwork, Layout, & Setting (3)
- j. BLDC 150 Carpentry Methods, Materials, and Tools (4)

- k. CDEV 100 Principles and Practices of Teaching Young Children (3)
- I. CDEV 101 Health, Safety and Nutrition (3)
- m. CDEV 103 Child, Family and Community (3)
- n. ENGL 060 Practical English for the Workplace (3)
- o. ENGL 102 Introduction to Literature (3)
- p. LEGL 116 Law Office Management (3)
- q. LEGL 117 Criminal Litigation & Procedures (3)
- r. LEGL 119 Civil Procedures and Discovery (3)
- s. LEGL 120 Corporations (3)
- t. LEGL 121 Legal Research (3)
- u. LEGL 125 Real Estate Law for Legal Assistants (3)
- v. LEGL 126 Wills Trusts Probate & Estate Administration (3)
- w. **LEGL 127 Family Law (3)**
- x. LEGL 128 Bankruptcy (3)
- y. LEGL 129 Torts (3)
- z. MUS 104 Intro to Twentieth-Century Music (3)
- aa. MUS 120 Beginning Harmony I (3)
- bb. MUS 122 Beginning Harmony II (3)
- cc. MUS 154 Chamber Singers (1)
- dd. MUS 156 College-Community Chorus (1)
- ee. MUS 202 History & Literature of Music II (3)
- ff. MUS 220 Intermediate Harmony I (3)
- gg. MUS 222 Intermediate Harmony II (3)
- hh. PHIL 100 Introduction to Philosophy (3)
- ii. PHIL 102 Introduction to Philosophy II (3)
- jj. PHIL 104 Ethics (3) (Same as RELS 104)
- kk. RELS 100 Religions of the Modern World (3)
- II. RELS 104 Ethics (3) (Same as PHIL 104)

M/S (Aguirre/Drury) to approve the addition/revision of SLO's and/or assignments and/or update to textbooks, AG 130, AU T 130, AU T 170, AU T 230, AU T 231, AU T 235, BIOL 150, BIOL 180, BLDC 145, BLDC 150, CDEV 100, CDEV 101, CDEV 103, ENGL 060, ENGL 102, LEGL 116, LEGL 117, LEGL 119, LEGL 120, LEGL 121, LEGL 125, LEGL 126, LEGL 127, LEGL 128, LEGL 129, MUS 104, MUS 120, MUS 122, MUS 154, MUS 156, MUS 202, MUS 220, MUS 222, PHIL 100, PHIL 104, RELS 100, RELS 104, effective 2011 - 2012, as presented. The motion carried.

## mm. GEOG 100 - Physical Geography (5)

**M/S (Aguirre/Rodgers)** to approve the addition of SLO's and assignments, update of course objective, core content, instructional methodology and textbooks, for GEOG 100, effective 2012 – 2013, as presented. The motion carried.

#### nn. PSY 101 – Introduction to Psychology (3)

**M/S (Byrd/Castrapel)** to approve the addition of SLO's and assignments, update of to textbooks and instructional methodology, for PSY 101, effective 2012 – 2013, as presented. The motion carried.

# C. Non Credit Courses

#### 1. Revised Courses

- a. MUS 801 Stage Band for Older Adults
- b. MUS 802 Community Chorus For Older Adults

**M/S (Hegarty/Drury)** to approve the addition/revision of SLO's and/or assignments and/or update to textbooks for MUS 801 and MUS 802, **effective 2011 - 2012**, as presented. The motion carried.

# D. <u>Distance Education Courses – Addendum Documentation</u>

1. PSY 101 – Introduction to Psychology (3.0)

**M/S (Byrd/Castrapel)** to approve the Distance Education Addendum for PSY 101, effective **2011 – 2012**, to provide greater access and allow the inclusion of all modalities of learning, as presented. The motion carried.

#### E. Majors and Certificates

- 1. Revised Majors and Certificates
  - a. Alcohol and Drug Studies Major and Certificate

**M/S (Byrd/Berry)** to approve the revision of the Alcohol and Drug Studies major and certificate, effective 2012 - 2013, as presented. The motion carried.

#### III. Discussion Items

1. Court Services Certificate: IVC has terminated two courses within the certificate – Need to see if we need to modify the certificate as it is currently being presented.

Committee members agreed that revision would be necessary. The proposal will be submitted through CurricUNET.

2. Liberal Studies (2 Degrees): Believe we should now get down to one degree that best meets the needs of our students.

Carol Lee discussed the issues with the two Liberal Studies degrees. Counselors have expressed that they would like to continue to offer both degrees. Some revisions would be necessary: for Liberal Studies General Option - modification to section C – Arts and Humanities, to add ART 102 and remove the word "or"; for Liberal Studies SDSU Option – modification to section E – Visual and Performing Arts, to add ART 102 increasing the unit requirement to 53-56 units for the major.

Committee members were in favor of the changes.

# 3. CIO Conference Report: TBA, Program Viability Reviews - Kathy Berry

Kathy Berry reviewed the CCFS-320 CIO Presentation from October 2011 highlighting the area of To Be Arranged (TBA) hours.

Basic Rules for Courses with TBA Hours

- Instructors must meet applicable minimum qualifications or equivalency
- The official course outline must include the number of TBA hours and specific instructional activities/learning outcomes expected of all enrolled students
- Students must be informed of these activities and expectations
- Instruction must be provided during TBA hours that is NOT an activity that should be done
  independently outside of class time
- Students must still be required to study independently outside of class time
- A clear description of the course, including the number of TBA hours, must be published in the catalog and schedule of classes (in print and/or online)
- Students must be informed of the designated location where instructional activities during TBA hours will occur

- Days, times, and number of TBA hours attended by each student must be recorded by sign in/sign out on paper or electronically and available for audit
- An instructor meeting the minimum qualifications must be present during all TBA hours, even if assisted by an instructional aide

Online courses are accounted for differently. Kathy asked the committee members to review their courses that have TBA hours and revise as appropriate. It is an option to provide these as homework hours. Eliminate as much as possible the TBA hours. Committee members were also asked to look at the relation of lecture to lab hours.

Kathy discussed the need for documentation regarding viability of programs. She will need to send Academic Senate a recommendation on curriculum balance. Kathy requested that this committee provide a viability study. Committee members commented that they thought this was done through program review. Krista Byrd asked what items were considered for viability. Kathy stated things such as students enrolling in the program, transferring, and getting jobs. Kathy mentioned that the curriculum balance would be discussed further during the Spring semester.

- IV. Information Items
- V. Other Items
- VI. Next Regular Meeting: THURSDAY, November 17, 2011, 3:05 P.M. CurricUNET committee review deadline: Thursday, November 10, 2011, 5:00pm
- VII. The meeting adjourned at 4:12 p.m.