



**IMPERIAL VALLEY COLLEGE
CURRICULUM COMMITTEE MINUTES**
Regular Meeting, Thursday, March 21, 2013
3:05 p.m. – Administration Building Board Room

Present:	<input checked="" type="checkbox"/> Kathy Berry	<input checked="" type="checkbox"/> Craig Blek	<input checked="" type="checkbox"/> Susan Carreon	<input checked="" type="checkbox"/> Rick Castrapel
	<input checked="" type="checkbox"/> David Drury	<input checked="" type="checkbox"/> Daniel Gilison	<input checked="" type="checkbox"/> Carol Hegarty	<input checked="" type="checkbox"/> Michael Heumann
	<input checked="" type="checkbox"/> Jose Lopez	<input checked="" type="checkbox"/> Norma Nava	<input checked="" type="checkbox"/> Norma Nunez	<input checked="" type="checkbox"/> Leticia Pastrana
	<input checked="" type="checkbox"/> James Patterson	<input checked="" type="checkbox"/> Jose Ruiz	<input checked="" type="checkbox"/> Veronica Soto	<input checked="" type="checkbox"/> ASG Representative
	<input type="checkbox"/> Kevin White	<input checked="" type="checkbox"/> Cathy Zazueta	<input checked="" type="checkbox"/> David Zielinski	Manuel Reyes
Consultants:	<input type="checkbox"/> Tina Aguirre	<input checked="" type="checkbox"/> Gloria Carmona	<input checked="" type="checkbox"/> Ted Cesar	<input checked="" type="checkbox"/> Becky Green
	<input type="checkbox"/> Todd Finnell	<input checked="" type="checkbox"/> Frank Rapp	<input type="checkbox"/> Sydney Rice	<input type="checkbox"/> Taylor Ruhl
	<input checked="" type="checkbox"/> Efrain Silva			
Visitors:	Paola Ranjel	Brian McNeece		
Recorder:	Dixie Krimm			

I. Opening of the Meeting

A. Call to order

Michael Heumann called the regular meeting of the Imperial Valley College Curriculum Committee to order at 3:09 pm on Thursday, March 21, 2013.

B. Approval of the Minutes

1. Regular Meeting of March 7, 2013

M/S (Drury/Nunez) to approve the minutes of the March 7, 2013, regular meeting of the Curriculum Committee, as corrected. (Clarification made for “they” as “local degrees” under discussion for item C1). The motion carried.

II. Action Items

A. Credit Courses

1. Revised Courses

- a. BUS 059 – Practical English for the Workplace (3)
- b. BUS 060 – Essentials in Workplace Communication (3)
- c. BUS 061 – Business English (3)
- d. BUS 152 – Basic Keyboarding (1)
- e. BUS 154 – Beginning Keyboarding and Document Formatting (3)
- f. BUS 164 – Microsoft Word for the Workplace (3)
- g. BUS 169 – Records Management (2)
- h. BUS 172 – Office Procedures for the Workplace (3)
- i. BUS 176 – Office Transcription (1)
- j. BUS 180 – Microsoft Office Suite for the Workplace (4)
- k. CIS 100 – Computer Literacy (1)
- l. CIS 108 – Computer Accounting (3)

- m. CIS 120 – Microsoft Word I (1)
- n. CIS 121 – Microsoft Word II (1)
- o. CIS 124 – EXCEL I (1)
- p. CIS 125 – EXCEL II (1)
- q. CIS 128 – ACCESS (1)
- r. CIS 130 – Power Point I (1)
- s. CIS 131 – Power Point II (1)
- t. CIS 137 – Web Development Tools (3)
- u. CIS 149 – Photoshop (3)
- v. CIS 155 – Flash (3)
- w. MUS 100 – Intro to Music Foundations (3)

M/S (Castrapel/Hegarty) to approve the cap increases for items a. through w., effective 2013-2014, as presented. The motion carried.

- x. EDUC 202 – Tutor Training (1)

M/S (Zazueta/Blek) to approve the TOP Code revision for EDUC 202, effective 2012-2013, as presented. The motion carried.

- y. EWIR 110 – Electrical Principles (4)

M/S (Blek/Nunez) to approve the revision to the description, objectives, and core content for EWIR 110, effective 2013-2014, as presented. The motion carried.

- z. MATH 119 – Elementary Statistics (4)

M/S (Zazueta/Castrapel) to approve the cap increases and assignment revision for MATH 119, effective 2013-2014, as presented. The motion carried.

B. Degrees and Certificates

1. Deleted Program

- a. **Library Technician Program – Degree and Certificate**

M/S (Zazueta/Drury) to approve the deletion of the Library Technician Program – Degree and Certificate, which has been inactive for a period of three years, effective 2013-2014, as presented. The motion carried. (1 – Abstained (Patterson))

- David Zielinski - is there something that says after you inactivate a program for three years that you must delete it?
- Kathy Berry – as programs are reviewed, departments would need to take some type of action after 3 years, either revise and reactivate or delete, we cannot keep things inactive in our inventory indefinitely.
- David Zielinski – in the first part of the document it refers to Forbes which lists Library Science as the worst degree for jobs. U.S. Labor Bureau data shows that jobs will increase 10 percent over the next 10 years. Taylor Ruhl attends meetings that talk about reinventing library programs.
- Cathy Zazueta –the demand is not there by students for the program, has had 5-10 students when courses were last offered. Understands that library functions are important and we are involved in developing different library functions but in the Imperial Valley there are no jobs for library technicians. There are also no instructors for the program. If it is brought back we would make it better but it is time for this program to be closed down.
- Rick Castrapel is having similar issues with Pre-engineering, lack of students/demand for courses.

- Kathy Berry – if we did not deactivate the program could it be offered online?
- Cathy Zazueta – we would not get the student population and jobs are not available.
- Efrain Silva – if it goes online, as CTE you still need to provide local data that jobs are available, and the local jobs are not there.
- David Zielinski – we should think about this beyond the library program, what can we do to work on other areas?

III. Discussion Items

1. Online Assignments for Face-to-Face Courses

- Michael Heumann – it was brought up on a list serve as a discussion regarding how the information is given to the students that a course may have an online component or homework.
- It can be included on the syllabus and the instructor can work with students individually if needed.
- Kathy Berry – we should put something in the catalog that says something like courses may include online homework assignments. A general statement stating that the college has open computer labs.
- James Patterson – Departments were encouraged to request all instructors to include an assignment on blackboard, so a catalog statement would be appropriate
Daniel Gilison – use of blackboard does not replace the face-to-face class portion, we do not want to encourage instructor absence because they can assign things in blackboard.
- Committee agrees that a statement should be included in the catalog, will bring statement for approval at the next meeting.

2. Faculty prioritization – shift to Instructional Council

- Michael Heumann – curriculum committee used to be C&I and the prioritization was part of the instructional side. Now that the committees are separate, should prioritization be shifted to Instructional Council?
- Daniel Gilison – since it is an issue of a subcommittee of Academic Senate it should be a recommendation from the Curriculum Committee. Instructional Council and Student Services should be bringing a recommendation to the Curriculum Committee for final recommendation.
- Kathy Berry – Instructional Council is meeting to prioritize tomorrow and that can be brought to curriculum.
- Brian McNeece – does the list from the prior year get looked at?
- Kathy Berry – cannot look at last year as things may change. Everything was merged last year between instruction and student services, these areas should provide separate recommendations.
- Craig Blek – What is the process for replacement?
- Kathy Berry – the area leader, Academic Senate president, and CIO meet and decide on the recommendation. Then the recommendation goes to the president.
- Michael Heumann – Instructional Council and Student Services will provide the lists to the Curriculum committee at the April 18th meeting.
- IVC President and Executive Council make the final decision on recommendations from staffing committee.

3. Specialization Certificate – award clarification

- Veronica Soto read the specialization certificate language regarding the coursework in addition to the major.
- Students are completing the courses not including the general education.
- The difference between major and degree was discussed. The degree would include the GE requirements, the major would refer to just the core courses.
- Becky Green – for her department it is ok to have students just complete the coursework not including GE.
- Efrain Silva – agreed that GE was also not intended to be completed to earn the specialization certificate, just the courses; he indicated the statement was appropriate.

- Committee agreed that the current language was appropriate and that the intention of the specialization certificates was to complete the major coursework not including GE and the specialization courses in order to be awarded the certificate.

IV. Information Items

- Kathy Berry – Enrollment Management Task Force will meet tomorrow at 11:00; they will be meeting every Friday until the end of the semester.
- Kinesiology has been sent to ACCJC; Kathy received clarification for the TMCs, we can submit them as long as they are not new TMCs (we will be developing TMCs as modifications of our current degrees with aligning TOP codes).

V. Other Items

VI. Next Regular Meeting: APRIL 18, 2013, 3:05pm in the Board Room.

VII. The meeting adjourned at 4:05 p.m.