



**IMPERIAL VALLEY COLLEGE
CURRICULUM COMMITTEE AGENDA
Regular Meeting, Thursday, October 16, 2014
3:05 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 October 2, 2014

M/S (_____/_____) to approve the minutes of the October 2, 2014, regular meeting of the Curriculum Committee, as presented.

II. Action Items

A. Credit Courses

1. Revised Courses

a. BUS 100 – Practical Accounting (3)

M/S (_____/_____) to approve the revision to the course number from BUS 010 to BUS 100, effective 2015-2016 as presented. The motion:

b. BUS 180 – Microsoft Office Suite for the Workplace (4)

M/S (_____/_____) to approve the revision to objectives and content, for BUS 180, effective 2015-2016, as presented. The motion:

c. ESL 014 – Speaking & Listening for ESL 4 (5)

d. ESL 015 – Speaking & Listening for ESL 5 (5)

M/S (_____/_____) to approve the textbook revision for ESL 014 and ESL 015, effective 2015-2016, as presented. The motion:

2. New Courses

a. EDUC 200 – Introduction to Elementary Classroom Teaching (3)

M/S (_____/_____) to approve the addition of EDUC 200, to the credit curriculum, effective 2015-2016, as presented.

B. Distance Education Courses – Addendum Documentation

a. BUS 152 – Basic Keyboarding (1)

M/S (_____/_____) to approve the Distance Education Addendum for BUS 152, effective 2015-2016, to provide greater access and allow the inclusion of all modalities of learning, as presented. The motion:

b. EDUC 200 – Introduction to Elementary Classroom Teaching (3)

M/S (_____/_____) to approve the Distance Education Addendum for EDUC 200, effective 2015-2016, to provide greater access and allow the inclusion of all modalities of learning, as presented. The motion:

c. ESL 014 – Speaking & Listening for ESL 4 (5)

d. ESL 015 – Speaking & Listening for ESL 5 (5)

M/S (_____/_____) to approve the Distance Education Addendum for ESL 014 and ESL 015, effective 2015-2016, to provide greater access and allow the inclusion of all modalities of learning, as presented. The motion:

III. Discussion Items

- 1. Liberal Studies/Elementary Teacher Education/EDUC courses – James Patterson**
- 2. DE Position Paper – Online Addenda Contact Types – Gaylla Finnell**

IV. Information Items

- 1. CurricUNET META Update**
- 2. SLO Update – Jill Nelipovich**

V. Other Items

VI. Next Regular Meeting: NOVEMBER 6, 2014, 3:05pm in the Board Room

VII. Adjournment



IMPERIAL VALLEY COLLEGE
CURRICULUM COMMITTEE MINUTES (Unadopted)
 Regular Meeting, Thursday, October 02, 2014
 3:05 p.m. –Board Room

Present:	<input checked="" type="checkbox"/> Nicholas Akinkuoye	<input checked="" type="checkbox"/> Craig Blek	<input type="checkbox"/> Susan Carreon	<input type="checkbox"/> David Drury
	<input checked="" type="checkbox"/> Kathleen Dorantes	<input checked="" type="checkbox"/> Gaylla Finnell	<input checked="" type="checkbox"/> Daniel Gilison	<input type="checkbox"/> Carol Hegarty
	<input checked="" type="checkbox"/> Allyn Leon	<input checked="" type="checkbox"/> Jose Lopez	<input type="checkbox"/> Norma Nava	<input checked="" type="checkbox"/> Trinidad Argüelles
	<input checked="" type="checkbox"/> Frank Rapp	<input checked="" type="checkbox"/> Jose Ruiz	<input type="checkbox"/> Ed Scheuerell	<input checked="" type="checkbox"/> Veronica Soto
	<input type="checkbox"/> Kevin White	<input type="checkbox"/> Cathy Zazueta	<input checked="" type="checkbox"/> ASG Representative Claudia Curiel	
Consultants:	<input type="checkbox"/> Tina Aguirre	<input checked="" type="checkbox"/> Gloria Hoisington	<input checked="" type="checkbox"/> Ted Cesar	<input type="checkbox"/> Becky Green
	<input type="checkbox"/> Todd Finnell	<input type="checkbox"/> Jill Nelipovich	<input checked="" type="checkbox"/> Norma Nunez	<input checked="" type="checkbox"/> James Patterson
	<input type="checkbox"/> Efrain Silva			
Ex-officio	<input type="checkbox"/> Michael Heumann			
Visitors:				
Recorder:	Dixie Krimm			

I. Opening of the Meeting

A. Call to order

Frank Rapp called the regular meeting of the Imperial Valley College Curriculum Committee to order at 3:08 pm on Thursday, October 02, 2014.

B. Approval of the Minutes

1. Regular Meeting of September 18, 2014

M/S/C (Leon/Blek) to approve the minutes of the September 18, 2014, regular meeting of the Curriculum Committee, as presented.

II. Action Items

A. Credit Courses

1. Deleted Courses

- a. **AHP 102 – Medical Insurance (3)**
- b. **NURS 229 – Nursing Trends (1)**
- c. **NURS 230 – Nursing Trends (1)**

M/S/C (Leon/Soto) to approve the deletion of AHP 102, NURS 229, and NURS 230, effective 2015-2016, as presented. The motion carried.

2. Revised Courses

- a. **HUM 100 – Introduction to the Humanities (3)**
- b. **MATH 119 – Elementary Statistics (4)**
- c. **MATH 192 – Calculus I (5)**
- d. **MATH 194 – Calculus II (5)**

M/S/C (Soto/Leon) to approve the revision to description, SLOs, objectives, content and textbooks as indicated in CurricUNET for items a. through d. above, effective 2015-2016, as presented. The motion carried.

- e. MA 070 – Administrative Medical Assistant I (4.5)
- f. MA 072 – Administrative Medical Assistant II (4.5)
- g. MA 074 – Clinical Externship I (2)
- h. MA 080 – Specimen Collection & Lab Procedures (3.5)
- i. MA 082 – Exam Room Procedures (3.5)
- j. MA 084 – Pharmacology and Administration of Medications (3.5)
- k. MA 086 – Clinical Externship II (2)

M/S/C (Gilison/Leon) to approve the rubric revision from AHP to MA and update to TOP codes for items e. through k. above, effective 2015-2016, as presented. The motion carried.

- l. PHT 108 – Introduction to Pharmacy Technology (2)
- m. PHT 120 – Pharmacy Technician Body Systems I (3)
- n. PHT 125 – Pharmacy Technician Body Systems II (3)
- o. PHT 130 – Calculation & Pharmacology for Pharmacy Technicians (3)
- p. PHT 140 – Pharmacy Technician Operations (4.5)

M/S/C (Leon/Soto) to approve the rubric revision from AHP to PHT for items l. through p. above, effective 2015-2016, as presented. The motion carried.

B. Degrees and Certificates

1. Revised Degrees

a. Nursing

M/S/C (Blek/Leon) to approve the revision of the Nursing Degree, effective 2015-2016, as presented. The motion carried.

C. Distance Education Courses – Addendum Documentation

a. HUM 100 – Introduction to the Humanities (3)

M/S/C (Soto/Leon) to approve the Distance Education Addendum for HUM 100, effective 2015-2016, to provide greater access and allow the inclusion of all modalities of learning, as presented. The motion carried.

Gaylla Finnell - Humanities is a major which ACCJC has authorized us to offer at least 50% online, adding DE as an option for instruction is authorized.

D. Curriculum Policies and Procedures

1. AP 4020 Program, Curriculum and Course Development

M/SC (Leon/Blek) to approve the revision to Academic Procedures (AP) 4020, Program, Curriculum and Course Development, effective as of this date of October 2, 2014, as revised. The motion carried.

Daniel Gilison requested the correction of the title for the Dean of Arts, Letters and Learning Services.

III. Discussion Items

1. Program Pathways

- The issue of certain redundant information was addressed.
- Daniel Gilison – there were some revisions that were made that eliminated the flexibility within the document. For example, on the original AG pathway he had listed two courses in one of the boxes and the student would take whichever was available the semester they entered. The document that was recently presented removed that option.
- At what point would students see this document? Norma Nunez stated that students will see this as first time students. Once the student completes their assessments and determines their major they would refer to the pathways.
- James Patterson suggested that the impact on Program Pathways be included in the technical review process for proposals.
- The committee agreed that the IVC logo be used on all documents. Remove description, career opportunities, and add ADT requirements for ADTs. Include the disclaimers at the top of the document and larger (per student's suggestion)
- It was also recommended that the documents be sent to the department chairs for a final review before posting them to the website.

IV. Information Items

1. Curriculum Regional Meeting – October 18th, 2014

Frank Rapp and Dixie Krimm are currently signed up to attend this regional meeting. Frank asked if there were any other committee members interested in attending. James Patterson and Gaylla Finnell expressed interest in attending.

VI. Next Regular Meeting: OCTOBER 16, 2014, 3:05pm in the Board Room

VII. The meeting adjourned at 3:45 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.

Committee: DE Committee

Committee Topic: Online Addenda Contact Types

RECOMMENDATION: ONLINE ADDENDA CONTACT TYPES

Statement of Current Policy

The IVC Regular and Effective Contact Policy requires that instructors teaching distance education courses use the following resources to maintain contact with students:

- a. Orientation material;
- b. Weekly announcements in the course management system;
- c. Threaded discussion boards within the course management system with appropriate instructor participation ("Questions for the Instructor" forums are good, but should be used in conjunction with other forums);
- d. Email contact within or outside Blackboard (response to student emails recommended within 24-48 hours); and
- e. Timely feedback for student work (recommended within 7-10 days).

In addition to items a through e above, it is recommended that distance education instructors use at least two or more of the following resources to maintain additional contact with students:

- f. Participation in online group collaboration projects
- g. Face-to-face informal meetings (e.g. review sessions)
- h. Face-to-face formal meetings (e.g. regular, scheduled class sessions)
- i. Regular podcasts
- j. Virtual Office hours via the chat function in the course management system or other synchronous systems such as CCC Confer.
- k. Other as appropriate

DE Committee Involvement and Previous Actions

1. On April 9, 2014, the DE Committee approved the Regular and Effective Contact Policy for distance education courses and directed the DE Coordinator to assist the Curriculum Committee in reviewing and updating course online addenda to insure that the course contact types (modalities) were correctly listed and that the addenda include a description of how the modalities will facilitate regular and effective instructor/student contact.
2. The DE Committee reviewed online course addenda contact types during its meeting of October 8, 2014. It was noted that numerous online addenda did not demonstrate compliance with the IVC Regular and Effective Contact Policy. To insure compliance with state and federal regulations regarding Regular and Effective Contact for online courses, the DE Committee approved, at a minimum, that all online course addenda would list the following contact types in their online addenda in CurricUNET:
 - Orientation at start of course – Once.
 - Announcements/Bulletin Boards – Weekly.
 - Chat Rooms – Weekly or as needed
 - Discussion Boards – Weekly or as needed
 - Email Communications – As needed
 - Online Group Collaboration – As needed
 - Face-to-Face Meetings – As needed
 - Podcasts – As needed
 - Virtual Office Hours – Weekly
 - Other – As needed to meet course objectives

DE Committee Position

- Course online addenda must demonstrate compliance with IVC's Regular and Effective Contact Policy for distance education courses.


IT IS HEREBY RECOMMENDED that the Curriculum Committee, with the assistance of the DE Coordinator, review and approve revisions to the current course online addenda as needed to insure that online course contact types are correctly listed and in compliance with the IVC Regular and Effective Contact Policy.

IT IS FURTHER RECOMMENDED that, at a minimum, all online course addenda list the following contact types:


- Orientation at start of course – Once.
- Announcements/Bulletin Boards – Weekly.
- Chat Rooms – Weekly or as needed
- Discussion Boards – Weekly or as needed
- Email Communications – As needed
- Online Group Collaboration – As needed
- Face-to-Face Meetings – As needed
- Podcasts – As needed
- Virtual Office Hours – Weekly
- Other – As needed to meet course objectives

CERTIFICATION

We hereby certify that the above recommendation statement was approved by the DE Committee on October 8, 2014.



Gaylla A. Finnell, Co-Chair



James Patterson, Co-Chair

CC Meeting 10-16-14				Banner	State
BUS100	Practical Accounting	3	Update the course number into the 100 series to better match the rest of the department offerings.		
BUS152	Basic Keyboarding	1	Addition of DE addendum information		
BUS180	Microsoft Office Suite for the Workplace	4	Updating course content to reflect recent updates in the software and readjusting time spent on content.		
EDUC200	Introduction to Elementary Classroom Teaching		This course will be critical to the ADT in Elementary Teacher Education. - NEW COURSE and DE addendum		
ESL014	Speaking & Listening for ESL 4	5	Textbook revision and addition of DE Component.		
ESL015	Speaking & Listening for ESL 5	5	Textbook revision and add DE component.		

PROGRAMS				
No program revisions				