



IMPERIAL VALLEY COLLEGE
CURRICULUM COMMITTEE AGENDA
Regular Meeting, Thursday, November 20, 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 November 6, 2014
2. Special Meeting of November 13, 2014

M/S (_____ / _____) to approve the minutes of the November 6, and November 13, 2014, regular and special meetings of the Curriculum Committee, as presented.

II. Action Items

A. Credit Courses

1. Revised Courses

- a. AG 130 – Agricultural Economics (3)
- b. AG 134 – Agricultural Business Organization (3)
- c. AG 136 – Agricultural Sales, Communication, and Service Management (3)
- d. AG 138 – Computer Applications in Agriculture (3)
- e. ATHL 120 – Intercollegiate Cross Country & PE (3)
- f. ATHL 121 – Out-of-Season Intercollegiate Cross Country & PE (3)
- g. ATHL 122 – Intercollegiate Volleyball & PE (3)
- h. ATHL 123 – Out-of-Season Intercollegiate Volleyball & PE (3)
- i. ATHL 124 – Intercollegiate Men's Soccer & PE (3)
- j. ATHL 125 – Out-of-Season Intercollegiate Men's Soccer & PE (3)
- k. ATHL 126 – Intercollegiate Women's Soccer & PE (3)
- l. ATHL 127 – Out-of-Season Intercollegiate Women's Soccer & PE (3)
- m. ATHL 128 – Intercollegiate Men's Basketball & PE 1 (3)
- n. ATHL 129 – Intercollegiate Men's Basketball & PE 2 (3)
- o. ATHL 130 – Intercollegiate Women's Basketball & PE 1 (3)
- p. ATHL 131 – Intercollegiate Women's Basketball & PE 2 (3)
- q. ATHL 132 – Out-of-Season Intercollegiate Baseball & PE (3)
- r. ATHL 133 – Intercollegiate Baseball & PE (3)
- s. ATHL 134 – Out-of-Season Intercollegiate Softball & PE (3)
- t. ATHL 135 – Intercollegiate Softball & PE (3)
- u. ATHL 136 – Out-of-Season Intercollegiate Men's Tennis & PE (3)
- v. ATHL 137 – Intercollegiate Men's Tennis & PE (3)
- w. ATHL 138 – Out-of-Season Intercollegiate Women's Tennis & PE (3)
- x. ATHL 139 – Intercollegiate Women's Tennis & PE (3)
- y. BUS 167 – Machine Calculation (1)
- z. SPAN 210 – Intermediate Spanish II (5)
- aa. SPAN 220 – Spanish for Heritage Speakers I (5)
- bb. SPAN 221 – Spanish for Heritage Speakers II (5)

cc. SPCH 150 – Intercultural Communication (3)

M/S (_____/_____) to approve the update to title, units, description, objectives, content, and texts as indicated in CurricUNET, for items a. through cc. above, effective 2015-2016, as presented. The motion:

dd. PSY 212 – Research Methods in Psychology (3)

M/S (_____/_____) to approve the addition of MATH 119 as “or” for PSY 214 as prerequisites for PSY 212, effective 2014-2015, as presented. The motion:

2. New Courses

a. BUS 105 – Business Office Math (3)

M/S (_____/_____) to approve the addition of BUS 105, to the credit curriculum, effective 2015-2016, as presented. The motion:

B. Degrees and Certificates

1. Revised Degrees and Certificates

a. Spanish Degree (Associate in Arts in Spanish for Transfer)

M/S (_____/_____) to approve the revision of the Spanish Degree Program, from Associate in Arts (A.A.) Degrees to Associate in Arts for Transfer (A.A.-T.) Degree, effective 2015-2016, as presented. The motion:

b. Business Accounting Technician Degree and Certificate

M/S (_____/_____) to approve the revision of the Business Accounting Technician Degree and Certificate Programs, effective 2015-2016, as presented. The motion:

2. Elementary Teacher Education for Transfer Degree – Department Assignment

M/S (_____/_____) to recommend the assignment of the Elementary Teacher Education for Transfer Degree to _____. The motion:

C. Curriculum Policies and Procedures

1. AP 4235 Credit by Examination

M/S (_____/_____) to approve the revision to Academic Procedures (AP) 4235, Credit by Examination, effective as of this date of November 20, 2014, as presented. The motion:

D. Course Outline of Record

1. Core Content Percentage Removal

M/S (_____/_____) to approve the removal of percentage indication for core content on the official course outlines of record, effective as of this date of November 20, 2014, as presented. The motion:

III. Discussion Items

1. PE 170-172 – Bowling Course Fees – David Drury

IV. Information Items

V. Other Items

VI. Next Regular Meeting: DECEMBER 4, 2014, 3:05pm in the Board Room

VII. Adjournment



IMPERIAL VALLEY COLLEGE
CURRICULUM COMMITTEE MINUTES (Unadopted)
 Regular Meeting, Thursday, November 6, 2014
 3:05 p.m. –Board Room

Present:	<input checked="" type="checkbox"/> Nicholas Akinkuoye	<input checked="" type="checkbox"/> Craig Blek	<input checked="" type="checkbox"/> Susan Carreon	<input checked="" type="checkbox"/> David Drury
	<input checked="" type="checkbox"/> Kathleen Dorantes	<input 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 checked="" type="checkbox"/> Norma Nava	<input checked="" type="checkbox"/> Stella Ofanos-Woo for Trinidad Argüelles
	<input checked="" type="checkbox"/> Frank Rapp	<input checked="" type="checkbox"/> Jose Ruiz	<input checked="" type="checkbox"/> James Patterson	<input checked="" type="checkbox"/> Veronica Soto
	<input checked="" type="checkbox"/> Kevin White	<input type="checkbox"/> Cathy Zazueta	<input checked="" type="checkbox"/> ASG Representative Claudia Curiel	
Consultants:	<input checked="" 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"/> Efrain Silva
Ex-officio	<input checked="" type="checkbox"/> Michael Heumann			
Visitors:	Audrey Morris			
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 3:06 pm on Thursday, November 6, 2014.

B. Approval of the Minutes

1. Regular Meeting of October 16, 2014

M/S/C (Leon/Gilison) to approve the minutes of the October 16, 2014, regular meeting of the Curriculum Committee, as presented. The motion carried.

II. Action Items

A. Credit Courses

1. Deleted Courses

- a. BIOL 080 – Anatomy and Physiology Review (3)
- b. BIOL 134 – Field Ecology & Conservation Biology (3)
- c. BIOL 142 – Ethnobotany: Plants & Human Cultures (3)
- d. BUS 140 – Business Retailing (3)
- e. BUS 142 – Practical Salesmanship (3)
- f. DSPS 020 – Math for Students with Learning Differences (3)
- g. DSPS 022 – Math for Students with Learning Differences (3)
- h. DSPS 024 – Math for Students with Learning Differences (3)
- i. DSPS 026 – Math for Students with Learning Differences (3)
- j. DSPS 030 – Reading and Spelling for Students with Learning Differences (3)
- k. DSPS 032 – Reading and Spelling for Students with Learning Differences (3)
- l. DSPS 034 – Reading and Spelling for Students with Learning Differences (3)
- m. DSPS 036 – Reading and Spelling for Students with Learning Differences (3)
- n. DSPS 240 – Understanding Exceptional Students (3)
- o. DSPS 242 – Practicum Experience to Work with the Disabled Person (2)
- p. DSPS 250 – Working with Autistic Children (3)

- q. EDUC 240 - Understanding Exceptional Students (3)
- r. EDUC 242 – Practicum Experience to Work with the Disabled Person (2)
- s. EDUC 250 – Working with Autistic Children (3)
- t. ENGL 040 – Communication Skills for Healthcare Professionals I (5)
- u. ENGL 041 – Communication Skills for Healthcare Professionals II (5)
- v. ENGL 052 – Individualized Reading Skills (1)
- w. ENGL 054 – Mentored Reading Skills (.5)
- x. MATH 040 – Math Study Skills (1)
- y. MATH 092 – Graphing Calculators (1)
- z. MATH 113 – Mathematics Software – Geometer’s Sketchpad (1)
- aa. MATH 121 – Mathematics Software – Fathom (1)
- bb. NURS 214 – Basic Arrhythmia Recognition (1)
- cc. VN 214 – Basic Arrhythmia Recognition (1)
- dd. PE 163 – Song and Cheer (2)
- ee. SPAN 116 – Spanish for HealthCare Professionals (3)

M/S/C (Gilison/Leon) to approve the deletion of the inactivated credit courses a. through ee, effective 2015-2016 as presented. The motion carried.

2. Revised Courses

- a. ACR 101 – Air Conditioning and Refrigeration Systems (3)
- b. ACR 102 – Residential Air Conditioning Systems (3)
- c. ACR 103 – Air Conditioning Electrical Circuits and Controls (3)
- d. ACR 104 – Air Conditioning Heating Systems (3)
- e. ACR 105 – Heat Load Calculation and Measurements (2)
- f. ACR 106 – Air Conditioning Ventilation (3)

M/S/C (Leon/Blek) to approve the removal of recommended preparation for ACR 101-106, effective 2015-2016, as presented. The motion carried.

- g. AG 120 – Soil Science (3)
- h. AG 140 – Principles of Plant Science (4)
- i. ART 112 – Design (3)
- j. FIRE 229 – Command 1A (2.5)
- k. FIRE 230 – Command 1B (2.5)
- l. FIRE 233 – Command 1C (2.5)
- m. SPAN 100 – Elementary Spanish I (5)
- n. SPAN 110 – Elementary Spanish II (5)
- o. SPAN 200 – Intermediate Spanish I (5)
- p. WE 201 – Employment Readiness (1)
- q. WE 220 – Internship (1-4)

M/S/C (Gilison/Leon) to approve the update to title and/or description, objectives, content, and texts as indicated in CurricUNET, effective 2015-2016, as presented. The motion carried.

B. Noncredit Courses

1. Deleted Courses

- a. BUS 800 – Personal Improvement
- b. BUS 801 – Customer Service for Retailing
- c. BUS 802 – Sales Transactions
- d. BUS 803 – Sales Calculations
- e. BUS 804 – Computer Basics
- f. BUS 820 – Fundamentals of Supervision
- g. BUS 821 – Managing Employee Performance
- h. BUS 822 – Enhancing Employee Performance
- i. BUS 823 – Harassment and Discrimination Prevention

- j. **BUS 824 – Business Communication**
- k. **BUS 830 – Entrepreneurial Academy**
- l. **BUS 835 – Making Financial Decisions**
- m. **DSPS 800 – Social Skills**
- n. **DSPS 801 – Critical Thinking**
- o. **DSPS 802 – Horseback Riding for the Disabled**
- p. **DSPS 803 – Arts and Crafts for the Disabled**
- q. **DSPS 804 – Accessing Social/Recreational Resources**

M/S/C (Leon/Blek) to approve the deletion of the inactivated noncredit courses a. through q., effective 2015-2016 as presented. The motion carried.

C. Distance Education Courses – Addendum Documentation

a. BUS 156 – Keyboarding: Speed and Accuracy (3)

M/S/C (Blek/Leon) to approve the Distance Education Addendum for BUS 156, effective 2015-2016, to provide greater access and allow the inclusion of all modalities of learning, as presented. The motion carried.

D. Degrees and Certificates

1. Deleted Program

a. Disability Services Technician Program – Degree and Certificate

M/S/C (Leon/Blek) to approve the deletion of the Disability Services Technician Program – Degree and Certificate, which has been inactive for a period of three years, effective 2015-2016, as presented. The motion carried.

III. Discussion Items

1. Learning Communities – Kathleen Dorantes

Audrey Morris –

- Presented concepts of Learning Communities;
 - Why have learning communities: student retention, focus on learning itself;
 - How does it work: integration of learning across courses, applied in context to engage students, motivation to improve retention

Kathleen Dorantes –

- 51 colleges participate in the California Consortium of Learning Communities
- Spring 2015 IVC will be offering ENGL 009 with READ 019 and ENGL 009 with ENGL 059. Students currently in 008 and 009 will be informed that these linked classes will be offered.
- Linked classes are also planned for Fall 2015 and Spring 2016

Questions to consider: Protocol: Which courses to link and why, caps, what happens when caps are different; dropping: proposed classes would allow for one-class drops on a case-by-case basis. Dropping one and not the other is difficult, but not impossible. More information is provided on the attached handout.

- Gloria Hoisington expressed concern as there were registration issues when linked courses were previously offered; it is important to review and address these issues prior to offering linked courses.
- Veronica Soto explained that Mira Costa College has a good model for learning community courses for example they have contracts with students and policy in place that defines the process.
- Daniel Gilson and Kathleen Dorantes discussed the linking of BIOL 100 and ENGL 110. They explained that each of those classes would essentially support each other.

- Frank Rapp stated that reading and writing are essential in any course. System issues should not block or deter from providing these learning opportunities.
- Frank Rapp called for an Ad-Hoc committee to draft policy language:
 - Frank Rapp
 - Allyn Leon
 - Veronica Soto
 - Audrey Morris
 - Kathleen Dorantes
 - Gloria Hoisington
 - Melody Chronister
 - Lisa Seals

2. Course Content Percentages

Frank Rapp –Percentages as listed on the course outlines of record for core content have been in place for a long time. He would like to have the discussion to remove the percentages and bring back for a vote at the next regular meeting. Committee members agreed that there was no specific reason they were aware of that required the breakdown of percentages on the core content. Veronica Soto was asked to verify the impact on articulation that removing the percentages from the core content would have. Core content was not changing, it would be just the removal of the strict percentages.

3. PE 170-172 – Bowling Course Fees – David Drury

Item pulled and will be addressed at the next regular meeting on November 20th.

IV. Information Items

1. Regional Curriculum Meeting Update

Frank Rapp – AB 086 was a major topic of discussion; 2012 recommendation from LAO office - Restrict credit instruction in English and ESL to transfer-level coursework, and credit instruction in math to one level below transfer. Require courses below these levels to be offered on a noncredit basis. Although this is just a recommendation it clearly indicates that community colleges are going to need to make some curricular decisions soon to assist with the restructuring of the adult education system.

Frank Rapp made reference to Student Equity, more information can be found at:

<http://extranet.cccco.edu/Divisions/StudentServices/StudentEquity.aspx>

“College student equity plans focus on increasing access, course completion, ESL and basic skills completion, degrees, certificates and transfer for all students as measured by success indicators linked to the CCC Student Success Scorecard, and other measures developed in consultation with local colleges.”

James Patterson – noncredit minimum qualifications are currently different; the State will start a project by July in aligning minimum qualifications for noncredit to credit.

2. TOP to CIP Code - Chancellor’s Office Migration

We need to look at CIP codes at the course level. The TOP/CIP crosswalk document will be sent to committee members for review.

3. ADT Update

We are at 100% according to our report. Computer Science is an issue for many colleges. We are currently working on ADTs for Spanish, Elementary Teacher Education, and Agriculture.

V. Other Items – Frank Rapp called a special meeting for next Thursday, November 13, 2014.

VI. Next Regular Meeting: NOVEMBER 20, 2014, 3:05pm in the Board Room

VII. The meeting adjourned at 4:08 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.



IMPERIAL VALLEY COLLEGE
CURRICULUM COMMITTEE MINUTES (Unadopted)
 Special Meeting, Thursday, November 13, 2014
 3:05 p.m. –Board Room

Present:	<input checked="" type="checkbox"/> Nicholas Akinkuoye	<input checked="" type="checkbox"/> Craig Blek	<input checked="" type="checkbox"/> Roberta Webster for Susan Carreon	<input checked="" type="checkbox"/> David Drury
	<input type="checkbox"/> Kathleen Dorantes	<input type="checkbox"/> Gaylla Finnell	<input checked="" type="checkbox"/> Daniel Gilison	<input checked="" type="checkbox"/> Carol Hegarty
	<input checked="" type="checkbox"/> Allyn Leon	<input type="checkbox"/> Jose Lopez	<input type="checkbox"/> Norma Nava	<input type="checkbox"/> Trinidad Argüelles
	<input checked="" type="checkbox"/> Frank Rapp	<input checked="" type="checkbox"/> Jose Ruiz	<input checked="" type="checkbox"/> James Patterson	<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 checked="" type="checkbox"/> Tina Aguirre	<input 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 type="checkbox"/> Norma Nunez	<input checked="" type="checkbox"/> Efrain Silva
Ex-officio	<input type="checkbox"/> Michael Heumann			
Visitors:	Terry Norris			
Recorder:	Dixie Krimm			

I. Opening of the Meeting

A. Call to order

Frank Rapp called the special meeting of the Imperial Valley College Curriculum Committee to order at 3:06 pm on Thursday, November 13, 2014.

II. Action Items

A. Faculty Prioritization

M/S (Gilison/Blek) to approve the Instructional Council and Student Services prioritization recommendations, as presented. The motion carried.

Discussion:

Alex Garza spoke to the committee regarding the ESL departments concern about the replacement faculty positions in ESL; without the positions there are approximately 30 courses unstaffed. He stated that he understands the concern over AB 086 but in order for the program to be effective they will need replace instructors that are currently being filled by full time temps. He asked the committee to reconsider the priority and find a way to fund the replacement faculty for ESL.

Daniel Gilison stated it was his understanding that replacement faculty positions did not go away, this process was just to prioritize the positions.

Nicholas Akinkuoye stated that he was not sure how funding of AB 086 was going to affect instruction in ESL courses. He cautioned that it was not in the best interest of the college to approve a position that may not be needed.

Alex Garza expressed concern that ESL ended up at the bottom of the list for all positions requested. The ESL program would suffer if they were unable to at least be allowed to hire the replacement positions.

Efrain Silva explained that there is concern about faculty load for noncredit vs. credit as there is a difference that needs to be addressed.

Frank Rapp explained that there appears to be changes in as AB 086 as discussions continue; the consortium is working on how to determine what decision will actually be made.

James Patterson stated that under the current CTA contract FT faculty can only teach noncredit as overload.

Nicholas Akinkuoye commented that at IVC we have more levels than our counterparts; as part of AB 086 some of the credit courses may be moving to noncredit. Therefore it was determined that those ESL positions remain prioritized as presented.

III. Other Items

Frank Rapp stated that the committee will be meeting next week (November 20th) and once in December. He asked the committee if it would be possible to have a meeting in January if necessary. Department chairs will send Dixie their winter term availability.

IV. Next Regular Meeting: NOVEMBER 20, 2014, 3:05pm in the Board Room

V. Adjournment

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.



AP 4235 Credit by Examination

Reference: Title 5, Section 55050

Credit by Examination Regulations

1. A student must have a minimum cumulative grade point average (GPA) of 2.0.
2. A student must be in good standing and have no financial obligations owed to Imperial Valley College (IVC).
3. The course identified for Credit by Examination must be listed in the current IVC catalog.
4. A student may complete Credit by Examination of an individual course only once.
5. A grade of incomplete (I) may not be assigned for Credit by Examination. NOTE: the student's grade shall be recorded on his/her academic record, even if it is substandard. The student will not have the option of rejecting a substandard grade, **except in the case of High School Credit by Examination.**
6. Credit by Examination counts as an enrollment for repeatability purposes.
7. Basic Skills courses, laboratory courses, physical education activity courses, and basic courses in the student's native language are excluded from Credit by Examination consideration.
8. Credit by Examination is not available where:
 - a. The student has already completed a more advanced course in the discipline.
 - b. The student has previously received an evaluative symbol grade (A, B, C, D, F, W, CR, P, NC, or NP) for a course taken at IVC or another college.
 - c. The student who has failed a Credit by Examination test cannot petition to retake the course by Credit by Examination.

9. Grades issued upon completion of Credit by Examination will be included in the calculation of the student's grade point average and for determining scholarship awards.
10. Credit by Examination shall only be available in Fall or Spring semesters. The student must be enrolled ~~at the college or enrolled~~ in an approved CTE/High School articulated program during the semester in which the credit by exam is attempted.
11. The petition must be completed and submitted to the Office of Instruction by the beginning of the fifth (5th) week of the semester and exam completed before the end of the semester.

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A. Student Procedures

1. The student must meet with a counselor to discuss Credit by Examination eligibility, procedures, and regulations.
2. The student must obtain the Credit by Examination petition form from the counselor. Each examination requires a separate petition form.
3. The student must complete the Course Identification and the Eligibility Determination sections with a counselor who will verify eligibility.
4. The student is responsible for obtaining the appropriate signatures required for the petition and for paying appropriate fees.
 - a. The student must obtain agreement, approval, and signature from the full-time faculty member who will administer the examination. It is recommended that **the** arrangements for completing the examination and the actual administration be made between the student and the instructor at this time.
 - b. The student must obtain the approval of the appropriate Department Chair and Division Dean.
 - c. The student must pay applicable enrollment and administrative fees in the IVC Business Office.
 - d. The student must then submit the completed Credit by Examination petition form to the Office of Instruction, location: Building 10, Office 40.
5. The student will attempt the Credit by Examination test in the place and the time arranged with the instructor.

B. Counselor Procedures

1. The Counselor will be available to review Credit by Examination eligibility, procedures, and regulations with interested students.
2. The student should be advised that the use of units awarded through the Credit by Examination to establish eligibility for athletics, financial aid, and veteran's benefits is subject to the rules and regulations of the external agencies involved.
3. The Counselor will assist the student in completing the Course Identification and Eligibility Determination sections, including verification of the student's eligibility under current policy, procedures, and regulations.
4. The Counselor will assist the Economic and Workforce Development Division with the CTE/High School program by presenting an orientation, the IVC admission application (CCC Apply), and the completion of the Credit by Examination petition form prior to the exam being given.

C. Business Office Procedures

1. Upon receipt of the appropriate enrollment and administrative fees, the IVC Business Office staff will complete and initial the Payment of Fees section of the Credit by Examination petition form.
2. The Credit by Examination fee for resident or non-resident students is the current enrollment fee per unit rate of the District ~~plus an administrative fee not to exceed but equal to the enrollment fee.~~

D. Office of Instruction Procedures

1. The Office of Instruction shall compile and maintain a list of possible classes and interested instructors for Credit by Examination. This list shall be provided for Student Services for distribution to the counseling staff. The listing of a course does not guarantee/mandate the availability of an instructor in the discipline. The listing of an instructor does not guarantee/mandate the instructor's availability for Credit by Examination.
2. Upon Receipt by the Credit by Examination petition form from the student, the Office of Instruction staff will verify completeness, notify the instructor of record, and hold the petition form pending ~~assignment~~ grade by the instructor.
3. Once the instructor of record has submitted a grade and signed the Grade Assignment section of the Credit by Examination form, and upon the signature of the Vice President for Academic Services (or designee), the Office of Instruction will forward the petition form and grade to Admissions and Records for posting of the student's grade and filing of the completed petition form.

4. CTE/High School articulated programs will be processed via the Economic and Workforce Development Division in conjunction with the Office of Instruction.

E. Admissions and Records Procedures

1. Once the Admissions and Records (A&R) Office receives the completed Credit by Examination petition form, with the examination date, grade awarded, and signatures of the administering instructor and Vice President of Academic Services (or designee), the A&R office staff will post the final grade and the Credit by Exam document to the student's permanent record ~~and file the petition form in the student file.~~
2. The results of the Credit by Examination test, with the grade and grade points, will be entered on the student's permanent record with clear notation that the credit was earned by examination.

F. Instructor Procedures

1. The instructor will meet with the student to discuss the possibility of developing and administering Credit by Examination. If the instructor agrees, the instructor will sign the Credit by Examination petition form where appropriate. At that time, it is recommended that the student and instructor set a tentative schedule for the time and place where the examination will be given.
2. The examination itself may take any appropriate form such as written, oral, demonstration, or a combination of methods. A copy of the course outline and/or other pertinent information may be provided to the student to help the student prepare for the examination.
3. The instructor will develop an examination which covers the scope and content of the course identified with regard to the official Course Outline of Record (COR). The instructor may also wish to correlate the examination with the Student Learning Outcome(s) identified for the course.
4. After the instructor has been notified by the Office of Instruction that the fees have been paid and the petition has been received (D.2 above), the instructor will proctor the examination as scheduled with the student.
5. The CTE faculty member will, in conjunction with ~~the~~ Economic and Workforce Development Division, notify students of the outcome of the Credit by Examination and provide copies of the exam and results to the appropriate Department Chair and Division Dean.
6. The instructor will grade the examination and submit the grade (and a copy of the examination) to the Office of Instruction within the time specified by the Faculty Contract. At that time, the instructor will complete and sign the Grade Assignment section of the Credit by Examination petition form.

G. CTE/High School Student and Faculty Regulations and Procedures

1. Regulations

- a. An approved course articulation agreement must be established between the appropriate high school and Imperial Valley College (IVC) before Credit by Examination can take place.
- b. Only high school ~~seniors~~ **students enrolled in articulated courses** are eligible to take the Credit by Examination.
- c. The high school ~~seniors~~ student must have an overall GPA of a 2.0 or higher.
- d. The high school ~~seniors~~ student must complete the CTE/HS course with a grade of "C" or higher and successfully pass the IVC Credit by Examination test to receive college credit ~~based on the articulated course agreement.~~
- e. ~~The student is responsible for the payment of all appropriate fees.~~ **Payment of enrollment** Enrollment and administrative fees **will not be charged for credit earned through CTE High School Credit by Exam.**

~~2.~~ **2. CTE/High School Student Procedures**

- ~~a. Attend a mandatory orientation at the high school;~~
- ~~b. Complete the IVC Admission Application (CCC Apply); and~~
- ~~c. Complete the Credit By Examination petition form prior to taking the test. Each examination requires a separate petition form.~~
- ~~d. Students must complete the entire Credit by Examination process prior to the end of the fall semester following the examination to receive college credit. Requests for acceptance after the fall semester will not be accepted. Instructions on how to complete the process will be provided by the Economic and Workforce Division to the successful CTE/HS student.~~

3. **CTE/High School Faculty Procedures**

- ~~a. The CTE/High School faculty will verify that an approved course articulation agreement exists between the appropriate high school and Imperial Valley College (IVC) before Credit by Examination can take place.~~
- ~~b. After April 15, of any given year, the CTE/High School Faculty will work with the IVC Faculty to identify and/or schedule the following:~~
 - ~~1) Will assist in the identification of the high school seniors and validate their GPA as to their eligibility to qualify for college credit via Credit by Examination.~~
 - ~~2) Schedule the IVC Orientation prior to the examination where the student will complete the IVC admission application and the Credit by Examination form(s).~~

~~3) Schedule the Credit by Examination test in the place and at the time arranged with the IVC instructor.~~

2. Applying For Credit by Examination Career Technical Education Transitions Process

- a. A Student must be registered and in good standing to earn college course credit.
 - 1) A student will be considered “in good standing” once they have completed the IVC admission application and will hold that status until the student’s actions or performance result in a loss of that standing.
 - 2) A student will be considered “registered” at the college by submitting an active admission application for the term in which the college credit is being earned.
- b. Within 18 months of high school graduation date, student must complete and submit:
 - 1) IVC Application for Admission;
 - 2) Petition for High School Credit by Examination articulated course credit. [Note: Multiple courses may be listed on the petition, but must match agreements in place during time of high school enrollment. Parent permission is required for all students under the age of 18.]
- c. Student submits the document listed in 5.b to the CTE Transitions Office.
- d. The CTE Transitions Office verifies student information on the Petition for CTE Credit, attaches the completed Credit by Exam petitions and forwards the petition forms to the Office of Admissions and Records.
- e. The IVC Office of Admissions and Records will record the college credit on the student’s academic record in the term the credit is processed.

CC Meeting 11-20-14				Banner	State
AG130	Agricultural Economics	3	Update to objectives, content, and textbooks.		
AG134	Agricultural Business Organization	3	Update to objectives and content.		
AG136	Agricultural Sales, Communication, and Service Management	3	Update to title, description, objectives, and content for C-ID.		
AG138	Computer Applications in Agriculture	3	Update to description, objectives, content, and textbooks.		
ATHL120	Intercollegiate Cross Country & PE	3	Unit value to 3 per Chancellor's Office.		
ATHL121	Out-of-Season Intercollegiate Cross Country & PE	3	Unit value to 3 per Chancellor's Office.		
ATHL122	Intercollegiate Volleyball & PE	3	Unit value to 3 per Chancellor's Office.		
ATHL123	Out-of-Season Intercollegiate Volleyball & PE	3	Unit value to 3 per Chancellor's Office.		
ATHL124	Intercollegiate Men's Soccer & PE	3	Unit value to 3 per Chancellor's Office.		
ATHL125	Out-of-Season Intercollegiate Men's Soccer & PE	3	Unit value to 3 per Chancellor's Office.		
ATHL126	Intercollegiate Women's Soccer & PE	3	Unit value to 3 per Chancellor's Office.		
ATHL127	Out-of-Season Intercollegiate Women's Soccer & PE	3	Unit value to 3 per Chancellor's Office.		
ATHL128	Intercollegiate Men's Basketball & PE 1	3	Unit value to 3 per Chancellor's Office.		
ATHL129	Intercollegiate Men's Basketball & PE 2	3	Unit value to 3 per Chancellor's Office.		
ATHL130	Intercollegiate Women's Basketball & PE 1	3	Unit value to 3 per Chancellor's Office.		
ATHL131	Intercollegiate Women's Basketball & PE 2	3	Unit value to 3 per Chancellor's Office.		
ATHL132	Out-of-Season Intercollegiate Baseball & PE	3	Unit value to 3 per Chancellor's Office.		
ATHL133	Intercollegiate Baseball & PE	3	Unit value to 3 per Chancellor's Office.		
ATHL134	Out-of-Season Intercollegiate Softball & PE	3	Unit value to 3 per Chancellor's Office.		
ATHL135	Intercollegiate Softball & PE	3	Unit value to 3 per Chancellor's Office.		
ATHL136	Out-of-Season Intercollegiate Men's Tennis & PE	2	Unit value to 3 per Chancellor's Office.		
ATHL137	Intercollegiate Men's Tennis & PE	3	Unit value to 3 per Chancellor's Office.		
ATHL138	Out-of-Season Intercollegiate Women's Tennis & PE	3	Unit value to 3 per Chancellor's Office.		
ATHL139	Intercollegiate Women's Tennis & PE	3	Unit value to 3 per Chancellor's Office.		
BUS105	Business Office Math	3	NEW COURSE		
BUS167	Machine Calculation	1	Textbook update.		
SPAN210	Intermediate Spanish II	5	Update to description and content to meet C-ID requirement.		
SPAN220	Spanish for Heritage Speakers I	5	Update name, content, and objectives to meet C-ID requirements.		
SPAN221	Spanish for Heritage Speakers II	5	Update name, content, and objectives to meet C-ID descriptors.		
SPCH150	Intercultural Communication	3	Revision to objectives and content for C-ID.		

PROGRAMS					
SPANISH for Transfer			Revision of local degree into ADT		
Business Accounting Technician Degree and Certificate			Removal of Acceptable Courses for the major/cert sections: BUS 010 (BUS 100), BUS 061, BUS 124, BUS 220, BUS 230.		
			Addition of BUS 100, BUS 105 (New Course), BUS 180 to Required Courses		
			Deletion of BUS 167, BUS 169, CIS 101, CIS 124, CIS 125		
			Units from 26 to 25		