



IMPERIAL VALLEY COLLEGE
CURRICULUM COMMITTEE MINUTES (Adopted)
 Regular Meeting, Thursday, September 4, 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 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 type="checkbox"/> Jose Lopez	<input type="checkbox"/> Norma Nava	<input checked="" type="checkbox"/> Norma Nunez
	<input type="checkbox"/> Cathy Zazueta	<input checked="" type="checkbox"/> Frank Rapp	<input checked="" type="checkbox"/> Jose Ruiz	<input checked="" type="checkbox"/> ASG Representative Lidia Zambrano
	<input checked="" type="checkbox"/> Ed Scheuerell	<input checked="" type="checkbox"/> Veronica Soto	<input type="checkbox"/> Kevin White	
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 checked="" type="checkbox"/> James Patterson	<input type="checkbox"/> Efrain Silva
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 3:06 pm on Thursday, September 4, 2014.

B. Approval of the Minutes

1. Regular Meeting of May 1, 2014

M/S/C (Nunez/Gilison) to approve the minutes of the May 1, 2014, regular meeting of the Curriculum Committee, as presented.

II. Action Items

A. Rubric

1. New Rubrics

- a. MA – Medical Assistant
- b. PHT – Pharmacy Technician

M/S (Carreon/Blek) to approve the addition of the course subject rubrics MA and PHT, effective 2015-2016. The motion carried.

Susan explained that this change will facilitate more accurate data gathering for program review. It will also be more consistent with other colleges with similar programs and provide more clarity for students in these programs.

B. Credit Courses

1. Inactivated Courses

- a. DA 101 – Introduction to Dental Assisting (3)
- b. DA 102 – Beginning Radiology (3)
- c. DA 103 – Dental Materials for the Dental Assistant (3)
- d. DA 104 – Occupational Health for the Dental Assistant (1)
- e. DA 105 – Introduction to Chairside Dental Assisting (2)
- f. DA 106 – Dental Specialties (2)
- g. DA 107 – Advanced Dental Assisting (2)
- h. DA 108 – Practice Management for the Dental Assistant (3)
- i. DA 109 – Clinical Dental Experiences (3)
- j. DA 110 – Ethics and Jurisprudence (1)
- k. DA 111 – Dental Assisting Seminar (2)
- l. DA 112 – Dental Health Education (2)

M/S/C (Carreon/Nunez) to approve the inactivation of items a. through l. above, for no more than 3 years, effective 2015-2016, as presented. The motion carried.

2. Revised Courses

- a. CIS 101 – Introduction to Information Systems (3)
- b. NURS 224 – Psychiatric & Mental Health Nursing (2)
- c. NURS 225 – Psychiatric & Mental Health Nursing Application (1)

M/S/C (Gilison/Soto) to approve the textbook revision for CIS 101, NURS 224, and NURS 225, effective 2014-2015, as presented. The motion carried.

- d. ANTH 120 – Introduction to Archaeology (3)
- e. ART 222 – Drawing IV (3)
- f. BUS 010 – Practical Accounting (3)
- g. THEA 100 – Introduction to Theatre (3)

M/S/C (Soto/Leon) to approve the revision to description and/or objectives and/or content and/or textbook for ANTH 120, ART 222, BUS 010, and THEA 100, effective 2015-2016, as presented. The motion carried.

- h. NURS 107 – Nursing Fundamentals (6)

M/S/C (Leon/Carreon) to approve the revision of materials fee from \$75 to \$150 for NURS 107, effective 2015-2016, as presented. The motion carried.

Susan explained that the students already receive materials of that value that they take with them and that there were grant funds in the past that allowed the department to cover a portion of those costs but those funds have now expired.

C. Approval of 2014 – 15 Meeting Calendar

M/S/C (Gilison/Leon) to approve the Curriculum Committee meeting calendar for the 2014 – 2015 academic year, as presented. The motion carried.

Regarding catalog deadline: proposal items must be on the agenda of the December meeting to meet the catalog deadline.

III. Discussion Items

1. Inactivated courses

The list of inactivated credit and noncredit course was presented. Departments were asked to review the list and recommend those courses for deletion or reactivation.

- The inactive courses are no longer available to revise in CurricUNET since inactivation places them in historical status.
- If the department chooses to delete a course they should notify Frank Rapp and Dixie Krimm so that the course can be included on the next appropriate meeting agenda. Once approved through the appropriate process the deletion will be noted on the historical document in CurricUNET.
- To reactivate a course the department must conduct a full review of the course. Chancellor's Office approval would be required prior to the offering of the course.
- The information from the historical document can be used to reactivate the course, please contact Dixie Krimm for assistance.

2. Course review timeline

The spreadsheet for course review was presented. Frank informed the committee that it is important to have a review cycle to assure that courses are reviewed in a timely manner.

- Dixie asked the committee for suggestions or comments regarding the information contained in the spreadsheet and stated that she would provide a legend on the document to explain the CB codes included on the document.
- The committee was asked how they would like the courses divided and it was agreed to split them alphabetically in thirds to be reviewed one third each year for three years on continuous rotation. The committee agreed to revisit and make changes to this process as needed.
- The spreadsheet will be used to provide documentation of the Last COR Revision and the Last Department Review dates even if there were no changes needed to the COR.
- The committee discussed textbook revision requirements. Since UCs required textbooks to be no more than 5 years old it would cause every course to be revised for textbooks at a minimum of every 5 years. This would only be the case for courses that were UC transferrable and it is acceptable for a text to be older if there is sufficient justification provided. C-ID is also checking textbooks but again those courses are CSU/UC transferable.

3. Update to AP 4020 – Program, Curriculum and Course Development

Committee membership discussed the procedure for the following updates.

- The Public Safety Department Chair voting member designation was removed as that position no longer exists.
- Matriculation was replaced with Student Success and Support Program under Consultants and Technical Review Committee membership.
- Reference to Stand-Alone Course approval was removed as local approval of Stand Alone Courses is no longer accepted. All courses will be subject to full review at the Chancellor's Office.
Assembly Bill 1029, amended California Education Code (CEC), sections 70901 and 70902, with a January 1, 2014 sunset date of community college districts delegated authority to approve and offer non-degree-applicable credit courses and degree-applicable credit courses which are not part of an approved educational program (commonly known as "stand-alone" courses).
- The Technical Review Committee meets "as needed".
- Update to Curriculum Specialist title.
- Revision to the process following Board approval due to Chancellor's Office system restructure

4. Self-Evaluation Form

Frank reviewed the self-evaluation form that was requested to be submitted to Academic Senate as soon as possible.

- The committee recommended two additional objectives: Approval of Program Pathways and Completion of prerequisite and recommended preparation review.
- They also requested all committee meeting dates be added.

IV. Information Items

1. Curriculum Institute Update

Frank explained that as a new curriculum chair there was much to learn and an abundance of information provided at the Institute including topics such as AB86, ADT's, C-ID, and course coding. He also stated that he believes that our role should focus on educating students beyond the earning of a degree.

Dr. Nicholas stated that he attended a workshop on AB86 which provided an overview and suggestions of ways to assist in making curricular decisions. He will be attending an AB86 summit in Sacramento in early October.

Dixie provided highlights on workshops attended (please see notes attached). Of high priority are the continued course revisions to meet C-ID requirements since they have a direct impact on the Associate Degrees for Transfer.

V. Other Items

VI. Next Regular Meeting: SEPTEMBER 18, 2014, 3:05pm in the Board Room.

VII. The meeting adjourned at 4:06 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.