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

Present:	☑Nicholas Akinkuoye	☑Craig Blek	☐Susan Carreon	☐David Drury
	☑Kathleen Dorantes	☑Gaylla Finnell	☑Daniel Gilison	☐Carol Hegarty
	☑Allyn Leon	☑Jose Lopez	☐Norma Nava	☑Trinidad Argüelles
	☑Frank Rapp	☑Jose Ruiz	☐Ed Scheuerell	☑Veronica Soto
	☐Kevin White	☐Cathy Zazueta	☑ASG Representative Claudia Curiel	
Consultants:	☐Tina Aguirre	☑Gloria Hoisington	☑Ted Cesar	☐Becky Green
	☐Todd Finnell	☐Jill Nelipovich	☑Norma Nunez	☑James Patterson
	☐Efrain Silva			
Ex-officio	☐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.

IMPERIAL COMMUNITY COLLEGE DISTRICT

AP 4020 Program, Curriculum and Course Development

References:
Title 5 Sections 51021, 55000 et seq., and 55100 et seq.;
Accreditation Standards II.A
U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended.

BACKGROUND

California Education Code Section 70901 provides that the Board of Governors of the California Community Colleges has statewide responsibility to:

- establish minimum standards for credit and noncredit classes
- review and approve all educational programs offered by community college districts
- adopt regulations defining the conditions under which a community college district may offer, without the need for approval by the Board of Governors, a credit course that is not part of an approved educational program, and monitor courses approved

The California Community Colleges Chancellor's Office uses the following five (5) criteria to approve credit and noncredit programs and courses that are subject to Chancellor's Office review.

1. Appropriateness to Mission
2. Need
3. Curriculum Standards
4. Adequate Resources
5. Compliance

Section 70902 of the California Education Code provides that the governing board of each community college district shall:

- establish policies for, and approve, credit courses of instruction and educational programs
- establish policies for, and approve, individual courses that are offered in approved educational programs, without referral to the Board of Governors

Section 70902 further provides that the governing board of each community college district may offer, without the approval of the Board of Governors, a credit course of instruction that is not offered in an approved educational program, under conditions authorized by regulations adopted by the Board of Governors.

California Code of Regulations Title 5 Section 51021, Curriculum, requires that "each community college shall establish such programs of education and courses as will permit the realization of the objectives and functions of the community college. All courses shall be approved by the Chancellor in the manner provided in Subchapter 1 (commencing with §55000) of Chapter 6."

Title 5 Section 55000, Definitions, defines "course" as "an organized pattern of instruction on a specified subject offered by a community college pursuant to subdivisions (a), (b) or (c) of section 55002" and "educational program" as "an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education."

Title 5 Sections 55002 and 55100 establish the criteria for courses and standards for approval, while Sections 55130 and 55150 provides the criteria and standards for approval of credit programs, and noncredit courses and programs, respectively.

In addition, Title 5 Section 55002(a)(1), Curriculum Committee, mandates that "the college and/or district curriculum committee recommending the course shall be established by the mutual agreement of the college and/or district administration and the academic senate. The committee shall be either a committee of the academic senate or committee that includes faculty and is otherwise comprised in a way that is mutually agreeable to the college and/or district administration and the academic senate."

CURRICULUM COMMITTEE ROLE, FUNCTION, AND MEMBERSHIP

The District's Curriculum Committee serves in an advisory capacity to the Academic Senate and provides policy recommendations and procedures in the areas of (1) curriculum, including establishing prerequisites and placing courses within disciplines, (2) degree and certificate requirements, (3) grading policies, and (4) educational program development. This responsibility includes initiation, review, and approval of programs.

The function, membership, and procedures of the Curriculum Committee are subject to review every two (2) years by the Board of Trustees, or its designee, and the Academic Senate.

The Curriculum Committee is composed of the following members:

Voting Members

Chief Instructional Officer	Behavioral and Social Science Department Chair
Academic Senate Representative (Chair)	Distance Education Coordinator
Disabled Student Programs and Services Director	Business Department Chair
Counseling Representative	Industrial Technology Department Chair
Articulation Officer	English Department Chair
Assistant Librarian	ESL Department Chair
Associated Student Government Representative	Humanities and World Languages and Speech Communication Department Chair and Coordinator
Exercise Science/Wellness/Sport Department Chair	Nursing and Allied Health Department Representative
Science, Math and Engineering Department Chair and Coordinator	

Consultants

Vice President for Student Services	Director of Admissions and Records
Dean of Economic and Workforce Development	Student Success and Support Program Director
Dean of Health and Science	Child, Family and Consumer Sciences Director
Basic Skills Coordinator	Transfer Center Director
Dean of Arts, Letters and Learning Services	Non-Credit Coordinator (represented by Dean of Economic and Workforce Development)
Dean of Counseling	SLO Coordinator

The Curriculum Committee meets regularly on the first and third Thursday of each month during the academic year.

At its last meeting of the academic year, the Curriculum Committee develops the meeting schedule for the ensuing year. The meeting schedule includes the deadline for new and revised programs and courses to be added to the next catalog, and programs and courses to be deleted from the catalog.

The Technical Review Committee, a subcommittee of the Curriculum Committee, meets as needed to review and approve curriculum items for the next Curriculum Committee meeting. Technical Review Committee members include the Curriculum Committee Chair, Articulation Officer, Student Success and Support Program Director, Distance Education Coordinator, SLO Coordinator, Dean of Arts, Letters, and Learning Services, Non-Credit Coordinator (Dean of Economic and Workforce Development), and the Director of DSPS. Faculty as Originators of curriculum proposals and/or Department Chairs and/or Division Deans participate in Technical Review Committee meetings on an as needed basis.

The Curriculum and Academic Systems Specialist serves as clerical support to the Curriculum Committee and recording secretary for both Curriculum Committee and Technical Review Committee meetings.

PROCEDURES

The District utilizes CurricUNET for the submission, review, and approval of proposals to:
- establish new courses and programs
- modify existing courses and programs
- inactivate courses and programs
- reinstate courses and programs
- delete courses and programs

(See attached CurricUNET Quick Reference Guide)

Credit Hour

For purposes of federal financial aid eligibility, a "credit hour" shall be not less than:

- One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately 15 weeks, or the equivalent amount of work over a different amount of time; or

- At least an equivalent amount of work as required in the paragraph above, of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

The definition described above is known as the Carnegie unit formula, which requires three hours of student work per week, either in or out of class, over the term of a full semester, for one Carnegie Unit of student credit. While some students will put in more or less time, depending on their ability and level of personal commitment, the structure of the course in terms of semester units presumes this standard and is the basis of scheduling within the academic calendar.

The course outline of record will state student units and the number of in-class contact hours – which are 50 minutes in length – as if each course were intended to be offered for a full term 18 week term. In reviewing and approving courses, the curriculum committee must assure that the units offered are commensurate with the hours necessary for the course, both in and out of the classroom.

Establishing and Modifying Class Size

Definitions

Class Size is the maximum for student enrollment for each section of a course as listed on the Course Outline of Record for each course. When, by necessity, a course is assigned to a room with a capacity less than the class size, the class size will not apply. The term "class size" has also been referred to (as equivalents) as "class caps," "enrollment maximums," and "class quotas."

Principles for the Initial Establishment and for Modification of Class Size

1. Class size will be established initially by using the current class size as reflected in CurricUNET for each course.

2. Department chairs or coordinators have the authority to submit a major course revision to the Curriculum Committee to modify the existing class size based on the criteria outlined below with the consent of their fellow department faculty and with appropriate documentation.

3. If the Curriculum Committee approves a major course revision to modify the class size, then the new class size will become the official maximum for student enrollment for that course and will be listed as such on the Course Outline of Record (COR), effective the following semester after approval.

Process for Changing Existing Class Size

1. Department chairs and coordinators may submit a major course revision to the Curriculum Committee to modify an existing class size based on established criteria as explained below, each of which must be supported and/or justified with appropriate documentation.

2. Based on the criteria for the modification of class size listed below, the appropriate documentation to support a proposal to change a course cap may include, but is not limited to, the following:
   A. Comparative research of class sizes for similar courses at other California community colleges;
   B. Recommendations or requirements from a professional or academic publication or organization; and/or
   C. Course specific documentation, such as course syllabus, assignment criteria, SLOs, and objectives.
3. Proposals to change the existing course cap for a course will be reviewed by the Curriculum Committee, which will make the final decisions regarding the proposal to change the existing enrollment maximum for a course.

Criteria for the Modification of Class Size

Modifications to a class size must be justified with one of the below criteria; it is recommended that two or more criteria be considered in a proposal. Under each criterion below, suggested examples are provided of the types of data that may be used to justify a class size modification. In addition, department chairs and coordinators who propose a new course to the Curriculum Committee should establish the class size based on one or more of the below criteria:

1. Health and Safety
   - Fire codes
   - Supervision: Number of students who can be safely supervised by available faculty and/or staff within a classroom when the students are undertaking hazardous activities or working with hazardous equipment.

2. Facility or Other Class Capacity Limitations
   - Availability of seats, desks, or workstations
   - Availability of equipment or supplies
   - Availability of required or necessary teaching or lab assistants

3. Course Modality
   - Lab courses vs. combined lecture and lab courses – class size may be determined differently for labs, which may have different limitations compared to lecture-only courses.

4. Student Skill Level
   - Basic skills
   - Transfer

5. Instructional Delivery
   - Nature of classroom activities
   - Nature of interaction between instructor and students
   - Use of group work or group projects

6. Student Assessment
   - Types and/or amount of individual assignments, projects, and/or papers to assess
   - Methods of student assessment, feedback, or evaluation
   - Course-level or Program-level Student Learning Outcomes
   - Course objectives in the COR

7. Use of Existing Class Size for a similar course(s) within the discipline
   - For new courses only—cannot be used as one of the required criteria for modifying an existing course cap
   - New course should be comparable (i.e. objectives, topics and scope, assignment, assessment, and pedagogy) to other course(s) in the discipline

Proposals for new, revised, inactivated, reinstated, and terminated courses and programs originate with department faculty (Originator). Following submission of curriculum proposal by the Originator, the proposal is reviewed and approved by the following in the order noted:

1. Department Chair or Coordinator
2. Division Dean
3. Technical Review Committee
4. Curriculum Committee Chair, Curriculum Consultants, Curriculum Committee

Each proposed or existing course offered by distance education shall be reviewed and approved separately. Separate approval is mandatory if any portion of the instruction in a course or a course section is designed to be provided through distance education. This separate review is achieved through the use of a "distance education addendum."

Proposals submitted must be approved by the Department Chair or Coordinator and Division Dean by 5:00 p.m. on Wednesday in the week preceding the Curriculum Committee meeting. Proposals submitted timely will be reviewed and acted upon by the Technical Review Committee. Proposals approved by the Technical Review Committee are then added to the agenda for the next meeting of the Curriculum Committee.

In order to take official action at any called meeting, there must be two-thirds of voting members in attendance. Proxy voting will not be allowed.

Following the Curriculum Committee meeting, the final approval process includes approval of the following:

1. Academic Senate appointed Curriculum Committee Chair
2. Chief Instructional Officer

The Curriculum and Academic Systems Specialist submits approved curriculum items to the Academic Senate for approval on behalf of the Curriculum Committee. In addition, the specialist submits items requiring approval of the Board of Trustees (i.e., new programs and program deletions, new courses) to the Superintendent/President's Office for inclusion in the Board meeting agenda. Items requiring approval of the Superintendent/President (i.e., program and course revisions) are submitted to the Superintendent/President's Office.

Following Board approval, the Curriculum and Academic Systems Specialist will submit to the State Chancellor's Office for final approval.

Following the end of the spring semester, the specialist submits curriculum items approved for inclusion in the catalog for the next academic year to the Chancellor's Office program database utilizing the Chancellor's Office's CurricUNET system.

All curriculum records, reports, and meeting minutes are maintained by the Curriculum and Academic Systems Specialist and are housed in the Academic Services Office.

PETITION FOR ESTABLISHING/AMENDING CLASS SIZE

Note: If this proposal is to increase class size, complete sections I through III. For decreases in class size or new course proposals, please complete all sections.

I.   Course Name and Number:

Units: _____   Hours per week class meets: _____

New   Amendments   [Check one]

Current class size limit: _____ Proposed class size limit: _____

Submitted by _____
                    Faculty member   Department

Campus extension: _____   Email: _____

Approved by: _____   (Dept. Chair)

                    _____   (Division Dean)

                    _____   (Curriculum Chair)

II.   Please provide class size limit for same or comparable course in all benchmark colleges. (Attach documentation—official course outline or other official verification for each benchmark.)

Note: If comparable course is not offered, write "N/A" in appropriate box.

Grossmont	College of the Desert	Hartnell	Monterey Peninsula	Shasta

NOTE: If an external accrediting body requires a class size limit, this section is optional but official documentation of recommended limits must be attached instead.

Enrollment trend for the last two semesters (for amended class size requests only):

		Semester 1	Semester 2
Beginning enrollment		_____	_____
Wait list data		_____	_____
Ending enrollment		_____	_____
Grade distribution %	A	_____	_____
	B	_____	_____
	C	_____	_____
	D	_____	_____
	F	_____	_____
	W	_____	_____

III.   Please attach a copy of the course outline of record and a representative syllabus to this petition.

IV.   ADDITIONAL INFORMATION

IN-CLASS TIME DISTRIBUTION: Give typical amount of time spent in working with students in a typical week for this class using the following teaching approaches:

Coaching: _____   Performance: _____

Lab: _____   Small group monitoring: _____

Lecture: _____   Special projects: _____

One-on-one instruction: _____   Other: _____
                                         (explain on separate paper if necessary)

Online interaction with students: _____

OUT-OF-CLASS TIME: Time spent evaluating student work/assignments:

Explain the teaching approaches you believe will help justify the class size limit you are proposing. (Attach a separate sheet if necessary.)

Skill level: is this course designed for underprepared students who may need additional attention or assistance? Alternately, does this course require additional guidance from the instructor due to the higher-order, complex ideas found in the course outcomes? Please explain.

Technology/seat capacity: How is the capacity connected to educational outcomes? Please explain.

Safety issues and legal mandates regulating class size:

Other special considerations: