



**IMPERIAL VALLEY COLLEGE
CURRICULUM COMMITTEE AGENDA
Regular Meeting, Thursday, April 2, 2015
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 March 19, 2015

M/S (_____/_____) to approve the minutes of the March 19, 2015, regular meeting of the Curriculum Committee, as presented.

II. Action Items

A. Credit Courses

1. Revised Courses

- a. **AHP 100 – Medical Terminology (3)**
- b. **AJ 100 – Introduction to the Administration of Justice (3)**
- c. **AJ 102 – Concepts of Criminal Law (3)**
- d. **AJ 141 – Arrest and Firearms (3.5)**
- e. **AJ 160 – Regular Basic Course Modular Format Level III (10)**
- f. **AJ 162 – Regular Basic Course Modular Format Level II (14)**
- g. **BIOL 206 – Human Physiology (4)**
- h. **BUS 063 – Essential in Workplace Communication (3)**
- i. **ENGL 010 – English Composition – Accelerated (4)**
- j. **MA 070 – Administrative Medical Assistant I (4.5)**
- k. **MA 072 – Administrative Medical Assistant II (4.5)**
- l. **MA 074 – Clinical Externship I (2)**
- m. **MA 080 – Specimen Collection & Lab Procedures (3.5)**
- n. **MA 082 – Exam Room Procedures (3.5)**
- o. **MA 084 – Pharmacology and Administration of Medications (3.5)**
- p. **MA 086 – Clinical Externship II (2)**
- q. **MATH 220 – Elementary Differential Equations (3)**
- r. **MATH 230 – Introduction to Linear Algebra with Applications (3)**
- s. **PHT 108 – Introduction to Pharmacy Technology (2)**
- t. **PHT 120 – Pharmacy Technician Body Systems I (3)**
- u. **PHT 125 – Pharmacy Technician Body Systems II (3)**
- v. **PHT 130 – Pharmacy Technicians (3)**
- w. **PHT 140 – Pharmacy Technician Operations (4.5)**

M/S (_____/_____) to approve the revision to the above courses a. through w. as indicated in CurricUNET, effective 2015-2016. The motion:

B. Distance Education Courses – Addendum Documentation

a. CIS 163 – Cisco CCNA Discovery 2: Routing and Switching Essentials (4)

M/S (_____/_____) to approve the Distance Education Addendum for CIS 163, effective 2015-2016, to provide greater access and allow the inclusion of all modalities of learning, as presented. The motion:

C. Degrees and Certificates

1. Revised Degree and Certificate

a. Agricultural Business Management Certificate

M/S (_____/_____) to approve the revision to the Agricultural Business Management Certificate, effective 2015-2016, as presented. The motion:

b. Agricultural Science (Agriculture Plant Science for Transfer)

M/S (_____/_____) to approve the revision of Agricultural Science Degree into the Agriculture Plant Science for Transfer Degree, effective 2015-2016, as presented. The motion:

2. Designation of University Studies Degree

M/S (_____/_____) to approve the designation of responsibility for University Studies to the appropriate departments by area of emphasis as indicated in the degree, effective 2015-2016. The motion:

III. Discussion Items

IV. Information Items

1. Overview of Learning Services Department Reorganization Plan - (James Patterson)

V. Other Items

VI. Next Regular Meeting: April 16, 2015, 3:05pm in the Board Room

VII. Adjournment



IMPERIAL VALLEY COLLEGE
CURRICULUM COMMITTEE MINUTES (Unadopted)
 Regular Meeting, Thursday, March 19, 2015
 3:05 p.m. –Board Room

Present:	<input 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 type="checkbox"/> Gaylla Finnell	<input checked="" type="checkbox"/> Daniel Gilison	<input checked="" 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"/> Trinidad Argüelles
	<input checked="" type="checkbox"/> Frank Rapp	<input checked="" type="checkbox"/> Jose Ruiz	<input checked="" type="checkbox"/> Sydney Rice	<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 type="checkbox"/> Tina Aguirre	<input type="checkbox"/> Gloria Hoisington	<input checked="" type="checkbox"/> Ted Cesar	<input type="checkbox"/> Becky Green
	<input type="checkbox"/> James Patterson	<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:	Mary Jo Wainwright			
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, March 19, 2015.

B. Approval of the Minutes

1. Regular Meeting of March 5, 2015

M/S/C (Gilison/Soto) to approve the minutes of the March 5, 2015, regular meeting of the Curriculum Committee, as presented. The motion carried.

II. Action Items

A. Credit Courses

1. Deleted Courses

- a. CIS 104 – Introduction to Telecommunications (3)
- b. CIS 106 – PC Maintenance and Repair (3)
- c. CIS 107 – Computer Networking (3)

M/S/C (Blek/Carreon) to approve the deletion of CIS 104, CIS 106, and CIS 107, effective 2015-2016, as presented. The motion carried.

2. Revised Courses

- a. ART 106 – Women Artists (3)
- b. ART 110 – Design (3)
- c. ART 112 – Design (3)
- d. ART 120 – Drawing I (3)
- e. ART 124 – Painting I (3)
- f. ART 126 – Painting II (3)
- g. ART 128 – Watercolor Painting (3)
- h. ART 224 – Painting III (3)
- i. ART 226 – Painting IV (3)

- j. ART 260 – Advertising/Graphic Design (3)
- k. BUS 124 – Introduction to Business (3)
- l. BUS 126 – Business and the Legal Environment (3)
- m. BUS 136 – Human Relations in Management (3)
- n. BUS 144 – Principles of Marketing (3)
- o. BUS 148 – Personal Finance (3)
- p. BUS 220 – Principles of Managerial Accounting (4)
- q. CIS 124 – Excel I (1)
- r. CIS 125 – Excel II (1)
- s. JRN 100 – Introduction to Journalism (3)
- t. MUS 100 – Introduction to Music Foundations (3)
- u. THEA 120 – Fundamentals of Acting (3)
- v. VN 124 – Pharmacology II (2)
- w. WELD 100 – Welding Technology (5)
- x. WELD 115 – Flux Cored Arc Welding on Plate (3)
- y. WELD 120 – Gas Tungsten Arc Welding on Plate (3)
- z. WELD 130 – Shielded Metal Arc Welding on Plate (4)
- aa. WELD 220 – Gas Tungsten Arc Welding on Pipe (3)
- bb. WELD 230 – Shielded Metal Arc Welding on Pipe (3)

M/S/C (Blek/Hegarty) to approve the revision to the above courses a. through bb. as indicated in CurricUNET, effective 2015-2016. The motion carried.

- cc. ADS 120 – Introduction to Counseling (3)
- dd. PSY 120 – Introduction to Counseling (3)
- ee. AG 110 – Environmental Science (3)
- ff. ENVS 110 – Environmental Science (3)
- gg. AHP 100 – Medical Terminology (3)
- hh. AJ 100 – Introduction to the Administration of Justice (3)
- ii. AJ 102 – Concepts of Criminal Law (3)
- jj. ART 100 – History of Art I (3)
- kk. ART 102 – History of Art II (3)
- ll. CIS 101 – Introduction to Information Systems (3)
- mm. COUN 100 – Personal and Career Development (3)
- nn. HUM 100 – Introduction to the Humanities (3)
- oo. MUS 100 – Introduction to Music Foundations (3)
- pp. MUS 102 – Introduction to Music Literature and Listening (3)
- qq. SOC 101 – Introduction to Sociology (3)

~~*M/S (/) to approve the revision to cap size for items cc. through qq. above, effective 2015-2016, as presented. The motion:*~~

Items cc. through qq. WITHDRAWN.

3. New Courses

- a. AG 245 – Plant Propagation/Production (3)

M/S/C (Gilison/Blek) to approve the addition of AG 245 to the credit curriculum, effective 2015-2016, as presented. The motion carried.

Daniel explained that this new course is designed for the Agriculture Plant Science ADT which combines content from AG 240 and AG 250 to meet the C-ID descriptor requirements for this course as indicated on the ADT.

B. Distance Education Courses – Addendum Documentation

a. NURS 100 – Medication Mathematics (1)

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

C. Degrees and Certificates

1. Deleted Degrees and Certificate Programs

a. Business Financial Services Degree and Certificate Program

M/S/C (Blek/Hegarty) to approve the deletion of the Business Financial Services Degree and Certificate Program, effective 2015-2016, as presented. The motion carried.

b. Business Marketing Degree and Certificate Program

M/S/C (Blek/Hegarty) to approve the deletion of the Business Marketing Degree and Certificate Program, effective 2015-2016, as presented. The motion carried.

c. Court Services Specialist Certificate Program

M/S/C (Blek/Leon) to approve the deletion of the Court Services Specialist Certificate Program, effective 2015-2016, as presented. The motion carried.

2. Inactivated Degree and Certificate

a. Legal Assistant Degree and Certificate

M/S/C (Blek/Leon) to approve the inactivation of the Legal Assistant Degree and Certificate Program, effective 2015-2016, as presented. The motion carried.

3. Revised Degree and Certificate

a. Electrical Trades Degree and Certificate

M/S/C (Carreon/Blek) to approve the revision (removal of BLDC 101 from required courses) to the Electrical Trades Degree and Certificate, effective 2015-2016, as presented. The motion carried.

III. Discussion Items

1. Verification of SLO inclusion on syllabi – (Dr. Nick)

Dixie Krimm relayed the concern from Nicholas Akinkuoye to determine a clear point of verification of SLO inclusion on the course syllabus.

Daniel Gilison mentioned that the syllabus template includes a location for the SLOs.

Some department secretaries that receive syllabi notify faculty if not complete but they mainly verify that syllabi have been submitted. The committee determined that deans are ultimately responsible for verification of SLOs on syllabi.

IV. Information Items

1. C-ID March Newsletter – (Dixie)

Dixie will be providing the C-ID newsletters which will be attached to the minutes for reference. Veronica Soto reminded committee members that they could go to the website at www.c-id-net to review course descriptors within their discipline and also encouraged them to sign up to be involved as a faculty discipline review group.

V. Other Items

Norma Nunez – on Saturday, May 9th, new prospective students will be on campus and she is inviting Chairs and/or Deans, from 8:00-12:00 to highlight their programs. This is similar to an open house for students and would be an opportunity for academic programs to recruit for their programs. The event will be located in the 2700 building inside and out. Refreshments will be provided. It will be informal event. There will be drawings. Campus clubs are participating. Tours will be provided. This is for new entering students. Norma will send the information out to the committee. Expecting 500 students and their parents.

Sydney Rice has developed 7 new courses in ESL noncredit. Once approved some of the credit courses will be removed. These courses were developed from examples provided by Los Angeles School District, the information from the class design is attached to the CurricUNET proposals. As part of AB 86, if someone in the county wants services and nobody else wants to provide the services IVC will be the provider. These courses provide for a substantial increase in hours and align with what the high schools are doing. Noncredit ESL courses do not supplant credit courses. Efrain Silva will meet with Sydney and James Patterson to provide more details.

VI. Next Regular Meeting: April 2, 2015, 3:05pm in the Board Room

VII. The meeting adjourned at 3:35 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.

CC Meeting 04-02-15				Banner	State
AHP100	Medical Terminology	3	Adding workbook		
AJ100	Introduction to the Administration of Justice	3	Increase cap size from 35 to 40		
AJ102	Concepts of Criminal Law	3	Change cap size from 35 to 40		
AJ141	Arrest and Firearms	3.5	Update to lecture/lab hours to reflect lab content accurately.		
AJ160	Regular Basic Course Modular Format Level III	10	Update to lecture/lab hours to reflect lab content accurately.		
AJ162	Regular Basic Course Modular Format Level II	13.5	Update to lecture/lab hours to reflect lab content accurately.		
BIOL206	Human Physiology	4	To align course outline for articulation		
BUS063	Essentials in Workplace Communication	3	Update to course description, objectives, and texts.		
CIS163	Cisco CCNA Discovery 2: Routing and Switching Essentials	4	To add DE addendum information.		
ENGL010	English Composition - Accelerated	4	Update to objectives, content, assignments, and texts.		
MA070	Administrative Medical Assistant I	4.5	Add Study Guide book		
MA072	Administrative Medical Assistant II	4.5	Addition of Study Guide		
MA074	Clinical Externship I	2	Update textbook		
MA080	Specimen Collection & Lab Procedures	3.5	Update text book		
MA082	Exam Room Procedures	3.5	Add Study Guide under textbook		
MA084	Pharmacology and Administration of Medications	3.5	Addition of Study Guide		
MA086	Clinical Externship II	2	Update Textbook		
MATH220	Elementary Differential Equations	3	Update to objectives, content, and texts		
MATH230	Introduction to Linear Algebra with Applications	3	Update to objectives, content, and texts		
PHT108	Introduction to Pharmacy Technology	2	Update Textbook		
PHT120	Pharmacy Technician Body Systems I	3	update textbook		
PHT125	Pharmacy Technician Body Systems II	3	update textbook		
PHT130	Calculation & Pharmacology for Pharmacy Technicians	3	Update Textbook		
PHT140	Pharmacy Technician Operations	4.5	Textbook update & Recommended Preparation change		

PROGRAMS				
Agricultural Business Management Certificate		Revised to align with transfer degree		
Agriculture Plant Science for Transfer - A.S.-T.		Revision of local degree into ADT		