



**IMPERIAL VALLEY COLLEGE  
CURRICULUM COMMITTEE AGENDA  
Regular Meeting, Thursday, October 15, 2015  
12:50 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 1, 2015**

*M/S (\_\_\_\_\_/\_\_\_\_\_) to approve the minutes of the October 1, 2015, regular meeting of the Curriculum Committee, as presented.*

**II. Action Items**

**A. Credit Courses**

**1. Deleted Courses**

- a. **BLDC 010 – Cal/OSHA Certification (1.5)**
- b. **NURS 110 – Nursing Process I (4.5)**
- c. **NURS 111 – Nursing Skills Laboratory I (1.5)**
- d. **NURS 112 – Nursing Process Application I (4.0)**
- e. **NURS 121 – Nursing Skills Laboratory II (1.0)**
- f. **NURS 125 – Nursing Process and Applications II (8.5)**
- g. **NURS 211 – Nursing Skills Laboratory III (1.0)**
- h. **NURS 231 – Nursing Process and Application III (8.5)**

*M/S (\_\_\_\_\_/\_\_\_\_\_) to approve the deletion of the above courses a. through h. from the credit curriculum, effective 2016-2017. The motion:*

**2. Revised Courses**

- a. **GEOG 108 – World Regional Geography (3.0)**
- b. **MATH 190 – Pre-Calculus (5.0)**

*M/S (\_\_\_\_\_/\_\_\_\_\_) to approve the textbook revision for GEOG 108 and MATH 190, as presented, effective 2016-2017. The motion:*

**III. Discussion Items**

**IV. Information Items**

**1. Instructional Materials Fees – Dixie**

**V. Other Items**

**VI. Next Regular Meeting: November 5, 2015, 12:50pm in the Board Room**

**VII. Adjournment**



**IMPERIAL VALLEY COLLEGE**  
**CURRICULUM COMMITTEE MINUTES (Unadopted)**  
 Regular Meeting, Thursday, October 1, 2015  
 12:50 p.m. –Board Room

<b>Present:</b>	<input checked="" type="checkbox"/> Nicholas Akinkuoye	<input checked="" type="checkbox"/> Craig Blek	<input checked="" type="checkbox"/> Tina Aguirre	<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 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"/> 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 Alejandra Vasquez Christine Bermudez	
<b>Consultants:</b>	<input type="checkbox"/> Ted Cesar	<input type="checkbox"/> Becky Green	<input type="checkbox"/> Gloria Hoisington	<input type="checkbox"/> Ashok Nainpally
	<input checked="" type="checkbox"/> David Zielinski	<input type="checkbox"/> Jill Nelipovich	<input type="checkbox"/> Norma Nunez	<input checked="" type="checkbox"/> Efrain Silva
<b>Ex-officio</b>	<input type="checkbox"/> Michael Heumann			
<b>Visitors:</b>	Zhong Hu			
<b>Recorder:</b>	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 12:56 pm on Thursday, October 1, 2015.

**B. Approval of the Minutes**

**1. Regular Meeting of September 17, 2015**

*M/S/C (Aguirre/Blek) to approve the minutes of the September 17, 2015, regular meeting of the Curriculum Committee, as presented.*

**II. Action Items**

**A. Credit Courses**

**1. Revised Courses**

**a. ART 102 – History of Art II (3)**

*M/S (Hegarty/Leon) to approve the revision to core content, objectives, and methods of evaluation to align with C-ID, effective 2015-2016. The motion carried.*

**b. MUS 156 – Beginning College Chorus (1)**

**c. MUS 157 – Intermediate College Chorus (1)**

**d. MUS 171 – Chamber Orchestra (1)**

**e. MUS 172 – College-Community Band (1)**

**f. MUS 177 – Stage Band (1)**

**g. MUS 178 – Symphony Orchestra (1)**

*M/S (Hegarty/Blek) to approve the class size revision to the above courses b. through g., effective Spring 2016. The motion carried.*

**III. Discussion Items**

**IV. Information Items**

**1. The Relationship Between Units and Hours – Dixie**

Power Point handouts provided. (See attached)

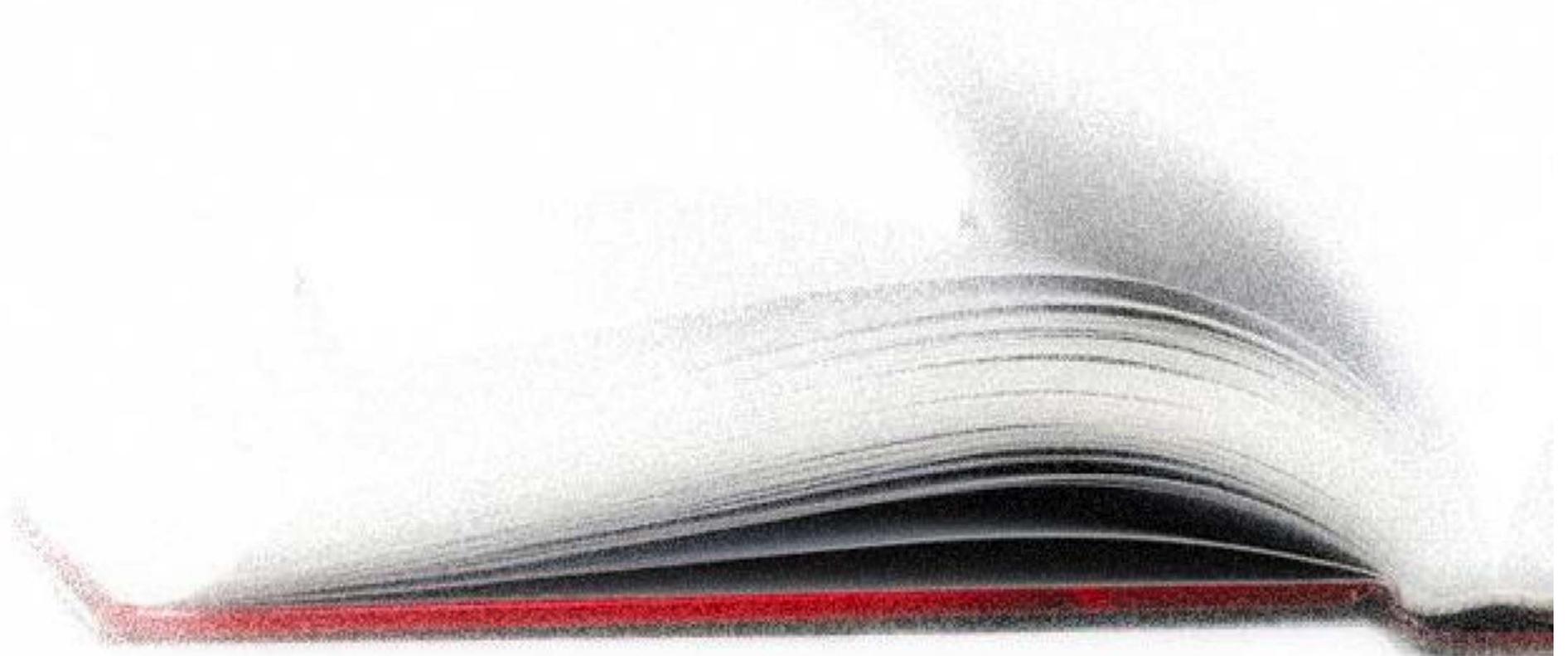
**V. Other Items**

**VI. Next Regular Meeting: October 15, 2015, 12:50pm in the Board Room**

**VII. The meeting adjourned at 1:20 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.

# **The Relationship Between Units and Hours**



# Federal Credit Hour

USDE 34 CFR 600.2

- *Credit hour*: Except as provided in 34 CFR 668.8(k) and (l), a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than—
  - 1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
  - 2) At least an equivalent amount of work as required in paragraph (1) 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.

# CCC Credit Hour

**§55002.5** defines the “Credit Hour” for the California Community Colleges

- a) Establishes minimum of 48 total student learning hours = 1 unit
- b) Requires awarding 2 units of credit when twice 1 unit calculation is reached.
- c) Requires awarding in .5 unit increments.
- d) Allows increments smaller than .5

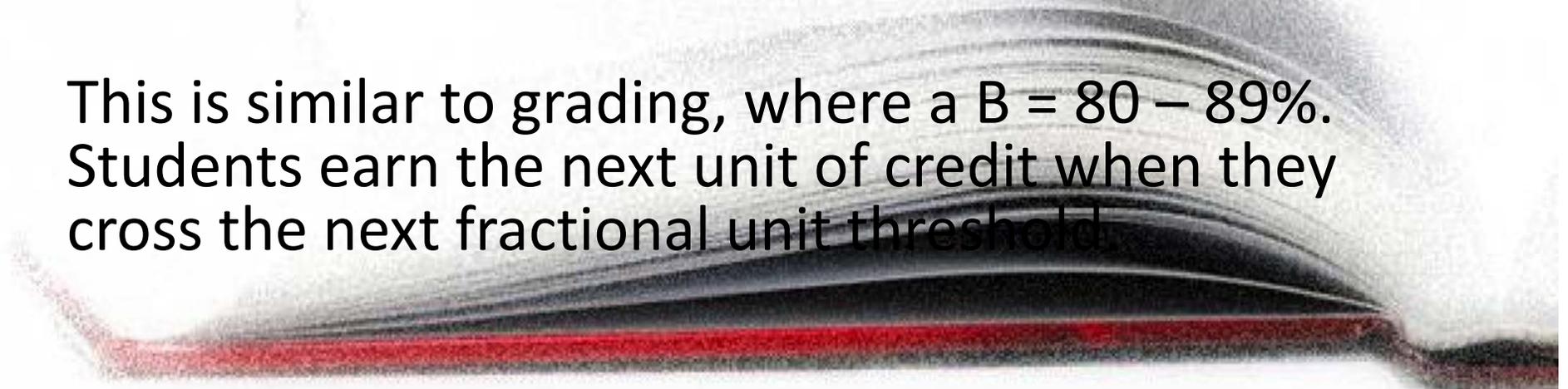


# Hour Ranges and Unit Thresholds

Range of hours for each increment of credit (in 54 = 1 scenario):

- .5 unit = 1 – 53 total SLH
- 1 unit = 54 – 80 total SLH
- 1.5 units = 81 – 107 total SLH
- 2 units = 108 – 134 total SLH

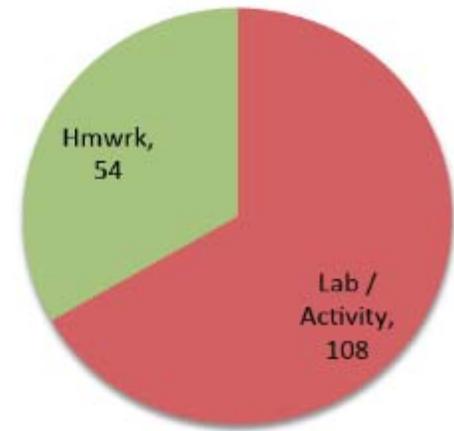
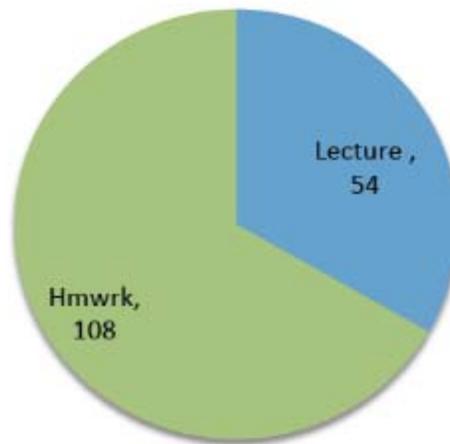
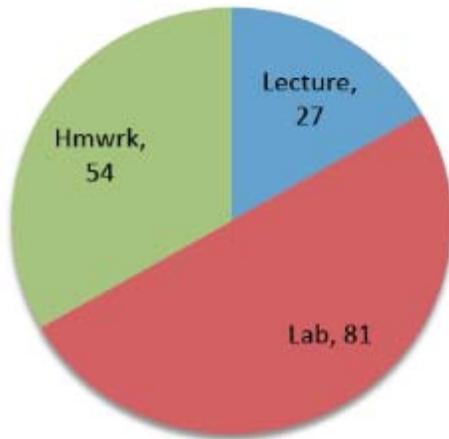
This is similar to grading, where a B = 80 – 89%. Students earn the next unit of credit when they cross the next fractional unit threshold.



# Important Concepts

- Regulations govern the relationship of total hours and units of credit.
- Regulations do not govern ratios of in-class to outside-of-class work for instructional categories, e.g. lecture, laboratory, activity, etc.
- There are many compliant variations of ratios, subject to standards in articulation and accreditation.

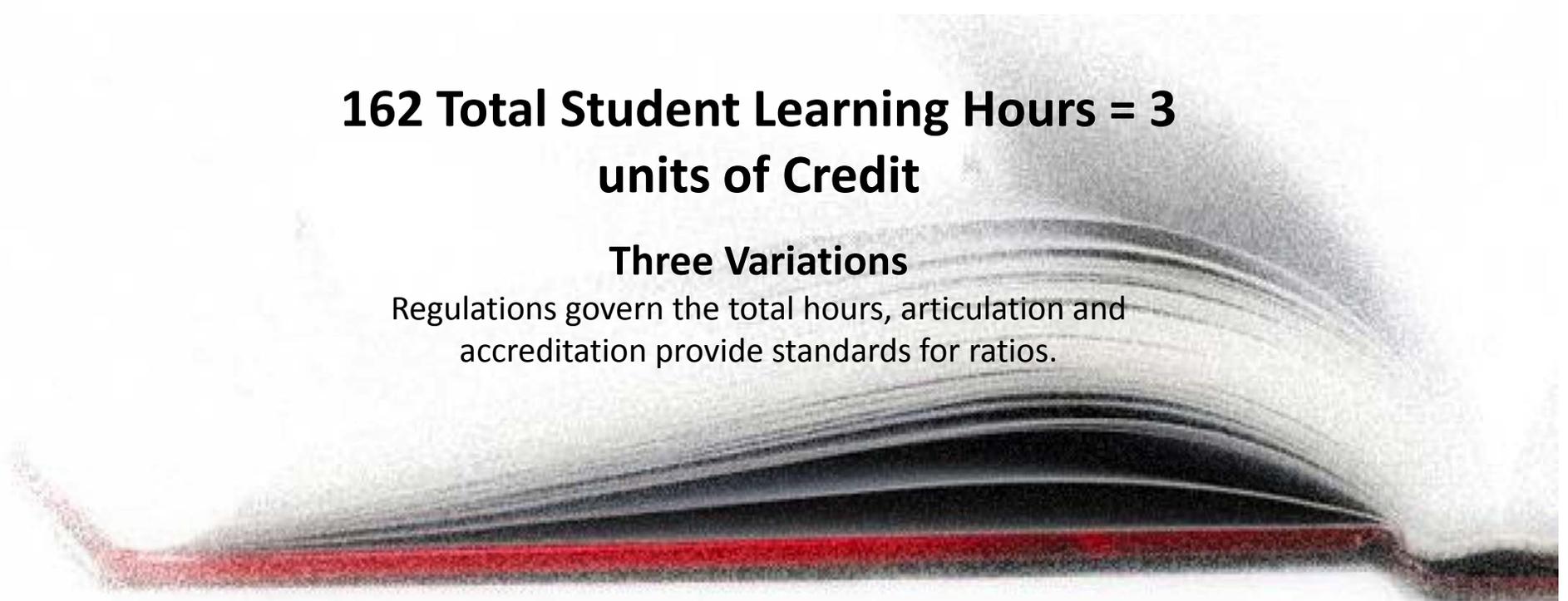




**162 Total Student Learning Hours = 3  
units of Credit**

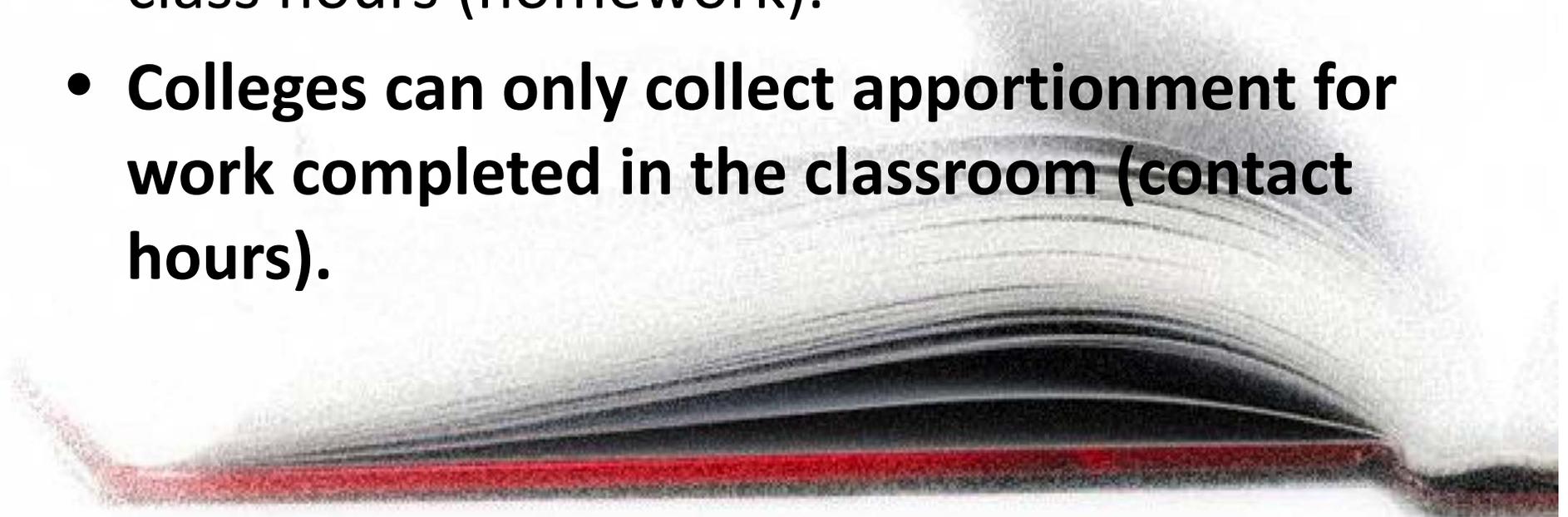
### **Three Variations**

Regulations govern the total hours, articulation and accreditation provide standards for ratios.



# Total Student Learning Hours

- 1 Unit of college credit is granted for 48 – 54 student learning hours.
- Total student learning hours include both lecture and lab contact hours and outside-of-class hours (homework).
- **Colleges can only collect apportionment for work completed in the classroom (contact hours).**



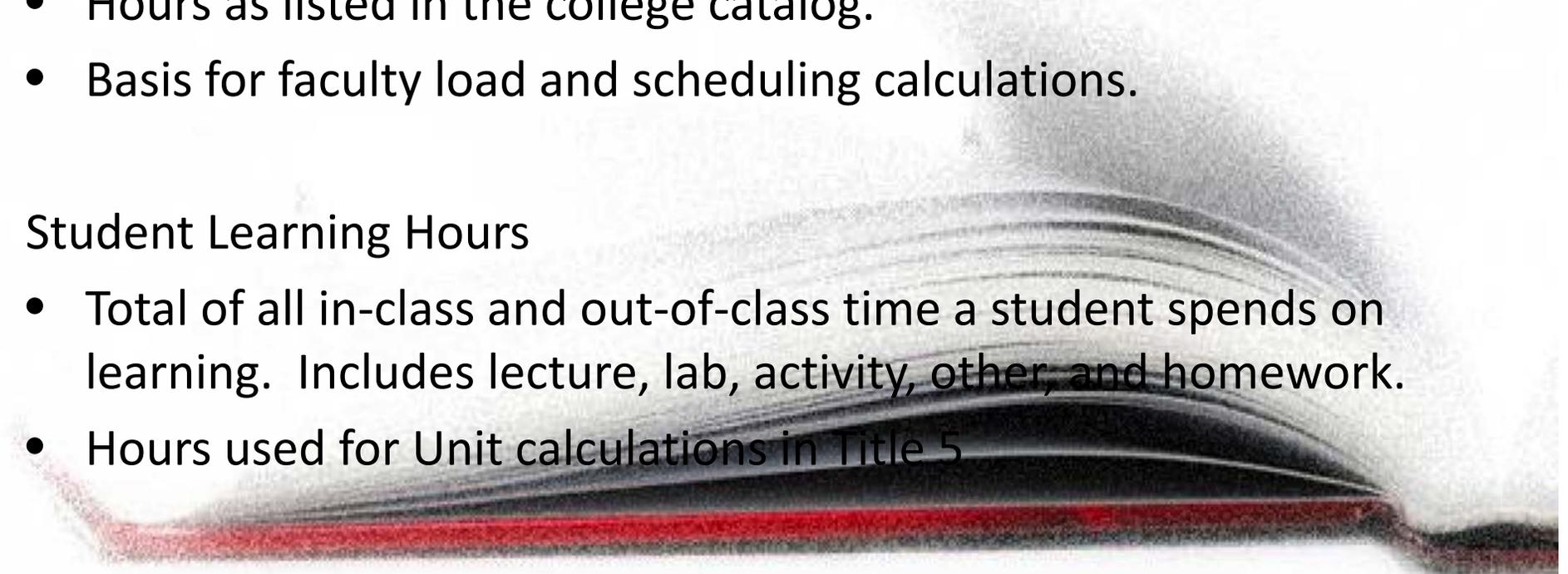
# Total Student Learning Hours vs. Contact Hours

## Contact Hours:

- Term used to describe student hours spent under the direct supervision of an instructor in lecture, lab, activity, or other.
- Required on COR by Title 5
- Hours as listed in the college catalog.
- Basis for faculty load and scheduling calculations.

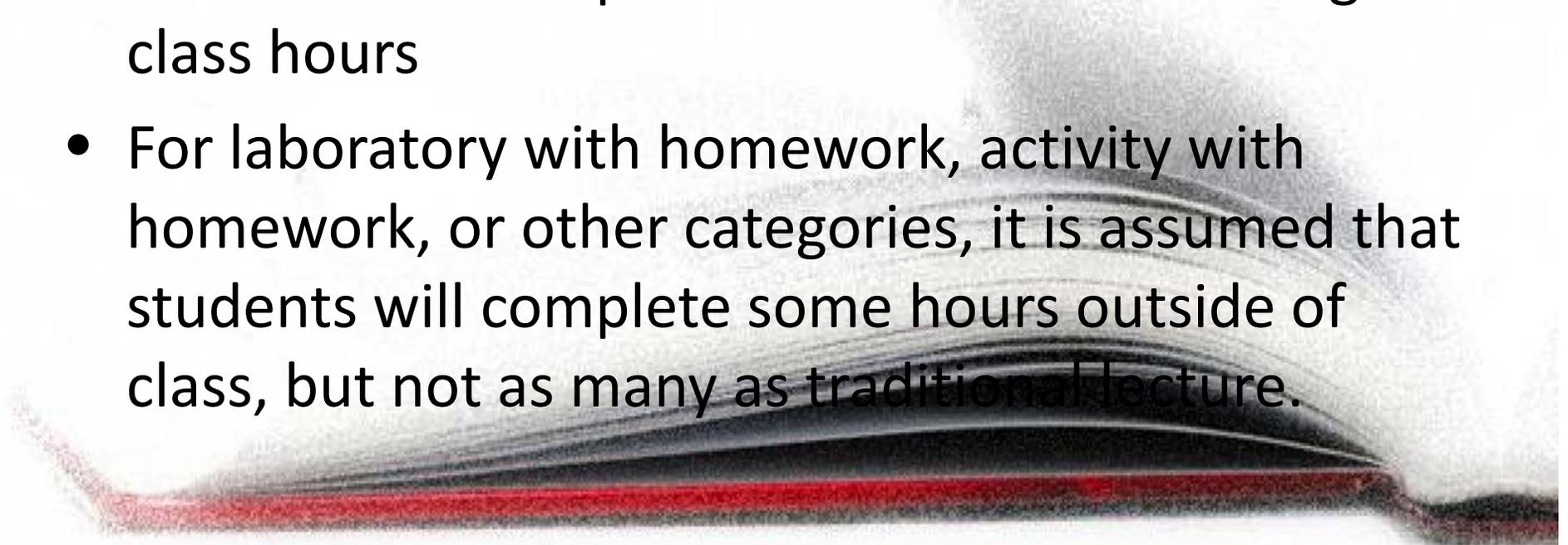
## Student Learning Hours

- Total of all in-class and out-of-class time a student spends on learning. Includes lecture, lab, activity, other, and homework.
- Hours used for Unit calculations in Title 5



# Lecture, Laboratory, Activity, etc.

- For lecture courses, it is assumed that students will complete a minimum of 2 hours of outside assignments for every hour they spend in class
- For laboratory courses, it is usually assumed that students will complete all of their work during in class hours
- For laboratory with homework, activity with homework, or other categories, it is assumed that students will complete some hours outside of class, but not as many as traditional lecture.



# Standard Formula for Calculating Units

To Calculate Units :

$$\frac{\text{Lecture Hours} + \text{Lab Hours} + \text{Homework Hours}}{54}$$

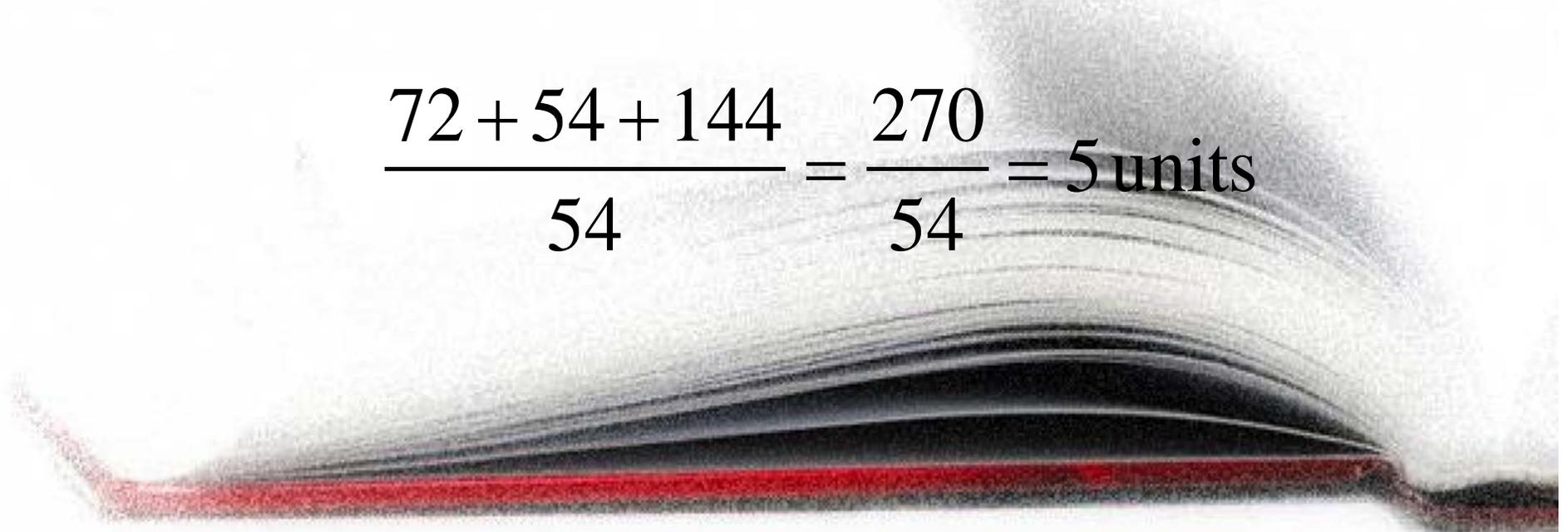
*\*54 is used for this example based on the recommendation from the Chancellor's Office that local districts use an 18 week semester as the basis for calculating hour to unit ratios on Course Outlines of Record.*

# Sample Calculation

For a course that requires 72 hours of lecture, 54 hours of laboratory, and 144 hours of homework.

The total number of units would be:

$$\frac{72 + 54 + 144}{54} = \frac{270}{54} = 5 \text{ units}$$



# Example

ELTR 120 meets for 3 hours of lecture and 3 hours of lab per week, over 18 weeks with 6 hours of homework per week.

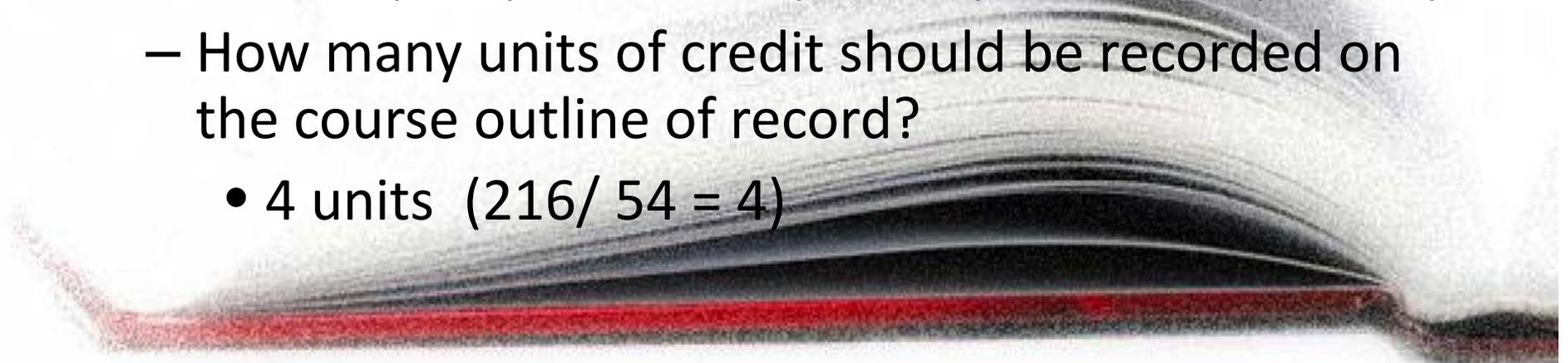
- How many contact hours should be listed on COR?
- How many total student learning hours?
- How many units of credit should be recorded on the course outline of record?



# Solution

ELTR 120 meets for 3 hours of lecture and 3 hours of lab per week, over 16 weeks with 6 hours of homework per week.

- How many contact hours should be listed on COR?
  - 54 lecture 54 lab (108 contact hours)
- How many total student learning hours?
  - 216 (108(contact hrs) + 108(homework) = 216)
- How many units of credit should be recorded on the course outline of record?
  - 4 units ( $216 / 54 = 4$ )



# Other Calculation Standards

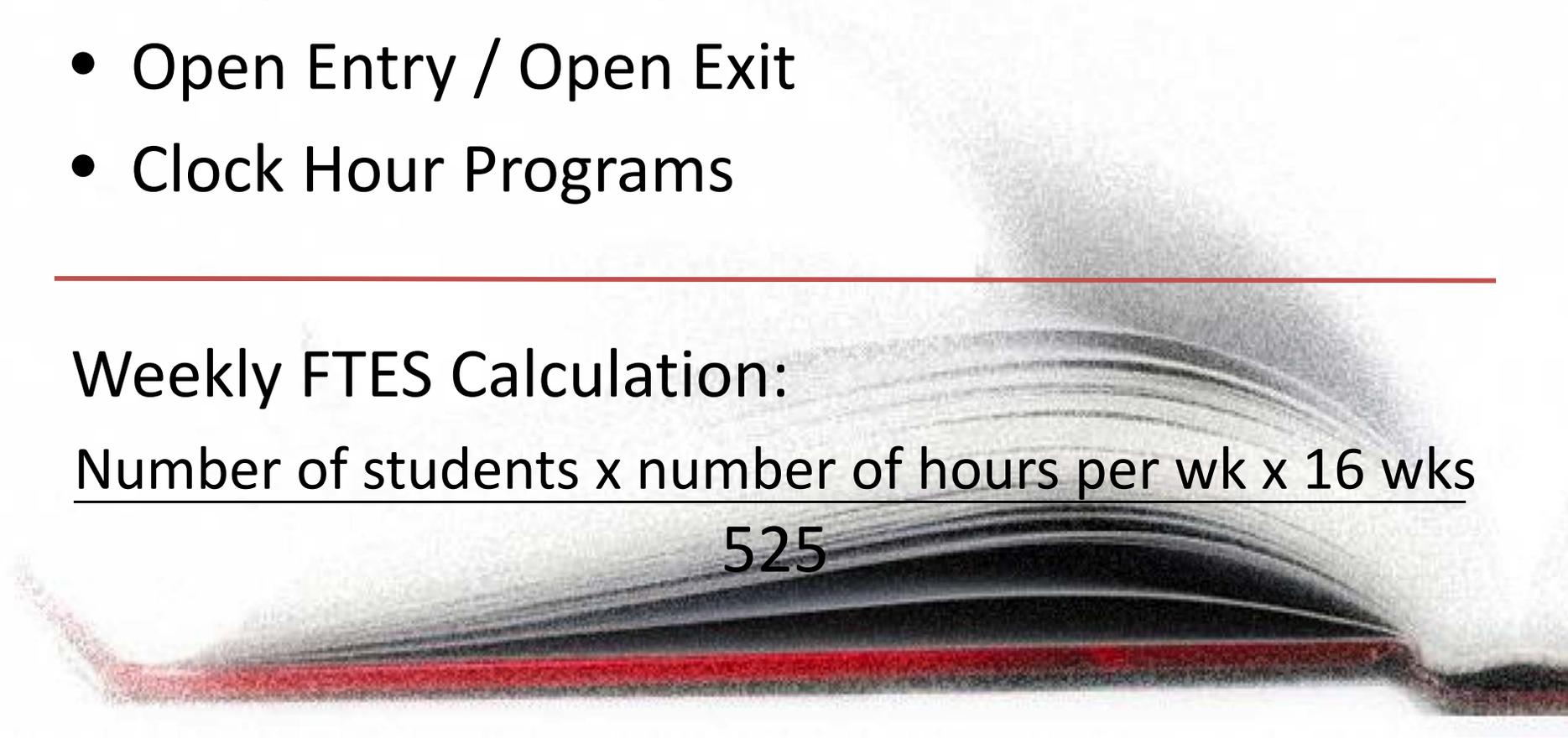
- Cooperative Work Experience
- Independent Study
- Open Entry / Open Exit
- Clock Hour Programs

---

Weekly FTES Calculation:

Number of students x number of hours per wk x 16 wks

525



# Chancellor's Office Units/Hours Worksheet

## CCCCO Units/Hours Worksheet

### SEMESTER UNITS

Lecture		Lab	
18 hours = 1 unit		54 hours = 1 unit	
Hours	Units	Hours	Units
9	0.5	27	0.5
18	1.0	54	1.0
27	1.5	81	1.5
36	2.0	108	2.0
45	2.5	135	2.5
54	3.0	162	3.0
63	3.5	189	3.5
72	4.0	216	4.0
81	4.5	243	4.5
90	5.0	270	5.0
99	5.5	297	5.5
108	6.0	324	6.0
117	6.5	351	6.5
126	7.0	378	7.0
135	7.5	405	7.5
144	8.0	432	8.0
153	8.5	459	8.5
162	9.0	486	9.0
171	9.5	513	9.5
180	10.0	540	10.0
189	10.5	567	10.5
198	11.0	594	11.0
207	11.5	621	11.5
216	12.0	648	12.0
225	12.5	675	12.5
234	13.0	702	13.0
243	13.5	729	13.5
252	14.0	756	14.0
261	14.5	783	14.5
270	15.0	810	15.0
279	15.5	837	15.5
288	16.0	864	16.0
297	16.5	891	16.5
306	17.0	918	17.0
315	17.5	945	17.5
324	18.0	972	18.0
333	18.5	999	18.5