



IMPERIAL VALLEY COLLEGE
CURRICULUM COMMITTEE MINUTES (Adopted)
 Regular Meeting, Thursday, April 2, 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 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 type="checkbox"/> Norma Nava	<input checked="" type="checkbox"/> Trinidad Argüelles
	<input checked="" type="checkbox"/> Frank Rapp	<input type="checkbox"/> Jose Ruiz	<input checked="" type="checkbox"/> James Patterson for 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 checked="" type="checkbox"/> Gloria Hoisington	<input type="checkbox"/> Ted Cesar	<input type="checkbox"/> Becky Green
	<input checked="" type="checkbox"/> James Patterson	<input type="checkbox"/> Jill Nelipovich	<input type="checkbox"/> Norma Nunez	<input type="checkbox"/> Efrain Silva
Ex-officio	<input type="checkbox"/> 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 3:11 pm on Thursday, April 2, 2015.

B. Approval of the Minutes

1. Regular Meeting of March 19, 2015

M/S/C (Blek/Soto) to approve the minutes of the March 19, 2015, regular meeting of the Curriculum Committee, as amended. The motion carried.

Class size course list not withdrawn, moved to April 16th meeting.

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 (Gilison/Blek) to approve the revision to the above courses a. through w. as indicated in CurricUNET, effective 2015-2016. The motion carried.

B. Distance Education Courses – Addendum Documentation

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

M/S (White/Blek) 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 carried.

C. Degrees and Certificates

1. Revised Degree and Certificate

- a. Agricultural Business Management Certificate

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

- b. Agricultural Science (Agriculture Plant Science for Transfer)

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

2. Designation of University Studies Degree

M/S (Soto/Blek) 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 carried.

Members agreed to the motion with the understanding that the designation may be revised if a transfer degree is developed in the future.

III. Discussion Items

None.

IV. Information Items

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

The plan will go to the appropriate committees over the next couple of months and then to the board. James provided a PowerPoint presentation and background history on the tutoring/language labs on campus.

Intended goals for new organization plan: to improve student success, centralize budget management, and to create uniform policies and practices for tutor selection, training, and evaluation.

- Has been working closely with Human Resources.
- Proposal under consideration for a new position - Learning Services Specialist
- Met with architects to renovate the 2500 building to include 2 microcomputer labs; looking to add three positions for microcomputer lab assistants. This would eliminate coordinator positions.
- Review of Learning Services Specialist job description presented, James asked for help in working on this description.

Phase one is plan development. Academic Senate agenda, May 6th, 2015 for first reading and May 20th, 2015 for second reading. Board agenda for June 17th, 2015.

Phase 2 will take place throughout the 2015-2016 academic year. Human Resources will work with affected employees.

Phase 3 and 4 activities will be entered into program review. Summer 2016 facilities close for renovation; Implementation for Fall 16

The plan will be posted to the website for review. The presentation will be sent to committee members for further review and discussion at the April 16th meeting.

Note: Room 1502 is separate from the reorganizational plan. Frank Hoppe has put this room in program review for expansion.

Frank Rapp – Prerequisite/Corequisite/Rec Prep document was last revised in 1995; Frank has worked on revising this document. Asked the committee to consider CurricUNET's role in the document; will bring it back for discussion at the April 16th meeting. Also working on the IVC procedure document. Will send out to the committee to review prior to the next meeting.

V. Other Items

None.

VI. Next Regular Meeting: April 16, 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.