



**IMPERIAL VALLEY COLLEGE**  
**CURRICULUM COMMITTEE AGENDA**  
Regular Meeting, Thursday, September 1, 2016  
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 June 2, 2016**

*M/S (\_\_\_\_\_/\_\_\_\_\_) to approve the minutes of the June 2, 2016, regular meeting of the Curriculum Committee, as presented.*

**II. Action Items**

**A. Credit Courses**

**1. Revised Courses**

**a. CHEM 100 – Introduction to Chemistry (4)**

*M/S (\_\_\_\_\_/\_\_\_\_\_) to approve the revision to content for CHEM 100, effective 2016-2017.  
The motion:*

**b. CHEM 204 – Organic Chemistry I (5)**

*M/S (\_\_\_\_\_/\_\_\_\_\_) to approve the revision to the prerequisite for CHEM 204, effective 2017-2018. The motion:*

**c. HE 102 – Health Education (3)**

**d. PE 100 – Lifetime Exercise Science (2)**

**e. PHSC 110 – Physical Science (3)**

*M/S (\_\_\_\_\_/\_\_\_\_\_) to approve the addition of large quota designation for HE 102, PE 100, and PHSC 110, effective 2016-2017. The motion:*

**f. MATH 119 – Elementary Statistics (4)**

*M/S (\_\_\_\_\_/\_\_\_\_\_) to approve the textbook update for MATH 119, effective 2017-2018.  
The motion:*

**B. Distance Education Courses – Addendum Documentation**

**a. CHEM 200 – General Inorganic Chemistry I (5)**

*M/S (\_\_\_\_\_/\_\_\_\_\_) to approve the Distance Education Addendum (Hybrid) for CHEM 200, effective 2017-2018, to provide greater access and allow the inclusion of all modalities of learning, as presented. The motion:*

**III. Discussion Items**

- 1. 15-16 Committee Self-Evaluation Form**
- 2. Program Pathways**

**IV. Information Items**

- 1. Curriculum Institute Report – Dixie Krimm, Kevin White, Veronica Soto, Michael Heumann**

**V. Other Items**

**VI. Next Regular Meeting: September 15, 2016, 12:50pm in the Board Room**

**VII. Adjournment**



**IMPERIAL VALLEY COLLEGE**  
**CURRICULUM COMMITTEE MINUTES (Unadopted)**  
 Regular Meeting, Thursday, June 2, 2016  
 12:50 p.m. –Board Room

|                     |   |  |   |   |
|---------------------|---|--|---|---|
| <b>Present:</b>     | <input type="checkbox"/> Nicholas Akinkuoye           | <input checked="" type="checkbox"/> Craig Blek | <input checked="" type="checkbox"/> Tina Aguirre              | <input checked="" 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 type="checkbox"/> Norma Nava                           | <input type="checkbox"/> Trinidad Argüelles       |
|                     | <input checked="" type="checkbox"/> Frank Rapp        | <input type="checkbox"/> Jose Ruiz             | <input checked="" type="checkbox"/> Sydney Rice               | <input type="checkbox"/> Veronica Soto            |
|                     | <input checked="" type="checkbox"/> Kevin White       | <input type="checkbox"/> Cathy Zazueta         | <input type="checkbox"/> ASG Representative<br>Jose Gutierrez |   |
| <b>Consultants:</b> | <input type="checkbox"/> Ted Cesar                    | <input type="checkbox"/> Becky Green           | <input type="checkbox"/> Gloria Hoisington                    | <input type="checkbox"/> Ashok Naimpally          |
|                     | <input checked="" type="checkbox"/> David Zielinski   | <input type="checkbox"/> Jill Nelipovich       | <input type="checkbox"/> Norma Nunez                          | <input type="checkbox"/> Efrain Silva             |
| <b>Ex-officio</b>   | <input checked="" type="checkbox"/> Michael Heumann   |  |   |   |
| <b>Visitors:</b>    | Marlene Jannel  |  |   |   |
| <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 1:02 pm on Thursday, June 2, 2016.

**B. Approval of the Minutes**

**1. Regular Meeting of May 19, 2016**

*M/S/C (Gilison/Leon) to approve the minutes of the May 19, 2016, regular meeting of the Curriculum Committee, as presented.*

**II. Action Items**

**A. Credit Courses**

**1. Revised Courses**

- a. AG 110 – Environmental Science (3)
- b. AHP 100 – Medical Terminology (3)
- c. ASTR 100 – Principles of Astronomy (3)
- d. BIOL 090 – Human Anatomy and Physiology for Health Professionals (3)
- e. BIOL 140 – General Botany (3)
- f. BIOL 150 – Human Genetics (3)
- g. ENVS 110 – Environmental Science (3)
- h. GEOL 110 – Earth and Space Science (3)
- i. GEOL 130 – Climate and Weather (3)

*M/S (Gilison/Leon) to approve the addition of large quota designation for items a. through i. above, effective 2016-2017. The motion carried.*

**j. AG 136 – Agricultural Sales, Communications, and Service Management (3)**

*M/S (Blek/Gilison) to approve the textbook update, for AG 136, effective 2016-2017. The motion carried.*

- k. HIST 225 – Mexican American History (3)
- l. LAS 225 – Mexican American History (3)

*M/S (White/Leon) to approve the revision of texts, methods of evaluation, and assignments for HIST 225 and LAS 225, effective 2016-2017. The motion carried.*

- m. RNEW 151 – Solar Electrical Systems PV2 (3)

*M/S (Leon/Lopez) to approve the removal of prerequisites for RNEW 151, effective 2016-2017. The motion carried.*

## **B. Distance Education Courses – Addendum Documentation**

- a. AJ 104 – Legal Aspects of Evidence (3)
- b. AJ 110 – Law Enforcement Community Relations (3)
- c. CSI 206 – Correctional Interviewing and Counseling (3)

*M/S (Leon/Gilison) to approve the Distance Education Addendum for AJ 104, AJ 110, and CSI 206, effective 2016-2017, to provide greater access and allow the inclusion of all modalities of learning, as presented. The motion carried.*

## **C. Curriculum Policies and Procedures**

- 1. AP 4040 Library and Other Instructional Support Services

*M/S (Blek/Leon) to approve the revision to Administrative Procedure (AP) 4040 Library and Other Instructional Support Services, effective upon Board approval, as presented. The motion carried.*

- 2. AP 4103 Work Experience

*M/S (Blek/Leon) to approve the revision to Administrative Procedure (AP) 4103 Work Experience, effective upon Board approval, as presented. The motion carried.*

- 3. AP 4610 Instructional Service Agreements

*M/S (Blek/Leon) to approve the revision to Administrative Procedure (AP) 4610 Instructional Service Agreements, effective upon Board approval, as presented. The motion carried.  
(Daniel Gilison – Abstained)*

## **III. Discussion Items**

- 1. Catalog Major Sheets – Dixie Krimm

There are some errors in the summary section of the major sheets. In order to provide the most accurate information the summary reference at the bottom of each major sheet will be removed leaving only the total line.

## **IV. Information Items**

- 1. Minimum Class Size

According to the CTA contract the minimum class size has been revised to 30. Committee members discussed concerns about health and safety for sciences classes with the increase in class size. Members were reminded that there is a form that can be used to validate the need for courses to have a lower class size.

**2. 2016-2017 Curriculum Committee Calendar**

The committee requested the addition of details regarding the December deadline such as items that are excluded from the deadline.

**V. Other Items**

**VI. Next Regular Meeting: September 1, 2016, 12:50pm in the Board Room**

**VII. The meeting adjourned at 1:45 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.

**Imperial Valley College**  
**Campus-Wide Standing Committee**  
**Self-Evaluation Form**

|                                   |                 |   |                                   |                                      |  |
|-----------------------------------|-----------------|---|-----------------------------------|--------------------------------------|--|
| <b>Committee Name</b>             |                 | <b>Curriculum Committee</b>   |                                   |                                      |  |
| <b>Committee Charge (Summary)</b> |                 | The Curriculum Committee shall serve in an advisory capacity to the Academic Senate by developing policy recommendations which the Board of Trustees have elected to "rely primarily" on the advice and judgement of the Academic Senate, and for which the Curriculum Committee shall provide policy recommendations and procedures are: Curriculum, including establishing prerequisites and placing courses within disciplines; Degree and certificate requirements; and Grading policies. |                                   |                                      |  |
| <b>For Academic Year</b>          |                 | 2015-2016   |                                   | <b>Date of Evaluation</b> 5/21/2015  |  |
| <b>Month</b>                      | <b>Mtg Date</b> | <b># Members Present</b>  | <b>Agenda Sent<br/>1=Yes 0=No</b> | <b>Minutes Posted<br/>1=Yes 0=No</b> | <b>Please list the major issues or tasks addressed at each meeting</b>   |
| Sept 2015                         | 3-Sep           | 17  | 1                                 | 1                                    | CurricUNET META system training.   |
| Sept 2015                         | 17-Sep          | 22  | 1                                 | 1                                    | Approval of course actions (new, revised, deleted); Approval of Degree actions (revisions); Approval of BP 4025; Curriculum Institute Report.  |
| Oct 2015                          | 1-Oct           | 17  | 1                                 | 1                                    | Approval of course actions (revised); Relationship between units and hours presentation/training.  |
| Oct 2015                          | 15-Oct          | 25  | 1                                 | 1                                    | Approval of course actions (deleted, revised); Instructional Materials Fees presentation/training.   |
| Nov 2015                          | 5-Nov           | 16  | 1                                 | 1                                    | Approval of course actions (deleted, revised, new); Approval of program actions; Prerequisite/Corequisite Guide first draft review.  |
| Nov 2015                          | 19-Nov          | 17  | 1                                 | 1                                    | New rubric COMM - Communication Studies; Approval of course actions (revised, new, DE); Approval of program actions (new Computer Science); BP/AP 4800; Credit by Exam AP 4235 discussion. |
| Dec 2015                          | 3-Dec           | 20  | 1                                 | 1                                    | Approval of course actions (revised); Approval of program actions (deleted local Computer Science, new spec cert for CDEV).  |
| Feb 2016                          | 18-Feb          | 21  | 1                                 | 1                                    | Approval of course actions (revised, new, DE); Approval of program actions (Multimedia to Digital Design, GEOG and BIOL Transfer Degrees, New Alt and Ren Fuels Tech Cert)                 |
| Mar 2016                          | 3-Mar           | 17  | 1                                 | 1                                    | Approval of course actions (revised, DE); Approval of program actions (revised); SLO/PLO Update  |
| Mar 2016                          | 17-Mar          | 13  | 1                                 | 1                                    | Approval of course actions (revised); Approval of Prerequisite Guide   |
| Apr 2016                          | 7-Apr           | 19  | 1                                 | 1                                    | Approval of course actions (revised); Approval of catalog textual items; course large quota designation discussion   |
| Apr 2016                          | 21-Apr          | 17  | 1                                 | 1                                    | Approval of course actions (deleted, revised); large quota designation available in CNET   |
| May 2016                          | 5-May           | 17  | 1                                 | 1                                    | Approval of course actions (revised); Approval of catalog textual items; Approval of AP's 4101, 4102, 4104, 4105   |
| May 2016                          | 19-May          | 27  | 1                                 | 1                                    | Approval of course actions (deleted, revised, DE); Approval of program actions (revised); Multiple Measures Presentation   |
| June 2016                         | 2-Jun           | 15  | 1                                 | 1                                    | Approval of course actions (revised, DE); Approval of AP's 4040, 4103, 4610  |
| <b>Avg Attendance</b>             |                 | 18.3  | 100%                              | 100%                                 |  |

**Imperial Valley College**  
**Campus-Wide Standing Committee**  
**Self-Evaluation Form**

|   |  |
|---|--|
| <b>Major Accomplishments or Achievements in Past Year</b> | 1 Catalog revisions/updates  |
|   | 2 Course actions (New, Revised, Deleted)   |
|   | 3 Degree and Certificate Actions (New, Revised, Deleted)   |
|   | 4 Three ADTs approved (Computer Science, Biology, and Geography)   |
|   | Presentation/Trainings provided for Units/Hours and Instructional Materials<br>5 Fees. Prerequisite/Corequisite document revised and course review/validation started. |

|  |   |
|--|---|
| <b>Major Obstacles or Problems with Committee Function</b> | 1 |
|  | 2 |

|  |   |
|--|---|
| <b>Recommendations for Improving Process or Efficiency</b> | 1 |
|  | 2 |

|  |  |
|--|--|
| <b>Review of Goals from Previous Year &amp; Related Institutional Goal</b> | 1 Computer Science and Biology ADTs developed and approved. Institutional Goal: Goals 1 & 2            |
|  | 2 Prerequisite/Corequisite document revised and approved by committee. Institutional Goal: Goals 1 & 2 |

|   |   |
|---|---|
| <b>Committee Goals (if appropriate) for Coming Year and list Related Institutional Goal</b> | 1 Development of Curriculum Handbook<br>Related to: Institutional Goal: Goals 1 & 2                                     |
|   | 2 Complete Prerequisite, Corequisite, and Recommended Preparation review<br>Related to: Institutional Goal: Goals 1 & 2 |

|                        |   |
|------------------------|---|
| <b>Chair Signature</b> | x |
|------------------------|---|

|                              |            |
|------------------------------|------------|
| <i>Typed or Printed Name</i> | Craig Blek |
|------------------------------|------------|

|   |
|---|
| <b>IVC Institutional Goals</b>  |
| <b>Goal 1 (Institutional Mission &amp; Effectiveness):</b><br>The College will maintain programs & services that focus on the mission of the college supported by data-driven assessments to measure student learning and student success.                                    |
| <b>Goal 2 (Student Learning Program &amp; Services):</b><br>The College will maintain programs & services which support students success & the attainment of student educational goals.   |
| <b>Goal 3 (Resources):</b><br>The College will develop & manage human, technological, physical, and financial resources to effectively support the college mission & the campus learning environment.   |
| <b>Goal 4 (Leadership &amp; Governance):</b><br>The Board of Trustees & the Superintendent/President will each establish policies that assure the quality, integrity, & effectiveness of student learning programs & services, & the financial stability of the institution . |

|   |
|---|
| <b>IVC Mission</b>  |
| <i>The mission of IVC is to foster excellence in education that challenges students of every background to develop their intellect, character, &amp; abilities; to assist students in achieving their educational &amp; career goals; and to be responsible to the greater community.</i> |

## Curriculum Institute Notes July 6-9, 2016

### Pre-session Workshop – Wednesday 2:00pm

#### Curriculum Basics for New Curriculum Specialists

*This workshop is intended for new or newer curriculum specialists and examines the basics of the roles and responsibilities of curriculum specialists. The presenters will also review the requirements and procedures for submitting curriculum to the Chancellor's Office.*

I presented along with Michael Heumann, Stephanie DiAlto from Saddleback College, and Jackie Escajeda from the Chancellor's Office. Please refer to the PowerPoint available on the Academic Services for California Community Colleges at [www.asccc.org](http://www.asccc.org).

### Session 1 – Thursday 10:30am

#### Philosophy and Future of General Education: A Conversation

*The establishment of ADTs, the advent of the pilot baccalaureate degrees, and the current focus on CTE programs have stimulated various conversations about general education requirements for our students. This breakout will provide an opportunity for discussions about the direction of general education in the CSU and the possible future directions for general education in the California Community Colleges.*

- Credit portability.
- Coding applicability and what it means for transferability.
- Who makes the decision on whether it counts? Through curriculum committee, dialog occurs in collaboration with the articulation officer before it is submitted to the CSU. Ken – conflict of interest is a concern, CORs are gathered and divided amongst reviewers – three different reviewers if there is not agreement then a fourth will be involved. They pay respect to evolution of education so if they look different they will not necessarily get denied.

#### General Education Patterns:

- IGETC
- CSU-GE Breadth
- IGETC-CSU for Stem (BIO and CHEM only)
- Local Pattern

Why is G.E. Required? Critical thinking is a required component of college level courses. Employers value general education skills.

Innovation – Cluster of courses – META Majors at the CSU innovation. Looking for input from CCCs on how we bring GE to the CSUs. Removing silos, CSU funding is based on department at the CSU level, think of students more broadly.

Learning Communities promoted.



## Session 2 – Thursday 2:30pm

### Course Substitution and Reciprocity in Local Degrees and Certificates, ADTs, and General Education

*This breakout will examine the meaning of reciprocity and how it affects our associate degrees and certificates. Attendees will learn how to effectively implement a reciprocity process where it can eliminate barriers for students while at the same time cutting the cost of higher education and reducing the necessity of course repetition.*

Reciprocity is typically based on course-to-course comparability except that:

- C-ID designations overrule local discipline decisions – must accept locally
- Accept courses as part of another college's ADT that are deemed reasonable
- Maintain local control for course substitutions
- Where C-ID descriptors are not in place and/or where the substitution does not involve deeming two courses comparable, make informed course substitution decisions by the judgment of discipline faculty
- Should be consistent with the TMC parameters where there is flexibility
- External sources of credit (AP, IB, CLEP), use statewide documents and local policies for such determinations

Substitutions for ADT courses can only be made to courses that are not core (required and list A).

Articulation agreements can be used when necessary

Best Practices – Establish Board policy, develop local policies that are consistent but flexible enough to support students, establish regional reciprocity

## Session 3 – Thursday 4:00pm

### Placing Courses in Local GE Patterns – Models for Effective Practice

*All college are required to include at least 18 units of general education for the associate degree in the areas defined in Title 5 regulations. Curriculum committees must determine whether or not a course is suitable for the local general education pattern and determine which area to place a specific course into. This breakout will offer considerations and effective practices for assigning courses to general education patterns.*

## Title 5 – 55061 (IVC AP 4025)

Reciprocity – courses taken at a 'sending' college will be honored in the GE area of that college by the 'receiving' college.

Pre-collegiate/basic skills – not eligible

To determine the area that a course should be placed in -Title 5

- Colleges GE SLOs
- Alignment to CSU GE
- Alignment to IGETC
- Alignment to other colleges
- Course discipline assignment
- Department offering the course
- Placement in GE areas

#### Session 4 – Friday 9:00am

##### Submitting Curriculum to the Chancellor’s Office – The Basics

*Once curriculum is approved at the local level, new curriculum and revised curriculum must be submitted to the Chancellor’s Office for approval before it can be included in the college catalog and offered to students. In this breakout, attendees will learn the basics of submitting curriculum to the Chancellor’s Office.*

I presented along with Jackie Escajeda from the Chancellor’s Office and Eric Nelson from the Chancellor’s Office. Please refer to the PowerPoint available on the Academic Services for California Community Colleges at [www.asccc.org](http://www.asccc.org).

#### Session 5 – Friday 10:30am

##### Meeting Expectations – Chancellor’s Office New Course and Program Approval

*When new courses and programs are submitted to the Chancellor’s Office for approval, the reviewers examine proposals to make sure they meet the requirements stated in the Program Course Approval Handbook (PCAH). This breakout will provide a review of what those requirements are and what standards the reviewers use to determine whether or not the proposal will be approved.*

This workshop continued discussion from Session 4 and went further to explain what the reviewers see once proposals are submitted.

#### General Session – Friday 12:00pm

##### Panel Discussion: The New PCAH and Curriculum Inventory

*The 6th edition of the Program Course Approval Handbook (PCAH) will soon be approved by the Board of Governors. At the same time, work has progressed on the development of the new Curriculum Inventory system. This session will present a review of the changes to the PCAH and the Curriculum Inventory.*

PCAH changes: Goal classification

Transfer – ADT

CTE

Local

Documentation for transfer prep submissions – instead of the 51% rule colleges should demonstrate to extent possible courses will not only transfer but specifically towards completion of a major after transfer; all major requirements usually fulfilled in lower division can be filled at the CCC.

- Documentation: Articulation agreements, ASSIST documentation, Formal letters of articulation
- Local – letters of support, surveys, evidence that supports community needs

COCI Project

[www.cccdplan.org/about/coci](http://www.cccdplan.org/about/coci)

#### Session 6 – Friday 2:30pm

##### Curriculum Specialists – Roles and Responsibilities

*Curriculum specialists play a key role in the college curriculum process, and the work can be daunting at first for those new to this role. This breakout will review the role of the curriculum specialist and offer helpful information on surviving and thriving in this position from real-life curriculum specialists.*

I presented along with Michael Heumann and Kelly Fowler from Clovis College. Please refer to the PowerPoint available on the Academic Services for California Community Colleges at [www.asccc.org](http://www.asccc.org).

#### Session 7 – Friday 4:00pm

##### Stackable Certificates

*This session explains why and how programs should be considered stackable certificates or credentials and how a program could benefit from those stackable certificates or credentials. This presentation will allow participants to understand why they should be creating these new awards to benefit and improve student and program success rates.*

Skills Builders - .05-9 units

CTE Outcome Survey – housed at Santa Rosa JC

One or more courses

Meet workforce needs

Employability skills

Align with certifications

#### Session 8 – Saturday 9:00am

##### Table Discussions with the Chancellor’s Office Staff

*This session was designed to meet one-on-one with staff from the Chancellor’s Office.*

ADTs – Nonsubstantial changes are taking up to a year to approve. The staff is still focusing on new ADTs.

#### General Session – Saturday 10:30am

##### Associate Degrees for Transfer and C-ID: The Latest

*The C-ID system continues its work on the development of course descriptors and transfer model curriculum (TMS), including the release of the first two area of emphasis TMCs this past year. This session will offer an update on recent developments in C-ID and ADTs.*

C-ID – Changes coming for Studio Arts and Computer Science