



IMPERIAL VALLEY COLLEGE
CURRICULUM COMMITTEE AGENDA
Regular Meeting, Thursday, September 4, 2014
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 May 1, 2014

M/S (_____/_____) to approve the minutes of the May 1, 2014, regular meeting of the Curriculum Committee, as presented.

II. Action Items

A. Rubric

1. New Rubrics

- a. MA – Medical Assistant
- b. PHT – Pharmacy Technician

M/S (_____/_____) to approve the addition of the course subject rubrics MA and PHT, effective 2015-2016. The motion:

B. Credit Courses

1. Inactivated Courses

- a. DA 101 – Introduction to Dental Assisting (3)
- b. DA 102 – Beginning Radiology (3)
- c. DA 103 – Dental Materials for the Dental Assistant (3)
- d. DA 104 – Occupational Health for the Dental Assistant (1)
- e. DA 105 – Introduction to Chairside Dental Assisting (2)
- f. DA 106 – Dental Specialties (2)
- g. DA 107 – Advanced Dental Assisting (2)
- h. DA 108 – Practice Management for the Dental Assistant (3)
- i. DA 109 – Clinical Dental Experiences (3)
- j. DA 110 – Ethics and Jurisprudence (1)
- k. DA 111 – Dental Assisting Seminar (2)
- l. DA 112 – Dental Health Education (2)

M/S (_____/_____) to approve the inactivation of items a. through l. above, for no more than 3 years, effective 2015-2016, as presented. The motion:

2. Revised Courses

- a. CIS 101 – Introduction to Information Systems (3)
- b. NURS 224 – Psychiatric & Mental Health Nursing (2)
- c. NURS 225 – Psychiatric & Mental Health Nursing Application (1)

M/S (_____/_____) to approve the textbook revision for CIS 101, NURS 224, and NURS 225, effective 2014-2015, as presented. The motion:

- d. ANTH 120 – Introduction to Archaeology (3)
- e. ART 222 – Drawing IV (3)
- f. BUS 010 – Practical Accounting (3)
- g. THEA 100 – Introduction to Theatre (3)

M/S (_____/_____) to approve the revision to description and/or objectives and/or content and/or textbook for ANTH 120, ART 222, BUS 010, and THEA 100, effective 2015-2016, as presented. The motion:

- h. NURS 107 – Nursing Fundamentals (6)

M/S (_____/_____) to approve the revision of materials fee from \$75 to \$150 for NURS 107, effective 2015-2016, as presented. The motion:

C. Approval of 2014 – 15 Meeting Calendar

M _____ /S _____ to approve the Curriculum Committee meeting calendar for the 2014 – 2015 academic year, as presented. The motion:

III. Discussion Items

- 1. Inactivated courses
- 2. Course review timeline
- 3. Update to AP 4020 – Program, Curriculum and Course Development
- 4. Self-Evaluation Form

IV. Information Items

- 1. Curriculum Institute Update

V. Other Items

VI. Next Regular Meeting: SEPTEMBER 18, 2014, 3:05pm in the Board Room.

VII. Adjournment



IMPERIAL VALLEY COLLEGE
CURRICULUM COMMITTEE MINUTES (Unadopted)
 Regular Meeting, Thursday, May 1, 2014
 3:05 p.m. –Board Room

Present:	<input checked="" type="checkbox"/> Kathy Berry	<input checked="" type="checkbox"/> Craig Blek	<input checked="" type="checkbox"/> Susan Carreon	<input checked="" type="checkbox"/> Allyn Leon for Rick Castrapel
	<input checked="" type="checkbox"/> David Drury	<input checked="" type="checkbox"/> Daniel Gilison	<input checked="" type="checkbox"/> Carol Hegarty	<input checked="" type="checkbox"/> Michael Heumann
	<input checked="" type="checkbox"/> Jose Lopez	<input type="checkbox"/> Norma Nava	<input checked="" type="checkbox"/> Norma Nunez	<input type="checkbox"/> Ed Scheuerell
	<input checked="" type="checkbox"/> James Patterson	<input type="checkbox"/> Jose Ruiz	<input type="checkbox"/> Veronica Soto	<input checked="" type="checkbox"/> ASG Representative
	<input type="checkbox"/> Kevin White	<input type="checkbox"/> Cathy Zazueta	<input checked="" type="checkbox"/> Gaylla Finnell	Andrea Montano
Consultants:	<input checked="" type="checkbox"/> Tina Aguirre	<input type="checkbox"/> Gloria Carmona	<input checked="" type="checkbox"/> Ted Cesar	<input type="checkbox"/> Becky Green
	<input type="checkbox"/> Todd Finnell	<input type="checkbox"/> Frank Rapp	<input type="checkbox"/> Sydney Rice	<input type="checkbox"/> Brian McNeece
	<input type="checkbox"/> Efrain Silva			
Visitors:				
Recorder:	Dixie Krimm			

I. Opening of the Meeting

A. Call to order

Michael Heumann called the regular meeting of the Imperial Valley College Curriculum Committee to order at 3:06 pm on Thursday, May 1, 2014.

B. Approval of the Minutes

1. Regular Meeting of April 17, 2014

M/S/C (Patterson/Drury) to approve the minutes of the April 17, 2014, regular meeting of the Curriculum Committee, as presented. The motion carried.

II. Action Items

A. Credit Courses

1. Revised Courses

- a. **AG 110 – Environmental Science (3)**
- b. **ENVS 110 – Environmental Science (3)**
- c. **BIOL 090 – Human Anatomy and Physiology for Health Professionals (3)**

M/S (Gilison/Blek) to approve the class size increase for AG 110, ENVS 110, and BIOL 090, effective 2014-2015, as presented. The motion carried.

- d. **ART 122 – Drawing II (3)**
- e. **ART 220 – Drawing III (3)**

M/S (Blek/Nunez) to approve the revision of description, objectives, content and texts for ART 122 and ART 220, effective 2014-2015, as presented. The motion carried.

B. Curriculum Policies and Procedures

1. AP 4020 Program, Curriculum and Course Development

M/S (Nunez/Blek) to approve the revision to Academic Procedures (AP) 4020, Program, Curriculum and Course Development to include the addition of procedures for establishing and modifying class size, effective as of this date of May 1, 2014, as presented. The motion carried.

III. Discussion Items

1. Degree and Certificate Program Review Form – Kathy Berry

The form used by Efrain to evaluate CTE programs was modified to be used as a pilot during the summer to assist with program analysis for instructional programs. Kathy reviewed the sections of the form. Moving forward this review may be done by a group of people.

Michael Heumann asked who would do the ultimate recommendation. Kathy stated that most likely the area dean would make the recommendations that would then be approved by the curriculum committee. This would be a way to summarize what is detailed in program review and provide an overview for the committee to review.

Kathy – we'll try to pilot it during the summer and move forward with it next fall.

IV. Information Items

Kathy – the new vice president has been announced, Dr. Nick. He will be here on June 9th to work with Kathy and will begin on July 1st.

V. Other Items

VI. Next Regular Meeting: SEPTEMBER 4, 2014, 3:05pm in the Board Room.

VII. The meeting adjourned at 3:25 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.