



**IMPERIAL VALLEY COLLEGE**  
**CURRICULUM COMMITTEE MINUTES (Adopted)**  
 Regular Meeting, Thursday, March 2, 2017  
 12:50 p.m. –Board Room

<b>Present:</b>	<input type="checkbox"/> Nicholas Akinkuoye	<input checked="" type="checkbox"/> Craig Blek	<input type="checkbox"/> Tina Aguirre	<input checked="" type="checkbox"/> Andrew Robinson
	<input checked="" type="checkbox"/> Michael Heumann	<input checked="" type="checkbox"/> Xochitl Tirado	<input checked="" type="checkbox"/> Daniel Gilison	<input type="checkbox"/> Carol Hegarty
	<input checked="" type="checkbox"/> Allyn Leon	<input checked="" type="checkbox"/> Jose Velasquez	<input type="checkbox"/> Norma Nava	<input checked="" type="checkbox"/> Trinidad Argüelles
	<input checked="" type="checkbox"/> Andres Martinez	<input type="checkbox"/> Jose Ruiz	<input checked="" type="checkbox"/> Sydney Rice	<input type="checkbox"/> Kristen Gomez
	<input type="checkbox"/> Kevin White	<input type="checkbox"/> Cathy Zazueta	<input checked="" type="checkbox"/> ASG Representative	
<b>Consultants:</b>	<input checked="" type="checkbox"/> Efrain Silva	<input type="checkbox"/> Becky Green	<input type="checkbox"/> Gloria Carmona	<input type="checkbox"/> David Drury
	<input checked="" type="checkbox"/> David Zielinski	<input checked="" type="checkbox"/> Norma Nunez	<input type="checkbox"/> Kevin Howell	<input type="checkbox"/> Jill Kitzmiller
	<input checked="" type="checkbox"/> Lennor Johnson			
<b>Ex-officio</b>				
<b>Visitors:</b>				
<b>Recorder:</b>	Dixie Krimm			

**I. Opening of the Meeting**

**A. Call to order**

Craig Blek called the regular meeting of the Imperial Valley College Curriculum Committee to order at 1:02 pm on Thursday, March 2, 2017.

**B. Approval of the Minutes**

**1. Regular Meeting of February 16, 2017**

*M/S (Gilison/Leon) to approve the minutes of the February 16, 2017, regular meeting of the Curriculum Committee, as presented.*

**II. Action Items**

**A. Credit Courses**

**1. Deleted Course**

**a. FREN 230 – Intermediate Conversational French I (3)**

*M/S (Leon/Gilison) to approve the deletion of FREN 230 from the credit curriculum, effective 2017-2018. The motion carried.*

**2. Revised Courses**

- a. ENGL 250 – Creative Writing (3)
- b. FILM 130 – Introduction to Film (3)
- c. FREN 100 – Elementary French I (5)
- d. FREN 110 – Elementary French II (5)
- e. FREN 201 – Intermediate French I (5)
- f. FREN 211 – Intermediate French II (5)
- g. MUS 102 – Introduction to Music Literature and Listening (3)
- h. PHT 108 – Introduction to Pharmacy Technology (2)
- i. PHT 120 – Pharmacy Technician Body Systems I (3)
- j. PHT 125 – Pharmacy Technician Body Systems II (3)

- k. **PHT 130 – Calculation and Pharmacology for Pharmacy Technicians (3)**
- l. **PHT 140 – Pharmacy Technician Operations (4.5)**

*M/S (Leon/Gilison) to approve the update to items a. through l. above as indicated in CurricUNET, effective 2017-2018, as presented. The motion carried.*

### **3. New Course**

- a. **FIRE 148 – Firefighter I Capstone Training (1)**

*M/S (Leon/Rice) to approve the addition of FIRE 148, to the credit curriculum, effective 2017-2018, as presented. The motion carried.*

## **B. Degrees and Certificates**

- a. **Emergency Medical Services Degree and Certificate**

*M/S (Leon/Gilison) to approve the update to the Emergency Medical Services Degree and Certificate, effective 2017-2018, as presented. The motion carried.*

## **III. Discussion Items**

### **1. Class Sizes**

A procedure was designed by members of the committee in 2014 to assist in establishing and modifying class sizes. This is a robust form that can be modified to fit the increase or reduction of class sizes. Discussions with Pam Deegan, who was retained to review enrollment management processes and provide recommendations, has brought attention to class sizes. Members discussed other options such as being more strategic about the time courses are offered and distribution of FTES targets across departments/divisions. Schedule development, taking into consideration the student's educational experience was discussed including the impact of college hour. We should not rely primarily on class size to fix budget issues. Considerations: night college, weekend college. The student representative also commented that the bus schedule was not convenient for students and should be brought to the attention of those that can provide an analysis of the relationship between the bus schedule and course schedule.

## **IV. Information Items**

### **1. Short Course Titles**

The list of short course titles was presented and will be sent out to committee members to review and update as needed. Short titles are used in marketing efforts.

## **V. Other Items**

Members were reminded of the importance of program pathways. They will be used to develop templates that counselors can use when advising students.

## **VI. Next Regular Meeting: March 16, 2017, 12:50pm in the Board Room**

## **VII. The meeting adjourned at 1:50 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.
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