IMPERIAL VALLEY COLLEGE
CURRICULUM AND INSTRUCTION COMMITTEE MEETING
ADOPTED MINUTES
Thursday, November 17, 2005
3:05 p.m. – Board Room

PRESENT:	Krista Byrd	Ted Ceasar	Dave Drury
	Tom Gilbertson	Gonzalo Huerta	Victor Jaime
	Kendra Jeffcoat	Carol Lee	Francisco Mariscal
	Val Rodgers	David Zielinski	Lianna Zhao
ABSENT:	Kathy Berry	Robin Ying	
CONSULTANTS:	Frances Beope	Norma Nuñez	Kathie Westerfield
	Stella Orfanos-Woo		
VISITORS:	Sergio Lopez	Sherry Zobell	
RECORDER:	Kathleen Lang		

I. Opening of the Meeting

A. Call to order
Kendra Jeffcoat, Co-Chair, called the regular meeting of the Imperial Valley College Curriculum and Instruction Committee to order at 3:05 pm on Thursday, November 17, 2005.

B. Approval of the minutes of November 3, 2005
M/S/C Zhao/Drury to approve the minutes of November 3, 2005 as presented. The motion was adopted.

II. Action Items

A. Distance Education Form
M/S/C Lee/Jaime to approve the Distance Learning Course Outline Addendum form, with revisions. The motion was adopted. Discussion among committee members included recommendations to delete items 3 and 6, due to the information being located on the Course Outline itself; also, it is recommended that item 11 be revised to read, "Please describe how students will be provided with access to counseling and financial aid services."

B. New Courses
1. BIOL 134 Field Ecology and Conservation Biology (Winter and/or Spring Program Only – Zhao
M/S/C Zhao/Jaime to approve BIOL 134 with corrections; the motion was adopted. Corrections included deleting "Spring" from the title and replacing it with "Summer", deleting the "May be Repeated" option,

deleting the “2 week” designation in the Course/Catalog Description, and the revision of Core Content to more closely match Measurable Objectives.

2. BIOL 140 General Botany – Zhao and BIOL 142 Ethnobotany: Plants and Human Cultures – Zhao
   M/S/C Zhao/Jaime to approve BIOL 140 and 142 with corrections; the motion was adopted. Corrections included increasing the Class Limit to 35 students due to this being a lecture class, which eliminates the need to limit class size to lab availability.
3. ENGR 210 Statics – Zhao and ENGR 212 Dynamics – Zhao and ENGR 240 Electric Circuit Analysis – Zhao
   M/S/C Zhao/Rodgers to approve ENGR 210, 212, and 240 as presented; the motion was adopted.
4. GEOL 120 Geology Field Studies – Zhao
   M/S/C Zhao/Ceasar to approve GEOL 120 as presented; the motion was adopted.
5. MATH 140 Trigonometry – Zhao
   M/S/C Zhao/Ceasar to approve MATH 140 as presented; the motion was adopted.
6. MATH 150 College Algebra – Zhao
   M/S/C Zhao/Ceasar to approve MATH 150 as presented; the motion was adopted.
7. New Course(s) – Apprenticeship
   M/S/C Huerta/Drury to approve the Apprenticeship courses listed below, with corrections; the motion was adopted. Dean Huerta informed the committee that the Imperial Irrigation District (IID) is the employer/sponsor of the programs and develops the content and objectives for the courses. Corrections include deleting the “May be Repeated” option and indicating the cross-reference of all ELTT 101-104 courses as each course relates to the specific apprenticeship program.
   - ELTT 101 Electrical Trades I
   - ELTT 102 Electrical Trades II
   - ELTT 103 Electrical Trades III
   - ELTT 104 Electrical Trades IV
   - APEL 101 Electrician I
   - APEL 102 Electrician II
   - APEL 103 Electrician III
   - APEL 104 Electrician IV
   - APEL 105 Electrician V
   - APEL 106 Electrician VI
   - APEL 107 Electrician VII
   - APEL 108 Electrician VIII
   - APGN 101 Generation Mechanic I
   - APGN 102 Generation Mechanic II
   - APGN 103 Generation Mechanic III

- APGN 104 Generation Mechanic IV
- APGN 105 Generation Mechanic V
- APGN 106 Generation Mechanic VI
- APGN 107 Generation Mechanic VII
- APGN 108 Generation Mechanic VIII
- APLN 101 Power Lineman I
- APLN 102 Power Lineman II
- APLN 103 Power Lineman III
- APLN 104 Power Lineman IV
- APLN 105 Power Lineman V
- APLN 106 Power Lineman VI
- APLN 107 Power Lineman VII
- APLN 108 Power Lineman VIII
- APMT 101 Meter Technician I
- APMT 102 Meter Technician II
- APMT 103 Meter Technician III
- APMT 104 Meter Technician IV
- APMT 105 Meter Technician V
- APMT 106 Meter Technician VI
- APMT 107 Meter Technician VII
- APMT 108 Meter Technician VIII
- APRL 101 Relays Technician I
- APRL 102 Relays Technician II
- APRL 103 Relays Technician III
- APRL 104 Relays Technician IV
- APRL 105 Relays Technician V
- APRL 106 Relays Technician VI
- APRL 107 Relays Technician VII
- APRL 108 Relays Technician VIII
- APSC 101 SCADA/Telecommunications Technician I
- APSC 102 SCADA/Telecommunications Technician II
- APSC 103 SCADA/Telecommunications Technician III
- APSC 104 SCADA/Telecommunications Technician IV
- APSC 105 SCADA/Telecommunications Technician V
- APSC 106 SCADA/Telecommunications Technician VI
- APSC 107 SCADA/Telecommunications Technician VII
- APSC 108 SCADA/Telecommunications Technician VIII
- APSB 101 Substation-Electrician I
- APSB 102 Substation-Electrician II
- APSB 103 Substation-Electrician III
- APSB 104 Substation-Electrician IV
- APSB 105 Substation-Electrician V
- APSB 106 Substation-Electrician VI
- APSB 107 Substation-Electrician VII
- APSB 108 Substation-Electrician VIII

C. Revised Courses

1. AJ 102 and AJ 120 – Recommended Preparation – Byrd
   M/S/C Byrd/Jaime to approve tabling AJ 102 for consideration at a later date and to approve AJ 120, with corrections; the motion was adopted. Corrections included the addition of ENGL 111 as a Recommended Preparation, deleting the "Note" from Core Content, and the revision of Core Content to more closely match Measurable Objectives.
2. AG 110/ENVS 110 – Title – Zhao
   M/S/C Zhao/Lee to approve the title change for ENVS/AG 110, as presented; the motion was adopted. Committee members agreed with the politically correct title of "Environmental Science".
3. BIOL 202 – Prerequisite – Zhao
   M/S/C Zhao/Lee to approve the prerequisite for BIOL 202, as presented; the motion was adopted.
4. BIOL 206 – Prerequisite – Zhao
   M/S/C Zhao/Drury to approve the title change for BIOL 206, as presented; the motion was withdrawn for consideration at the December 1, 2005 C&I meeting. Discussion included the issue of BIOL 204 as a prerequisite, wherein counselors present indicated that students entering BIOL 206 do not need to have taken BIOL 204; however, Dr. Zhao, Math/Science/Engineering Chair stated that if students have not taken BIOL 204 there is too much information to cover in the first few class meetings in order to bring them "up to speed."
5. CHEM 200, 202, 204, 206 – Course Titles – Zhao
   M/S/C Zhao/Rodgers to approve the course title changes for CHEM 200, 202, 204, and 206, as presented; the motion was adopted.
6. MATH 120 – Typo in Course Title – Zhao
   M/S/C Zhao/Lee to approve the correction to the course title spelling for MATH 120, as presented; the motion was adopted.
7. MATH 170 – Course number (was MATH 124) and prerequisite – Zhao
   M/S/C Zhao/Rodgers to approve the course number and prerequisites changes for MATH 170, as presented; the motion was adopted.
8. MATH 190 – Title and Prerequisite – Zhao
   M/S/C Zhao/Ceasar to approve the course title and prerequisites changes for MATH 190, as presented; the motion was adopted.
9. PHYS 200 – Prerequisite – Zhao
   M/S/C Zhao/Rodgers to approve the prerequisite changes for PHYS 200, with correction; the motion was adopted. Correction includes deleting the "May be Repeated" option.

D. General Catalog (Textual, Major and Certificate Items)

1. Class Limit of Science Courses with Labs – Zhao

M/S/C Zhao/Drury to approve the class limit of 24 students per science lab, with correction; the motion was adopted. Correction included the Effective Academic Year date of 2007-2008.

2. General Science Major – Zhao
   M/S/C Zhao/Jaime to approve the catalog change for General Science Major 0709, Areas II and III, as presented; the motion was adopted.
3. Graduating Requirement – Zhao
   M/S/C Zhao/Jaime to approve the catalog change for Graduation Requirements V, A, 2 and V, B, as presented; the motion was adopted.
4. Life Science Major – Zhao
   M/S/C Zhao/Jaime to approve the catalog change for Life Science Major 0710, Area II, as presented; the motion was adopted.
5. Physical Science Major – Zhao
   M/S/C Zhao/Jaime to approve the catalog change for Physical Science Major 0720, as presented; the motion was adopted.
6. Form 3: Catalog Changes regarding Apprenticeship Programs
   M/S/C Huerta/Lee to approve the catalog change for Apprenticeship Training Programs, as presented; the motion was withdrawn.

III. Information Items

A. Laboratory Hours (Jeffcoat)
   Dr. Jeffcoat stated that she is continuing to address issues regarding the lab hours and is expecting to have agenda items for the December 1, 2005 C&I meeting.

B. FTEF/FTES Figures (Chun)
   Dr. Jeffcoat informed the committee that she would continue to work with Dawn Chun regarding the FTEF/FTES numbers.

III. Other Items

A. Humanities Division Chair Election
   Tom Gilbertson asked for the results of the recently completed election; Dr. Jeffcoat stated that Dr. Melani Guinn had won the election and will take over duties effective Spring 2006.

B. IVC Mall Kiosk
   Krista Byrd asked for more instructions regarding working at the IVC Mall Kiosk; Dr. Jeffcoat stated that she will send out an e-mail immediately upon her return to her office at the conclusion of this meeting.

C. Budget Issues
   Dr. Zhao stated that her Winter Intersession Microbiology classes have no budgeted funds available; Dr. Jeffcoat stated that she would discuss the issue with Carlos Fletes and forward information to the Division Chairs.

IV. Next Meeting

A. December 1, 2005

V. Adjournment

A. Meeting was adjourned at 4:50 p.m.

Recording Secretary: Kathleen Lang
Reviewed by: Co-Chairs – Kendra Jeffcoat and Carol Lee