

**IMPERIAL VALLEY COLLEGE  
CURRICULUM COMMITTEE  
ADOPTED MINUTES  
REGULAR MEETING  
THURSDAY OCTOBER 6, 2011  
3:05 p.m. – Board Room**

<b>Present:</b>	Krista Byrd Michael Heumann Norma Nava Bruce Seivertson	David Drury Kseniya Gregory Norma Nunez Daniel Bermudez	Daniel Gilison Carol Lee Val Rodgers David Zielinski	Carol Hegarty Rick Castrapel Jose Ruiz Jose Lopez
<b>Consultants:</b>	Gloria Carmona Efrain Silva	Jan Magno	Toni Pfister	Frank Rapp
<b>Absent:</b>	Tina Aguirre	Kathy Berry	Cathy Zazueta	
<b>Visitors:</b>				
<b>Recorder:</b>	Dixie Krimm			

**I. Opening of the Meeting**

**A. Call to order**

Carol Lee called the regular meeting of the Imperial Valley College Curriculum Committee to order at 3:05 p.m. on Thursday, October 6, 2011.

**B. Approval of the Minutes**

**1. Regular Meeting of September 15, 2011**

*M/S (Seivertson/Rodgers) to approve the minutes of the September 15, 2011 regular meeting of the Curriculum Committee, as presented. The motion carried.*

**C. Student Learning Outcomes – Toni Pfister**

No report at this time.

**II. Action Items**

**A. Credit Courses**

**1. Deleted Courses**

- a. **BUS 190 – Real Estate Principles (3)**
- b. **BUS 191 – Real Estate Practices (3)**
- c. **CIS 110 – Windows Operating System (1)**
- d. **CIS 122 – Desktop Publishing (2)**

*M/S (Rodgers/Heumann) to approve the deletion of BUS 190, BUS 191, CIS 110, and CIS 122 effective 2012 – 2013, as presented. The motion carried.*

## 2. Revised Courses

- a. ACR 101 – Air Conditioning and Refrigeration Systems (3)
- b. ACR 102 – Residential Air Conditioning Systems (3)
- c. ACR 103 – Air Conditioning Electrical Circuits and Controls (3)
- d. ART 100 – History & Appreciation of Art I (3)
- e. ART 102 – History & Appreciation of Art II (3)
- f. ART 104 – History & Appreciation of Modern Art (3)
- g. ART 106 – Women Artists (3)
- h. ART 110 – Design (3)
- i. ART 112 – Design (3)
- j. ART 130 – Life Drawing (3)
- k. ART 140 – Ceramics (3)
- l. ART 150 – Beginning Sculpture (3)
- m. ART 160 – Graphic Design (3)
- n. ART 170 – Photography – Beginning (3)
- o. ART 228 – Exploration of Painting Techniques (2)
- p. ART 240 – Ceramics (3)
- q. ART 242 – Technical Ceramics (3)
- r. ART 260 – Advertising/Graphic Design (3)
- s. ART 262 – Gallery Display (3)
- t. ART 270 – Intermediate Photography (3)
- u. BUS 134 – Management Concepts of Supervision (3)
- v. BUS 148 – Personal Finance (3)
- w. BUS 152 – Basic Keyboarding (1)
- x. CIS 100 – Computer Literacy (1)
- y. CIS 120 – Microsoft Word I (1)
- z. CIS 121 – Microsoft Word II (1)
- aa. CIS 128 – ACCESS (1)
- bb. CIS 130 – Power Point I (1)
- cc. CIS 131 – Power Point II (1)
- dd. CIS 155 – Flash (3)
- ee. EWIR 110 – Electrical Principles (4)
- ff. HIST 120 – United States to 1877 (3)
- gg. HIST 121 – United States from 1877 (3)
- hh. HIST 222 – History of California (3)
- ii. HIST 223 – History of American West (3)
- jj. HUM 100 – Intro to the Humanities (3)
- kk. JRN 100 – Introduction to Journalism (3)
- ll. MUS 100 – Intro to Music Foundations (3)
- mm. MUS 102 – Intro to Music Literature & Listening (3)
- nn. MUS 110 – Beginning Musicianship I (2)
- oo. MUS 112 – Beginning Musicianship II (2)
- pp. MUS 140 – Beginning Group Piano I (1)
- qq. MUS 142 – Beginning Group Piano II (1)
- rr. MUS 150 – Beginning Voice I (1)
- ss. MUS 152 – Beginning Voice II (1)
- tt. MUS 160 – Beginning Guitar I (1)
- uu. MUS 162 – Beginning Guitar II (1)
- vv. MUS 172 – College-Community Band (1)
- ww. MUS 175 – Instrumental Ensemble (1)
- xx. MUS 177 – Stage Band (1)
- yy. MUS 179 – Applied Music (1)
- zz. MUS 182 – Introduction to Recording Techniques (2)
- aaa. MUS 184 – Advanced Recording Techniques (2)
- bbb. MUS 240 – Intermediate Group Piano I (1)

- ccc. MUS 260 – Intermediate Guitar I (1)
- ddd. MUS 262 – Intermediate Guitar II (1)
- eee. SPAN 100 – Elementary Spanish I (5)
- fff. SPCH 100 – Oral Communication (3)

*M/S (Seivertson/Gilison) to approve the addition/revision of SLO's and/or assignments and/or update to textbooks, for ACR 101, ACR 102, ACR 103, ART 100, ART 102, ART 104, ART 106, ART 110, ART 112, ART 130, ART 140, ART 150, ART 160, ART 170, ART 228, ART 240, ART 242, ART 260, ART 262, ART 270, BUS 134, BUS 148, BUS 152, CIS 100, CIS 120, CIS 121, CIS 128, CIS 130, CIS 131, CIS 155, EWIR 110,, HIST 120, HIST 121, HIST 222, HIST 223, HUM 100, JRN 100, MUS 100, MUS 102, MUS 110, MUS 112, MUS 140, MUS 142, MUS 150, MUS 152, MUS 160, MUS 162, MUS 172, MUS 175, MUS 177, MUS 179, MUS 182, MUS 184, MUS 240, MUS 260, MUS 262, SPAN 100, and SPCH 100, effective 2011 - 2012, as presented. The motion carried.*

**ggg. ARAB 100 – Elementary Arabic (5)**

*M/S (Rodgers/Castrapel) to approve the addition of SLO's and assignments, update of course objective, core content, instructional methodology and textbooks, for ARAB 100, effective 2012 – 2013, as presented. The motion carried.*

Carol commented that it would be a good time to look at prerequisites for the foreign language courses. Norma Nunez commented that there needs to be some time of placement test to allow students who may be able to take higher level language classes to be able to do so.

**hhh. ART 128 – Watercolor Painting (3)**

*M/S (Hegarty/Heumann) to approve the addition of SLO's and assignments, update of course content and removal of prerequisite, for ART 128, effective 2012 – 2013, as presented. The motion carried.*

- iii. AU T 125 – Automotive Brakes (4)
- jjj. AU T 155 – Suspension & Wheel Alignment (4)
- kkk AU T 180 – Manual Transmissions and Power Trains (4)
- lll. AU T 210 – Automotive Air Conditioning (3)

*M/S (Seivertson/Heumann) to approve the revision of the SAM code (from D to C), addition of SLO's and assignments, and update of textbooks for AU T 125, 155, 180, and 210, effective 2012 - 2013, as presented. The motion carried.*

**B. Distance Education Courses**

- a. AG/ENVS 110 – Environmental Science (3)
- b. AMSL 100 – American Sign Language I (4)
- c. BUS 126 – Business and the Legal Environment (3)
- d. CIS 137 – Web Development Tools (3)
- e. CIS 149 – Photoshop (3)
- f. CIS 155 – Flash (3)
- g. FREN 110 – Elementary French II (5)
- h. MATH 112 – Geometry in Elementary Mathematics (3)

*M/S (Zielinski/Seivertson) to approve the removal of the distance education option for AG/ENVS 110, AMSL 100, BUS 126, CIS 137, CIS 149, CIS 155, FREN 110, and MATH 112, effective 2011-2012, as presented. The motion carried.*

Discussion regarding rationale for removal of DE option: It was explained that all DE courses were looked at for the recent 50% rule and these had either not been offered as DE or would no

longer be offered as DE, therefore the option was removed. If the department determined that it was necessary to offer them as DE in the future, they would be able to resubmit for approval.

### **III. Discussion Items**

#### **1. Curriculum Regional Meeting (09/23/11) – Course Repeat and Repeatability (Drury, Hegarty, and Lee)**

Carol Lee provided an update on the Curriculum Regional Meeting and presents a power point regarding repeatability issues. It has been determined that repeatability is limited to 3 attempts at a class and includes withdraws. Jan Magno mentioned that it would be implemented Summer 2012. Information will be going out to students soon. Committee members discussed various options for providing the information to students. Jan Magno stated that there would be a marketing outreach regarding dropping for fees and that the repeatability issue could be provided during that outreach as well.

Committee members agreed that courses that were developed to provide certain services should be looked at for revision. Norma Nava mentioned that she would be looking at DSPS repeatability.

Carol Lee – (from slide presentation) the reality is that to a large degree, if not completely, repeatability is going to go away. We need to identify other options that will help us continue to serve students.

#### **2. STAR (SB1440) Degrees (Lee)**

There are currently 16 approved TMC templates. We have submitted 2, Sociology and Early Childhood Education. We are looking at developing additional TMC's, possibly Geology, Physics, Math, and English. Carol Lee is working on determining who will recognize these degrees.

#### **3. Non Credit**

Efrain Silva explained that there was a time when noncredit was growing and providing FTES. As we have cut back on credit course offerings we have cut back on the noncredit offerings. We currently only offer Basic ESL, Music, one DSPS noncredit course, and citizenship.

Carol Lee mentioned that this was just being brought to the committee's attention since course revisions were going to need to be done on noncredit courses. Toni Pfister stated that only 1 SLO would be required on the noncredit courses.

#### **4. CTA Contract 2011-2012 Section 15.17 – Large Quota Classes**

Committee discussed the issue – according to the CTA contract the appropriateness of large quota enrollment will be indicated on the official course outline of record and that the approval of the change to the official course outline of record would go through the Curriculum Committee.

Daniel Gilison mentioned that section 15.18 could be used, multiple sections of the same course may be assigned for lecture purposes in the large lecture halls, to get around this rule.

Upon committee recommendation this issue would be taken by Carol Lee as a recommendation to CTA for revision to the section language.

### **IV. Information Items**

#### **V. Other Items**

Bruce Seivertson – commented that some disciplines are behind in getting their course revisions started; appealed to committee for suggestions on how to encourage faculty involvement in the revision process.

Carol Lee mentioned that other colleges have stated that if instructors did not update their course outlines they would not be subsequently offered. Outlines should be reviewed every three years. Val Rodgers mentioned that tenure faculty is responsible for providing the revisions. Krista Byrd also mentioned that it is part of their contract and should be taken to administration for action if the faculty member does not comply.

Carol Lee mentioned that faculty positions will be brought up at the next instructional meeting.

David Drury commented on the message that was sent out by IVC President, Victor Jaime, in which the issue of gym usage was addressed. He thanked administration for addressing this issue and stated that the increased security and usage limitation has made a difference.

**VI. Next Regular Meeting: THURSDAY, October 20, 2011, 3:05 P.M.**  
**CurricUNET committee review deadline: Thursday, October 13, 2011, 5:00pm**

**VII. The meeting adjourned at 4:00 p.m.**