



IMPERIAL VALLEY COLLEGE
CURRICULUM COMMITTEE MINUTES (Unadopted)
 Regular Meeting, Thursday, November 21, 2013
 3:05 p.m. – Room 803

Present:	<input checked="" type="checkbox"/> Kathy Berry	<input checked="" type="checkbox"/> Craig Blek	<input type="checkbox"/> Susan Carreon	<input checked="" type="checkbox"/> Rick Castrapel
	<input checked="" type="checkbox"/> David Drury	<input type="checkbox"/> Daniel Gilison	<input checked="" type="checkbox"/> Brian McNeece for Carol Hegarty	<input checked="" type="checkbox"/> Michael Heumann
	<input checked="" type="checkbox"/> Jose Lopez	<input checked="" 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 checked="" type="checkbox"/> Veronica Soto	<input checked="" type="checkbox"/> ASG Representative
	<input checked="" type="checkbox"/> Kevin White	<input type="checkbox"/> Cathy Zazueta	<input type="checkbox"/> Allyn Leon	Jonathan Carrillo
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 checked="" type="checkbox"/> Frank Rapp	<input type="checkbox"/> Sydney Rice	
	<input type="checkbox"/> Efrain Silva			
Visitors:	Trinidad Argüelles			
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 3:08 pm on Thursday, November 21, 2013.

B. Approval of the Minutes

1. Regular Meeting of November 7, 2013

M/S (Patterson/Castrapel) to approve the minutes of the November 7, 2013, regular meeting of the Curriculum Committee, as presented. The motion carried.

II. Action Items

A. Credit Courses

1. Deleted Courses

- a. **AGET 075 – Basic Shop Skills (3)**
- b. **ART 228 – Exploration of Painting Techniques (2)**
- c. **ART 280 – Career Preparation in the Visual Arts (3)**
- d. **CDEV 020 – Selected Topics/Special Projects in Child Development (.5)**
- e. **CDEV 050 – Family Child Care Management (1)**
- f. **CDEV 051 – Family Childcare Provider and Parent Relations (1)**
- g. **CDEV 052 – Family Childcare Licensing and Resources (1)**
- h. **ENGL 051 – Individualized Writing Skills (1)**

M/S (Nunez/Blek) to approve the deletion of items a. through h. above, from the credit curriculum, effective 2014-2015, as presented. The motion carried.

2. Inactivated Courses

- a. ART 130 – Life Drawing (3)
- b. ART 140 – Ceramics (3)
- c. ART 150 – Beginning Sculpture (3)
- d. ART 230 – Life Drawing (3)
- e. ART 240 – Ceramics (3)
- f. ART 242 – Technical Ceramics (3)
- g. NURS 126 – Physical Assessment Skills (3)

M/S (Castrapel/Drury) to approve the inactivation of items a. through g. above, for no more than 3 years, effective 2014-2015, as presented. The motion carried.

3. Revised Courses

- a. CDEV 142 – What is Developmentally Appropriate? (1)
- b. THEA 100 – Introduction to Theatre (3)

M/S (Nunez/Drury) to approve the description revision for CDEV 142 and the description and core content revision for THEA 100, effective 2014-2015, as presented. The motion carried.

B. Curriculum Policies and Procedures

1. AP 4025 Philosophy and Criteria for Associate Degree and General Education

M/S (Patterson/Blek) to approve the revisions to Academic Procedures (AP) 4025, Philosophy and Criteria for Associate Degree and General Education, effective as of this date of November 21, 2013, as presented. The motion carried.

2. Policy for Establishing and Modifying Class Size

M/S (Castrapel/Blek) to approve the Policy for Establishing and Modifying Class Size, effective as of this date of November 21, 2013, as presented. The motion carried.

Kathy asked if there would be a procedure to go along with this policy. Michael explained that a procedure would be coming in the Spring and that this document would serve as both until further instruction is developed. There are criteria within the document to assist departments in the event they need to modify a class size in the near future.

C. Textual Items

1. IVC General Education Requirements

M/S (White/Nunez) to approve the addition of ARAB 100 and FILM 130 to the IVC General Education Requirements section V. C. Humanities, effective 2014-2015, as presented. The motion carried.

III. Discussion Items – None at this time

IV. Information Items

1. CIO Conference Curriculum Report – Kathy Berry

New bill coming that will require colleges to have an ADT for all transfer degrees offered.

V. Other Items - None

VI. Next Regular Meeting: DECEMBER 5, 2013, 3:05pm in the Board Room.

VII. The meeting adjourned at 3:25 p.m.

Policy for Establishing and Modifying Class Size

Definitions

Class Size is the maximum for student enrollment for each section of a course as listed on the Course Outline of Record for each course. When, by necessity, a course is assigned to a room with a capacity less than the class size, the class size will not apply. The term “class size” has also been referred to (as equivalents) as “class caps,” “enrollment maximums,” and “class quotas.”

Principles for the Initial Establishment and for Modification of Class Size

1. Class size will be established initially by using the current class size as reflected in CurricUNET for each course.
2. Department chairs or coordinators have the authority to submit a major course revision to the Curriculum Committee to modify the existing class size based on the criteria outlined below with the consent of their fellow department faculty and with appropriate documentation.
3. If the Curriculum Committee approves a major course revision to modify the class size, then the new class size will become the official maximum for student enrollment for that course and will be listed as such on the Course Outline of Record (COR), effective the following semester after approval.

Process for Changing Existing Class Size

1. Department chairs and coordinators may submit a major course revision to the Curriculum Committee to modify an existing class size based on established criteria as explained below, each of which must be supported and/or justified with appropriate documentation.
2. Based on the criteria for the modification of class size listed below, the appropriate documentation to support a proposal to change a course cap may include, but is not limited to, the following:
 - A. Comparative research of class sizes for similar courses at other California community colleges;
 - B. Recommendations or requirements from a professional or academic publication or organization; and/or
 - C. Course specific documentation, such as course syllabus, assignment criteria, SLOs, and objectives.
3. Proposals to change the existing course cap for a course will be reviewed by the Curriculum Committee, which will make the final decisions regarding the proposal to change the existing enrollment maximum for a course.

Criteria for the Modification of Class Size

Modifications to a class size must be justified with one of the below criteria; it is recommended that two or more criteria be considered in a proposal. Under each criterion below, suggested examples are provided of the types of data that may be used to justify a class size modification. In addition, department chairs and coordinators who propose a new course to the Curriculum Committee should establish the class size based on one or more of the below criteria:

1. Health and Safety
 - Fire codes
 - Supervision: Number of students who can be safely supervised by available faculty and/or staff within a classroom when the students are undertaking hazardous activities or working with hazardous equipment.
2. Facility or Other Class Capacity Limitations
 - Availability of seats, desks, or workstations
 - Availability of equipment or supplies
 - Availability of required or necessary teaching or lab assistants
3. Course Modality
 - Lab courses vs. combined lecture and lab courses – class size may be determined differently for labs, which may have different limitations compared to lecture-only courses.
4. Student Skill Level
 - Basic skills
 - Transfer
5. Instructional Delivery
 - Nature of classroom activities
 - Nature of interaction between instructor and students
 - Use of group work or group projects
6. Student Assessment
 - Types and/or amount of individual assignments, projects, and/or papers to assess
 - Methods of student assessment, feedback, or evaluation
 - Course-level or Program-level Student Learning Outcomes
 - Course objectives in the COR
7. Use of Existing Class Size for a similar course(s) within the discipline
 - For new courses only—can not be used as one of the required criteria for modifying an existing course cap
 - New course should be comparable (i.e. objectives, topics and scope, assignment, assessment, and pedagogy) to other course(s) in the discipline