

**IMPERIAL VALLEY COLLEGE
CURRICULUM AND INSTRUCTION COMMITTEE MEETING
ADOPTED MINUTES
REGULAR MEETING
THURSDAY, FEBRUARY 4, 2010
3:05 P.M. – BOARD ROOM**

Present:	Tina Aguirre Efrain Silva Lianna Zhao	Kathy Berry Val Rodgers David Zielinski	Ted Ceasar Taylor Ruhl	Carol Lee Jose Ruiz
Consultants:	Gloria Carmona	Frances Beope	Michael Heumann	
Absent:	Dave Drury	Suzanne Gretz	Victor Jaime	Steven Sciaky
Visitors:	Jose Lopez	James Patterson	Krista Byrd	
Recorder:	Linda Amidon	Dixie Krimm		

I. Opening of the Meeting

A. Call to Order of Regular C & I Committee Meeting – Carol Lee, Co-Chair

Carol Lee, Co-Chair, called the regular meeting of the Imperial Valley College Curriculum and Instruction Committee to order at 3:11 p.m. on Thursday, February 4, 2010.

B. Approval of the Minutes

M/S/C Zhao/Rodgers to approve the C & I Committee minutes of November 19, 2009, as presented. The motion carried. (Kathy Berry abstained from voting as she was not present at the meeting.)

Efrain Silva questioned whether the effective date of the Building Construction Technology Certificate and Major could be changed from 2010-2011 to 2009-2010. Carol Lee explained that this was not possible since the program does not currently exist on the approved program inventory – it will be a new program.

C. Student Learning Outcomes

Kathy Berry commented on SLO's. IVC is still on warning status, SLO's will be reviewed to show evidence that they are being worked on. Division Chairs and Faculty will be reminded and asked to inform adjuncts that SLO's need to be included on their syllabi. Kathy encouraged committee members to recruit attendees for the February 10 workshop on program SLOs.

II. Action Items

A. Certificates and Majors

1. Revised Certificates and Majors

a. Library Technician Certificate and Major

M/S/C Zhao/Silva to approve the inactivation of the Library Technician Certificate and Major, effective 2010 – 2011, as presented. The motion carried.

Frances Beope expressed concern over the inactivation after reviewing data regarding student participation in the Library Technician program stating that the enrollment numbers and program completion data support the need for the program. Gloria Carmona also stated that while working in ACCESO there were many calls from students regarding the program. Concern was also expressed about current students and how they would be able to complete the program. Kathy Berry explained that the plan is not to remove the certificate and major forever but to suspend it for a three year period. She stated that there is a shortage of instructors as well and that the committee would regroup and revisit the issue in three years. Taylor Ruhl supported the inactivation stating three reasons: 1) not enough students per class, 2) not enough instructors, 3) job market not viable, county and schools are cutting back.

III. Discussion Items

A. General Education

Carol Lee reviewed and added to the materials from the November 19, 2010 meeting relating to associate degrees and general education (IVC graduation requirements and Title 5 regulations). She stated that IVC has a vague philosophy statement and that courses need to be reviewed and discussed. In addition to the general education courses, it would be necessary to review and re-verify stand-alone courses offered by the college. She asked that all committee members try to review the information and discussion will continue at the next meeting.

B. Avocational, Recreational, and Personal Development Courses

Kathy Berry reviewed the letter from the Chancellors office. The State is looking at all avocational classes that do not lead to a degree, transfer, a job (CTE), or basic skills. Frances reported that a committee was recently established and had begun reviewing the personal development courses. When reviewing the GE package all courses must be reviewed to ensure they meet the scope and content expected by Title 5 (55062) mandates for types of courses appropriate to the associates degree. If courses fall under the “avocational, recreational and personal development” categories the appropriate curriculum action needs to take place. This is not yet mandated but bills are being written to not fund these types of classes. Efrain Silva inquired as to which noncredit courses would remain. Kathy stated that ESL, retail, supervision and career technical courses would probably be the only courses to remain past the spring semester. Kathy also reported that she and Carol Lee discussed the need for a plan and schedule for regular review of curriculum.

C. CurricUNET

Carol Lee stated that after a few people have been trained and the system is working then it will go active. Syllabi can also be retained through CurricUNET. March 21st is the deadline for catalog materials.

D. Faculty Replacement Plan

Kathy Berry reviewed the accreditation standards and stated that a written faculty replacement plan needed to be created. Existing practice does not properly address the rehiring process for instructors who retire past the deadline to be included on the replacement list. Those positions would then be filled without being on the priority list. Frances Beope suggested temp hiring since the budget is already there then the position would be placed on the priority list. Discussion continued including tying it to comprehensive review, using temps and the procedure when temps are not available.

Kathy reiterated the importance of having a clear written plan for accreditation. It was suggested that the thaw committee or staffing committee should be used to write procedure for ranking retiree positions. Taylor Ruhl suggested that a subcommittee be established to provide a report that the C & I committee could present to the staffing committee. The following volunteered for the subcommittee: Lianna Zhao, David Zielinski, and Carol Lee.

E. CB21

Carol Lee will be attending the CB21 meeting on February 22, 2010 for the campus.

F. Deletion of Classes

Carol Lee reviewed a list of courses recommended for deletion.

G. Accreditation Letter

Kathy Berry reviewed the accreditation letter which has been posted to the IVC website. The accreditation team will visit on March 15, 2010 and will be reviewing recommendations 1, 5 and 6. In response to sections of the recommendations, it was suggested that the C & I mission statement be rewritten as a purpose statement and modeled after the Distance Education site. C & I agendas and minutes will be posted to the site.

IV. Information Item

Efrain Silva reminded members that the Imperial County Parent Conference would be held in the College Center and room 2131 on February 6, 2010. Event Title: Strong Partnerships=Student Success

V. Other Items

None.

**VI. Next Regular Meeting – THURSDAY FEBRUARY 18, 2010, 3:05 P.M.
Materials Due: WEDNESDAY, FEBRUARY 10, 2010, 5:00 P.M.**

VII. ADJOURNMENT

The meeting was adjourned at 4:16 p.m.