IMPERIAL VALLEY COLLEGE
CURRICULUM COMMITTEE
ADOPTED MINUTES
REGULAR MEETING
THURSDAY JANUARY 19, 2012
3:05 p.m. – Board Room

Present:	Tina Aguirre	Kathy Berry	Krista Byrd	David Drury
	Daniel Gilison	Carol Hegarty	Michael Heumann	Kseniya Gregory
	Rick Castrapel	Norma Nava	Norma Nunez	Angie Ruiz
	Jose Ruiz	Bruce Seivertson	Daniel Bermudez	David Zielinski
	Eric Lehtonen (for Carol Lee)			
Consultants:	Ted Cesar	Alfredo Cuellar	Jan Magno	Brian McNeece
	Frank Rapp	Efrain Silva	Gloria Carmona	
Absent:	Jose Lopez			
Visitors:	Kevin White			
Recorder:	Dixie Krimm			

I. Opening of the Meeting

A. Call to order

Kathy Berry called the regular meeting of the Imperial Valley College Curriculum Committee to order at 3:09 p.m. on Thursday, January 19, 2012.

B. Approval of the Minutes

1. Regular Meeting of December 1, 2011

M/S (Seivertson/Castrapel) *to approve the minutes of the December 1, 2011 regular meeting of the Curriculum Committee, as presented. The motion carried.*

II. Action Items

A. <u>Credit Courses</u>

1. Deleted Courses
- **a. AIS 104 – California Indians (3)**
- **b. ANTH 104 – California Indians (3)**
- **c. COUN 061 – Survival Skills for College Success (1)**
- **d. NURS 216 – Patient Care Management and Leadership (2)**
- **e. NURS 238 – Home Health Nursing (3)**
- **f. NURS 245 – NCLEX Preparation 1st Time Test Taker (3)**

M/S (Seivertson/Gilison) *to approve the deletion of AIS 104, ANTH 104, COUN 061, NURS 216, NURS 238, and NURS 245, effective 2012 – 2013, as presented. The motion carried.*

2. Inactivated Courses
- **a. ~~FREN 220 – Intermediate French Reading and Writing (3)~~**
- **b. MATH 040 – Math Study Skills (1)**
- **c. MATH 092 – Graphing Calculators (1)**
- **d. MATH 113 – Mathematics Software-Geometer's Sketchpad (1)**

e. **MATH 121 – Math Software-Fathom (1)**
f. **MATH 241 – Math Software-MATLAB (1)**
g. ~~**SPAN 210 – Intermediate Spanish II (5)**~~

M/S (Castrapel/Aguirre) *to approve the inactivation of ~~FREN 220~~, MATH 040, MATH 092, MATH 113, MATH 121, MATH 241, and ~~SPAN 210~~, for no more than 3 years, effective with the 2012 – 2013 AY, as amended. The motion carried.*

Items a – FREN 220 and g – SPAN 210 were pulled due to impact on majors as required courses. They will be revised and submitted again at a later meeting.

3. **Revised Courses**
   a. **ACR 104 – Air Conditioning Heating Systems (3)**
   b. **ACR 105 – Heat Load Calculation & Measurements (2)**
   c. **ACR 106 – Air Conditioning Ventilation Duct Systems (3)**
   d. **ADS 101 – Alcoholism, Intervention, Treatment & Recovery (3)**
   e. **ADS 110 – Physiological Effects of Alcohol and Drugs (3)**
   f. **ADS 120 – Introduction to Counseling (3)**
   g. **ADS 130 – Group Leadership and Group Process (3)**
   h. **ADS 176 – Sex and Gambling Addiction (1)**
   i. **ADS 177 – Anger Management (1)**
   j. **ADS 178 – Life Skills (1)**
   k. **ADS 200 – Family Counseling Approaches to Alcohol and Drug Abuse (3)**
   l. **ADS 210 – Crisis Intervention and Referral Techniques (3)**
   m. **AG 140 – Principles of Plant Science (4)**
   n. **AG 240 – Field and Cereal Crops (4)**
   o. **AG 250 – Vegetable Crop Production (3)**
   p. **AG 260 – Plant Protection and Integrated Pest Management (3)**
   q. **AG 270 – Weeds and Weed Control (3)**
   r. **AHP 070 – Administrative Medical Assistant I (4.5)**
   s. **AHP 072 – Administrative Medical Assistant II (4.5)**
   t. **AHP 080 – Specimen Collection & Lab Procedures (3.5)**
   u. **AHP 082 – Exam Room Procedures (3.5)**
   v. **AHP 084 – Pharmacology and Administration of Medications (3.5)**
   w. **AHP 090 – Introduction to Health Science (2)**
   x. **AHP 100 – Medical Terminology (3)**
   y. **AHP 102 – Medical Insurance (3)**
   z. **AHP 120 – Pharmacy Technician Body Systems I (3)**
   aa. **AHP 130 – Calculation & Pharmacology for Pharmacy Technicians (3)**
   ab. **AHP 140 – Pharmacy Technician Operations (4.5)**
   ac. **AIS 106 – Indians of North America (3)**
   ad. **AIS 108 – Indians of the Southwest (3)**
   ae. **AMSL 110 – Introduction to Deaf Culture (3)**
   af. **ANTH 106 – Indians of North America (3)**
   ag. **ANTH 108 – Indians of the Southwest (3)**
   ah. **ANTH 120 – Introduction to Archaeology (3)**
   ai. **BIOL 120 – General Zoology I (4)**
   aj. **BIOL 122 – General Zoology II (4)**
   ak. **BIOL 140 – General Botany (3)**
   al. **BIOL 220 – General Microbiology (5)**
   am. **BUS 060 – Essentials in Workplace Communication (3)**
   an. **BUS 176 – Office Transcription (1)**
   ao. **CDEV 020 – Selected Topics/Special Projects In Child Development (.5)**
   ap. **CDEV 050 – Family Child Care Management (1)**
   aq. **CDEV 051 – Family Childcare Provider and Parent Relations (1)**
   ar. **CDEV 052 – Family Childcare Licensing and Resources (1)**

as. CDEV 102 – First Aid and CPR for Teachers of Young Children (1)
at. CDEV 104 – Child Growth and Development (3)
au. CDEV 105 – Introduction to Curriculum (3)
av. CDEV 106 – Observation and Assessment (3)
aw. CDEV 107 – Teaching in a Diverse Society (3)
ax. CDEV 120 – Language and Literature for Young Children (2)
ay. CDEV 121 – Art for Young Children (2)
az. CDEV 122 – Science and Math for Young Children (2)
ba. CDEV 123 – Music and Movement for Young Children (2)
bb. CDEV 124 – Creative Cooking for Children (2)
bc. CDEV 125 – Multilingual and Multicultural Curriculum for Young Children (3)
bd. CDEV 140 – Child Abuse (2)
be. CDEV 141 – Children with Challenging Behaviors (2)
bf. CDEV 142 – What is Developmentally Appropriate? (1)
bg. CDEV 210 – Administration and Supervision (3)
bh. CDEV 211 – Advanced Management Functions (3)
bi. CDEV 212 – Adult Supervision in Child Development Programs (3)
bj. CDEV 220 – Infant Toddler Development (3)
bk. CDEV 221 – Infant Toddler Curriculum (3)
bl. CDEV 230 – School Age Child Development (3)
bm. CDEV 231 – School Age Curriculum (3)
bn. CHEM 160 – Introduction General, Organic & Biological Chemistry (5)
bo. COUN 120 – College Success Skills (3)
bp. ELTR 120 – Electronic Devices (4)
bq. ELTR 140 – Electronic Circuits & Semiconductors (4)
br. ELTR 220 – Digital Instrumentation Measurements (3)
bs. ELTR 240 – Digital Logic Circuits (3)
bt. ENGL 111 – Reading IV: Analytical & Critical Reading (3)
bu. EWIR 115 – Electrical Wiring and Protection (4)
bv. EWIR 125 – Electrical Feeder Service & Circuits (4)
bw. EWIR 135 – Electrical Equipment and Special Conditions (4)
bx. FIRE 100 – Fire Protection Organization (3)
by. FIRE 101 – Fire Prevention Technology (3)
bz. FIRE 102 – Fire Protection Equipment and Systems (3)
ca. FIRE 103 – Building Construction for Fire Protection (3)
cb. FIRE 104 – Fire Behavior Combustion (3)
cc. GEOL 100 – General Geology (4)
cd. GEOL 110 – Earth and Space Science (3)
ce. HIST 101 – Modern World History (3)
cf. HIST 150 – Survey of African History (3)
cg. HIST 160 – Middle East from 600 (3)
ch. MATH 110 – Number Systems in Elementary Mathematics (3)
ci. MATH 112 – Geometry in Elementary Mathematics (3)
cj. MATH 114 – Children's Mathematical Thinking (1)
ck. MATH 122 – Finite Mathematics (3)
cl. MATH 140 – Trigonometry (3)
cm. MATH 150 – College Algebra (4)
cn. MATH 170 – Introductory Calculus with Applications (4)
co. MATH 192 – Calculus I (5)
cp. MATH 194 – Calculus II (5)
cq. MATH 210 – Calculus III (5)
cr. MATH 230 – Introduction to Linear Algebra with Applications (3)
cs. MATH 240 – Discrete Mathematics (3)
ct. NURS 089 – Individual Studies: Nursing AS (1)
cu. PSY 104 – Child Growth and Development (3)
cv. PSY 120 – Introduction to Counseling (3)

cw. PSY 130 – Group Leadership & Process (3)
cx. PSY 142 – Psychology of Adjustment (3)
cy. PSY 144 – The Psychology of Interpersonal Relationships (3)
cz. PSY 146 – Psychology of Human Sexuality (3)
da. PSY 200 – Biological Psychology (3)
db. PSY 202 – Learning (3)
dc. PSY 204 – Developmental Psychology: Conception to Death (3)
dd. PSY 208 – Abnormal Psychology (3)
de. PSY 210 – Crisis Intervention & Referral Techniques (3)
df. PSY 212 – Research Methods in Psychology (3)
dg. SPAN 110 – Elementary Spanish II (5)
dh. SPAN 221 – Bilingual Spanish II (5)
di. SPAN 222 – Bilingual Oral Spanish (3)
dj. SPAN 223 – Spanish Reading and Writing (4)
dk. SPAN 225 – Introduction to Spanish American Literature (3)
dl. VN 089 – Individual Studies: Vocational Nursing (1)
dm. WT 230 – Wastewater Treatment Operator II (4)

M/S (Heumann/Aguirre) *to approve the addition/revision of SLO's and/or assignments and/or update to textbooks, for ACR 104, ACR 105, ACR 106, ADS 101, ADS 110, ADS 120, ADS 130, ADS 176, ADS 177, ADS 178, ADS 200, ADS 210, AG 140, AG 240, AG 250, AG 260, AG 270, AHP 070, AHP 072, AHP 080, AHP 082, AHP 084, AHP 090, AHP 100, AHP 102, AHP 120, AHP 130, AHP 140, AIS 106, AIS 108, AMSL 110, ANTH 106, ANTH 108, ANTH 120, BIOL 120, BIOL 122, BIOL 140, BIOL 220, BUS 060, BUS 176, CDEV 020, CDEV 050, CDEV 051, CDEV 052, CDEV 102, CDEV 104, CDEV 105, CDEV 106, CDEV 107, CDEV 120, CDEV 121, CDEV 122, CDEV 123, CDEV 124, CDEV 125, CDEV 140, CDEV 141, CDEV 142, CDEV 210, CDEV 211, CDEV 212, CDEV 220, CDEV 221, CDEV, 230, CDEV 231, CHEM 160, COUN 120, ELTR 120, ELTR 140, ELTR 220, ELTR 240, ENGL 111, EWIR 115, EWIR 125, EWIR 135, FIRE 100, FIRE 101, FIRE 102, FIRE 103, FIRE 104, GEOL 100, GEOL 110, HIST 101, HIST 150, HIST 160, MATH 110, MATH 112, MATH 114, MATH 122, MATH 140, MATH 150, MATH 170, MATH 192, MATH 194, MATH 210, MATH 230, MATH 240, NURS 089, PSY 104, PSY 120, PSY 130, PSY 142, PSY 144, PSY 146, PSY 200, PSY 202, PSY 204, PSY 208, PSY 210, PSY 212, SPAN 110, SPAN 221, SPAN 222, SPAN 223, SPAN 225, VN 089, and WT 230,* ***effective 2011 - 2012****, as presented. The motion carried.*

dn. AG 110 – Environmental Science (3)
do. ENVS 110 – Environmental Science (3)

M/S (Aguirre/Gilison) *to approve the addition of SLO's and assignments, update to description, methods of instruction, and textbooks, for AG 110 and ENVS 110, effective 2012 – 2013, as presented. The motion carried.*

dp. AHP 060 – Health Assistant (5.5)
dq. AHP 062 – Home Health Aide (1.5)
dr. AHP 074 – Clinical Externship I (2)
ds. AHP 086 – Clinical Externship II (2)

M/S (Aguirre/Castrapel) *to approve the addition of SLO's and assignments, update to textbooks, and addition of statement, "Students will be required to purchase malpractice liability insurance", to the description for AHP 060, AHP 062, AHP 074 and AHP 086, effective 2012 – 2013, as presented. The motion carried.*

dt. AHP 108 – Introduction to Pharmacy Technology (2)

M/S (Aguirre/Gilison) *to approve the addition of SLO's, update to description and textbooks, increase of class size from 20 to 25, and change of SAM code from C to D, for AHP 108, effective 2012 – 2013, as presented. The motion carried.*

du. AHP 125 – Pharmacy Technician Body Systems II (3)

M/S (Aguirre/Gilison) *to approve the addition of SLO's, update to textbooks, and increase of class size from 20 to 25, for AHP 125, effective 2012 – 2013, as presented. The motion carried.*

dv. CDEV 200 – Practicum – Field Experience (3)

M/S (Seivertson/Aguirre) *to approve the addition of assignments, update to textbooks, and addition of statement, "Approval from the Child Development Department", to prerequisite section, for CDEV 200, effective 2012 – 2013, as presented. The motion carried.*

dw. EMT 105 – Emergency Medical Technician I (7.5)
dx. FIRE 105 – Emergency Medical Technician I (7.5)

M/S (Aguirre/Castrapel) *to approve the addition of SLO's and assignments, update to objectives, core content, and textbooks, and increase of class size from 20 to 30, for EMT 105 and FIRE 105, effective 2012 – 2013, as presented. The motion carried.*

dy. EMT 107 – Emergency Medical Technician 1 Refresher (2)
dz. FIRE 106 – First Aid/CPR – Public Safety First Responder (1)
ea. FIRE 107 – Emergency Medical Technician 1 Refresher (2)

M/S (Aguirre/Gilison) *to approve the addition of SLO's and assignments, update to textbooks, and correction to core content percentages, for EMT 107, FIRE 106 and FIRE 107, effective 2012 – 2013, as presented. The motion carried.*

eb. SW 220 – Introduction to Social Work (3)

M/S (Aguirre/Byrd) *to approve the addition of SLO's and assignments, and update to course objectives and textbooks, for SW 220, effective 2012 – 2013, as presented. The motion carried.*

ec. WT 120 – Computational Procedures Operator I (3)

M/S (Aguirre/Gilison) *to approve the addition of SLO's, update to description, methods of evaluation, instructional methodology, and textbooks, for WT 120, effective 2012 – 2013, as presented. The motion carried.*

ed. WT 130 – Wastewater Treatment Operator I (4)
ee. WT 210 – Water Treatment Plant Operator II (4)

M/S (Castrapel/Gilison) *to approve the addition of SLO's, update to description and textbooks, for WT 130 and WT 210, effective 2012 – 2013, as presented. The motion carried.*

ef. WT 140 – Water Distribution Systems (4)

M/S (Gilison/Aguirre) *to approve the addition of SLO's, update to course objectives, methods of evaluation, instructional methodology, and textbooks, and increase of class size from 25 to 30, for WT 140, effective 2012 – 2013, as presented. The motion carried.*

eg. WT 150 – Wastewater Collection Systems (4)

M/S (Aguirre/Gilison) *to approve the addition of SLO's, update textbooks, and increase of class size from 25 to 30, for WT 150, effective 2012 – 2013, as presented. The motion carried.*

ef. WT 220 – Computational Procedures Operator II (3)

M/S (Aguirre/Gilison) *to approve the addition of SLO's and assignments, update to description and textbooks, for WT 220, effective 2012 – 2013, as presented. The motion carried.*

B. <u>Non Credit Courses</u>

1. Inactivated Courses

a. BUS 821 – Managing Employee Performance

M/S (A. Ruiz/Nunez) *to approve the inactivation of BUS 821, for no more than 3 years, effective with the 2012 – 2013 AY, as presented. The motion carried.*

C. <u>Distance Education Courses – Addendum Documentation</u>

a. MATH 081 – Beginning Algebra

b. MATH 091 – Intermediate Algebra

M/S (Aguirre/Zielinski) *to approve the Distance Education Addendum for MATH 081 and MATH 091, effective 2012-2013, to provide greater access and allow the inclusion of all modalities of learning, as presented. The motion carried.*

III. Discussion Items

1. TBA (Kathy Berry)

Kathy reminded members that TBA courses must be scheduled on a weekly basis. The schedule must reflect the amount of hours for each week.

2. Program Creation Policy (Kathy Berry)

Kathy reported that the State is requesting to see a policy regarding program elimination. This should include steps that the institution follows when programs are eliminated. Programs that are created also need to show proof of funding availability and sustainability. We need to have a defined policy for the college as a whole before March of 2013. The committee agreed that a policy was needed and Kathy stated that a task force should be set up to work on the policy.

IV. Information Items

The Board of Governors has adopted the student success task force. We will be looking closer at waitlists, Degree Works, and using these tools to better determine student needs. Summer school is being planned; we are waiting until late registration ends to look at what students will need most. Enrollment patterns will be examined. The budget may be cut again so importance is being placed on student need. Discussion will continue at the next meeting.

V. Other Items

Faculty Prioritization discussion will be included at the next meeting. All are encouraged to bring data.

VI. Next Regular Meeting: THURSDAY, FEBRUARY 2, 2012, 3:05 P.M.

VII. The meeting adjourned at 3:37 p.m.