

**IMPERIAL VALLEY COLLEGE
CURRICULUM AND INSTRUCTION COMMITTEE MEETING
ADOPTED MINUTES
REGULAR MEETING
THURSDAY, MARCH 5, 2009
4:00 P.M. – BOARD ROOM**

Present: Kathy Berry Melani Guinn Steven Siakey (*ASG Rep.*) Dennis Carnes (*for L. Zhao*)
Ted Ceasar Gonzalo Huerta Val Rodgers
David Drury Victor Jaime Taylor Ruhl
Suzanne Gretz Carol Lee David Zielinski

Consultants: Frances Beope Frank Rapp Jose Lopez

Absent: Tina Aguirre Michael Heumann Norma Nunez Kathie Westerfield
Efrain Silva

Guests: Becky Green

Recorder: Linda Amidon

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 4:03 p.m. on Thursday, March 5, 2009.

B. Approval of the Minutes of February 26, 2009

M/S/C Guinn/Drury to approve the C & I Committee meeting minutes of February 26, 2009, as presented. The motion carried.

II. Action Items

A. Prioritization of Faculty Replacement Positions

Kathy informed the committee that Dr. Gould had authorized the replacement of the AJ/POST and EMS positions. She described the task now before the committee, explaining that the prioritization process now includes the additional step of forwarding recommended positions to the Thaw Committee. The committee's recommendations would be sent to the Thaw Committee following Academic Senate's review and approval.

Kathy stated that before the committee would begin prioritizing positions, Becky Green wished to present a proposal for a new course, CDEV 020. The discussion and action regarding this added agenda item is reflected under item B.

Kathy referred members to the two lists of replacement faculty positions that were included in the packet of meeting materials. She explained that the first list represented the ten positions prioritized by the C & I Committee last year (10/18/07 List of 10). Although the ten positions were ranked by the C & I Committee none were filled, and they are not in the current budget. Kathy explained that the second list represented 14 additional vacancies identified by the divisions (3/5/09 List of 14). With the exception of the Spanish and Speech positions (inaccurately reflected on the list as a Theatre position), these positions are currently funded since they are either filled by regular full-time faculty that have retired or will be retiring at the end of the year, or by full-time temporary faculty. Melani explained that Business Services had taken the balance of the monies funding the Spanish and Speech positions as soon as they were vacated. Kathy informed the committee that when any of

the positions become vacant the funding would not automatically carry over to next year. Kathy provided a brief background of the vacancies included in the list of 14 positions.

In response to inquiry regarding whether any division/department wished to relinquish positions, Val Rodgers relinquished the CIS position formerly held by Donna Croft (#9, 10/18/07 List of 10). Val explained that the position was no longer needed since Andres Martinez, Instructional Media Designer, is now authorized to teach up to 40% of his load for the Business Division. Suzanne Gretz, Behavioral/Social Sciences Chair, also relinquished the History position vacated by Chris Roberts (#8, 10/18/07 List of 10). Suzanne also explained that the AJ position vacated by Mary Kay Borchard (#9, 10/18/07 List of 10) was initially filled by Jose Guerrero, who resigned early in the fall semester. The position is currently held by Les Knapp, a full-time temporary instructor. The list was corrected to reflect the name of Kelli Florman as the instructor who vacated the AJ position. David Zielinski stated that there was a plan already in place to address the anticipated vacancies (#13 and #14 List of 14). The lists of positions were adjusted accordingly and resulted in a final list of 16 positions to be prioritized by the committee.

Each division/department head provided the background, current status, and justification for the position(s) in their respective areas as follows:

Science/Math/Engineering: Dennis Carnes attended the meeting in Lianna Zhao's absence and ranked the vacancies in the Science/Math/Engineering Division as follows: (1) Physics/Math (2) Microbiology (3) Math (low on the list for the following year). It was noted that if the Physics/Math position was not filled, the physics program would go away.

Humanities: Melani Guinn stated that for now the division could continue to utilize adjunct faculty to cover the vacant Spanish and Speech positions. These positions could be placed at the bottom of the list for this year.

Behavioral/Social Sciences: Suzanne Gretz explained that the division could manage with one Psychology position but presented her case for the remaining three vacancies, which she prioritized as follows: (1) Political Science (2) Psychology and AJ, equally.

Exercise/Science/Wellness Sport and Student Services: Victor Jaime provided justification for the Athletic Counselor position. He stated that the program had already received two citations for being out of compliance. A part-time counselor is currently performing the duties of the position; however, this arrangement is inadequate. The program could manage with two adjuncts on a temporary basis and could forego the full-time position at this time. David Drury reminded Victor that women's cross-country would be added next year.

Industrial Technology. Gonzalo Huerta explained that the Electrical Trades position was frozen during the last hiring freeze while in the late stages of recruitment. The load of the full-time position is currently being distributed among six adjunct instructors. He emphasized the need for a full-time instructor especially considering the anticipated growth of the program due to solar energy and other emerging technology.

English: David Zielinski stated that the second English-Composition position could be moved to the bottom of the list. He ranked the three remaining positions as follows: (1) English – Reading (2) ESL (3) English – Composition.

Frances Beope urged the committee to consider the Physics/Math position as the highest priority, with the Librarian, Political Science, and English – Reading positions immediately following in priority.

Following a vote by secret ballot of the 13 voting members in attendance (Tina Aguirre was absent), the 16 identified positions were ranked as follows:

1. Physics/Math
2. Librarian
3. Political Science
4. English – Reading

5. Biology
6. English – Composition
7. Psychology
8. Electrical Trades
9. Administration of Justice
10. English – ESL
11. Athletic Counselor
12. Math
13. Psychology
14. Spanish
15. English – Composition
16. Speech

It was noted that there was a tie for second place between the Librarian and Political Science positions. The committee agreed to rank the Library position in second place since it received the most number one votes, and to place the Political Science position in the third position.

M/S/C Drury/Guinn to approve the list in the order presented and to forward the recommendation to the Academic Senate. The motion carried.

Kathy urged the division/department heads to submit requests for their respective positions to the Thaw Committee.

B. CDEV 020 – Selected Topics or Special Projects in Child Development (.5 – 3 Units, To Be Determined by CFCS)

Becky Green stated that an early childhood education conference is held annually in the Imperial County. The Imperial County Child Development Training Consortia sponsors the conference and it is well attended (460 attendees last year). The county would like to offer units to students that attend the conference for professional growth. This year's conference will be held Saturday, March 14. Becky explained that students would attend the conference and write an essay for a letter grade and a half unit. The focus of CDEV 020, which is a special topics course, is curriculum and the teacher's role in a child's development.

M/S/C Drury/Jaime to approve the addition of CDEV 020 to the credit curriculum, effective spring 2009, with correction to the grading basis and hours (9 – 54 hours instead of 3 – 12 hours). The motion carried.

III. Discussion Items

IV. Information Items

Kathy reported that the Smart Classroom Task Force met recently, and representatives from Science, Math and Art participated. The group will meet again next Thursday March 12, 2009, at 1:00 p.m.

Kathy reminded the instructional division/department heads about the Educational Master Plan Committee and mandatory Instructional Council meetings scheduled for Friday, March 6.

V. Other Items - None

VI. Next Regular Meeting – 3:05 p.m., Thursday, March 19, 2009, Board Room Materials Due: 5:00 p.m., Wednesday, March 11, 2009

VII. Adjournment

The meeting was adjourned at 5:27 p.m.