IMPERIAL VALLEY COLLEGE CURRICULUM COMMITTEE ADOPTED MINUTES REGULAR MEETING THURSDAY FEBRUARY 2, 2012 3:05 p.m. - Board Room

Present: Tina Aguirre Kathy Berry Krista Byrd **Daniel Gilison** Carol Hegarty Michael Heumann Carol Lee Rick Castrapel Daniel Bermudez Jose Lopez Norma Nava Angie Ruiz

Jose Ruiz Bruce Seivertson Trinidad Argüelles David Zielinski

(for Norma Nunez)

Consultants: Gloria Carmona Jan Magno **Brian McNeece** Frank Rapp

Efrain Silva

Absent: **David Drury** Cathy Zazueta Kseniya Gregory

Visitors:

Recorder: Dixie Krimm

Opening of the Meeting

A. Call to order

Kathy Berry called the regular meeting of the Imperial Valley College Curriculum Committee to order at 3:08 p.m. on Thursday, February 2, 2012.

B. Approval of the Minutes

1. Regular Meeting of January 19, 2012

M/S (Seivertson/Castrapel) to approve the minutes of the January 19, 2012, regular meeting of the Curriculum Committee, as presented. The motion carried.

II. Action Items

A. Credit Courses

1. Deleted Courses

- a. FIRE 118 Oil Fire Control School I (0.5)
- b. FIRE 227 Fire Instructor 1A (2.5)
- c. FIRE 228 Fire Instructor 1B (2.5)

M/S (Aguirre/Seivertson) to approve the deletion of FIRE 118, FIRE 227, and FIRE 228, effective 2012 – 2013, as presented. The motion carried.

2. Inactivated Courses

- a. NURS 214 Basic Arrhythmia Recognition (1)
- b. VN 214 Basic Arrhythmia Recognition (1)

M/S (Aguirre/Argüelles) to approve the inactivation of NURS 214 and VN 214, for no more than 3 years, effective 2012 – 2013, as presented. The motion carried.

3. Revised Courses

- a. FIRE 108 Fire & Emergency Services Safety and Survival (3)
- b. FIRE 122 Confined Space Awareness (0.5)
- c. FIRE 131 Basic Fire Academy I (5.5)
- d. FREN 201 Intermediate French I (5)
- e. FREN 211 Intermediate French II (5)
- f. VN 132 Common Health Problems III (5.5)

M/S (Aguirre/Nava) to approve the addition/revision of SLO's and/or assignments and/or update to textbooks, for FIRE 108, FIRE 122, FIRE 131, FREN 201, FREN 211, and VN 132, effective 2011 - 2012, as presented. The motion carried.

g. COUN 100 - Personal and Career Development (3)

M/S (Argüelles/Berry) to approve the update to SLO's, assignments, and textbooks, and increase of class size from 25 to 30, for COUN 100, effective 2012 – 2013, as presented. The motion carried.

h. EMTP 210 – EMT Paramedic Didactic 2 (9)

M/S (Aguirre/Berry) to approve the addition of SLO's and assignments, update to description, methods of evaluation, instructional methodology, textbooks, and change of SAM code from D to C, for EMTP 210, effective 2012 – 2013, as presented. The motion carried.

i. EMTP 215 - EMT Paramedic Didactic 3 (5)

M/S (Seivertson/Castrapel) to approve the addition of SLO's and assignments, update to description, methods of evaluation, instructional methodology, textbooks, change of SAM code from D to C, and correction to TOP Code (from 1221.00 to 1251.00), for EMTP 215, effective 2012 – 2013, as presented. The motion carried.

- j. EMTP 225 EMT Paramedic Clinical I (3.5)
- k. EMTP 235 EMT Paramedic Field I (6.5)

M/S (Aguirre/Seivertson) to approve the addition of SLO's and/or assignments, update to description, methods of evaluation, instructional methodology, textbooks, and core content percentage correction, for EMTP 225 and EMTP 235, effective 2012 – 2013, as presented. The motion carried.

I. EMTP 245 – EMT Paramedic Field II (5.5)

M/S (Aguirre/Castrapel) to approve the addition of SLO's and assignments, update to description, methods of evaluation, instructional methodology, textbooks, change of class size from 26 to 20, and correction of TOP Code (from 1221.00 to 1251.00), for EMTP 245, effective 2012 – 2013, as presented. The motion carried.

- m. FIRE 109 Hazardous Materials for First Responders (2)
- n. FIRE 220 Fire Apparatus 1A Driver (2.5)
- o. FIRE 221 Fire Apparatus 1B Pump (2.5)
- p. FIRE 232 Public Education 1 (2.5)

M/S (Aguirre/Castrapel) to approve the addition of SLO's and assignments, update to textbooks, core content, and change of SAM code from B to C, for FIRE 109, FIRE 220, FIRE 221, and FIRE 232, effective 2012 - 2013, as presented. The motion carried.

q. FIRE 117 – Auto Extrication (1)

M/S (Aguirre/Castrapel) to approve the addition of SLO's and assignments, update to textbooks, and change of SAM code from D to C, for FIRE 117, effective 2012 – 2013, as presented. The motion carried.

- r. FIRE 121 ICS-200 Basic Incident Command System (1)
- s. FIRE 222 Fire Investigation 1A (2.5)
- t. FIRE 223 Fire Investigation 1B (2.5)
- u. FIRE 224 Fire Management 1 (2.5)
- v. FIRE 226 Fire Prevention 1B (2.5)
- w. FIRE 229 Fire Command 1A (2.5)
- x. FIRE 230 Fire Command 1B (2.5)
- y. FIRE 231 Incident Command System 300 (1.5)
- z. FIRE 233 Fire Command 1C (2.5)
- aa. FIRE 234 Fire Prevention 1C (2.5)
- bb. VN 120 The Maternity Cycle (5.5)

M/S (Aguirre/Castrapel) to approve the addition of SLO's and assignments, and update to textbooks and core content, for FIRE 121, FIRE 222, FIRE 223, FIRE 224, FIRE 226, FIRE 229, FIRE 230, FIRE 231, FIRE 233, FIRE 234, and VN 120, effective 2012 – 2013, as presented. The motion carried.

cc. FIRE 130 - Basic Fire Academy I (5.5)

M/S (Aguirre/Castrapel) to approve the addition of SLO's and assignments, update to textbooks and addition of statement "Physical Agility Text which is Pass/Fail" to prerequisite section, for FIRE 130, effective 2012 - 2013, as presented. The motion carried.

dd. FIRE 225 - Fire Prevention 1A (2.5)

M/S (Aguirre/Castrapel) to approve the addition of SLO's and assignments, update to description, textbooks and core content, for FIRE 225, effective 2012 – 2013, as presented. The motion carried.

ee. FIRE 245 - Fire Instructor 2A (2.5)

M/S (Aguirre/Castrapel) to approve the addition of SLO's and assignments, update to textbooks and core content, change of prerequisite to correlate with new required courses and change of course number (was FIRE 235) to place in proper sequence, for FIRE 245, effective 2012 – 2013, as presented. The motion carried.

ff. NURS 100 – Medication Mathematics (1)

M/S (Aguirre/Castrapel) to approve the addition of SLO's and assignments, update to textbooks and removal of prerequisite statement, for NURS 100, effective 2012 – 2013, as presented. The motion carried.

gg. NURS 112 - Nursing Process Application I (4)

M/S (Aguirre/Castrapel) to approve the addition of SLO's and assignments, update to textbooks and course learning objectives, class size change from 20 to 10, for NURS 112, effective 2012 – 2013, as presented. The motion carried.

hh. NURS 113 – Pharmacology I (1.5)

M/S (Aguirre/Castrapel) to approve the addition of SLO's and assignments, update to textbooks and change of SAM Code from B to C, for NURS 113, effective 2012 – 2013, as presented. The motion carried.

ii. VN 122 – Common Health Problems I (5.5)

M/S (Aguirre/Castrapel) to approve the addition of SLO's and assignments, update to textbooks and core content, correction to TOP Code (from 1230.10 to 1230.20), for VN 122, effective 2012 – 2013, as presented. The motion carried.

jj. VN 130 – Common Health Problems II (5.5)

M/S (Aguirre/Castrapel) to approve the addition of SLO's and assignments, update to textbooks and core content, addition of statement "Student will be required to purchase malpractice liability insurance, and assessment testing fees will apply" to description, for VN 130, effective 2012 – 2013, as presented. The motion carried.

4. New Courses

- a. FIRE 240 Training Instructor 1A: Cognitive Lesson Delivery (1.5)
- b. FIRE 241 Training Instructor 1B: Psychomotor Lesson Delivery (1.5)
- c. FIRE 242 Training Instructor 1C: Instructional Development Techniques (1.5)

M/S (Aguirre/Seivertson) to approve the addition of FIRE 240, FIRE 241 and FIRE 242, to the credit curriculum, effective 2012 - 2013, as presented. The motion carried.

B. Faculty Prioritization (Berry/Lee)

Committee members discussed new and replacement full-time faculty position requests, and reviewed the criteria guidelines for prioritization of these positions. Positions that were currently being recruited for were removed from the list. The freeze on hiring excluded those positions.

Daniel Gilison – for the Science Department the request is for three new instructors. First priority – Chemistry; second priority – Anatomy and Physiology; third priority – Biology. Statistically there is a shortage of CHEM 100 classes which has affected upper level classes.

Bruce Seivertson – request for an Anthropology/Geography instructor. There is a lack of qualified part-time instructors.

Michael Heumann – request for English/Writing Instructor.

Brian McNeece – provided statistics to justify request for English/Writing Instructor.

Jose Ruiz – Speech Instructor replacement position requested. There is a high demand for SPCH 100. Brian McNeece – some of the part time Speech instructors have been unable to continue teaching for various reasons, which leaves the department with less courses that they are able to offer.

Angie Ruiz – Business and CIS instructors requested due to retirements. These were subsequently removed from the list as the hiring process has already been started.

Efrain Silva – for Industrial Technology, the request is for Welding, Electrical, and Water Technology new instructors. There are currently no full time instructors for any of these areas. These programs will move to the new CTE building. It is important to be able to connect with the respective industries. The Welding

instructor position was supposed to be a temporary vacancy which has been extended beyond the original one semester agreement.

Krista Byrd – Psychology has been short instructors for a very long time. There is a high demand for the courses with limited faculty. Alcohol and Drug Studies utilizes part time faculty that are difficult to find.

Trinidad Argüelles – request for Counseling; three replacement positions, two new positions. The first priority is the replacement for Carol Lee; second is the replacement for Frances Beope; third is the Athletic counselor, this is a position that will meet compliance issues; fourth is an instructor for the COUN 100 courses; and fifth is the replacement position for Cesar Guzman. Discussion regarding the need for the Athletic counselor ensued. Carol provided information on the aspects of her position.

Tina Aguirre – requesting Nursing and VN instructors; Fire currently does not have a full time instructor, when we apply for the Fire Academy accreditation it is expected that at minimum a part time coordinator will be required. If the Dental Assistant program continues it will also need a coordinator.

Kathy Berry asked the committee which positions were currently filled with budgeted full time temps. Those positions that were being filled and budgeted for were removed from the original list. (The Business, CIS, RN, RN/Simulation, VN, and English Reading/Writing positions were removed.)

Each voting committee member present ranked the positions and the results were totaled and reported to the committee as follows:

Rank	Position Requested
1	Chemistry Instructor-New (1)
2	Psychology Instructor-Replacement (1)
3	Speech Communication Faculty-Replacement (2)
4	Anatomy & Physiology Instructor-New (2)
5	Counselor-Replacement TC (Lee) (1)
6	Welding Instructor-Replacement (1)
7	English Writing Instructor-New (3)
8	Biology Instructor-New (3)
9	Alcohol & Drug Studies Instructor-New (2)
10	Counselor-Replacement DIST (Beope) (2)
11	Water Technology Instructor-New (3)
12	Electrical Instructor-New (2)
13	Anthropology/Geography-New (1)
14	Fire Instructor-New (4)
15	Counselor-New Athletic DIST (3)
16	Counseling-Teaching Faculty (DIST) (COUN Courses) (4)
17	DA Instructor-New (5)
18	Counselor-Replacement DIST (Guzman) (5)

The Anthropology/Geography and Fire Instructor positions were ranked 13; Tina Aguirre agreed to have the Fire Instructor position listed as 14.

M/S (Heumann/Castrapel) to approve the ranking of the full-time faculty prioritization list, as presented. The motion carried.

III. Discussion Items

1. Enrollment Patterns and Summer School Course Offerings (Berry)

No discussion at this time.

IV. Information Items

There are some changes coming from the Chancellor's Office regarding repeatability, Kathy Berry will provide updates at future meetings.

V. Other Items

None.

- VI. Next Regular Meeting: THURSDAY, FEBRUARY 16, 2012, 3:05 P.M.
- VII. The meeting adjourned at 4:35 p.m.