

IMPERIAL VALLEY COLLEGE

CURRICULUM COMMITTEE ADOPTED MINUTES

Regular Meeting, Thursday, September 5, 2013 3:05 p.m. – Administration Building Board Room

Present:	☑Kathy Berry	☑Craig Blek	☑Susan Carreon	☑Rick Castrapel
	☑David Drury	☑Daniel Gilison	☐ Carol Hegarty	☑Michael Heumann
	□Jose Lopez	☑Norma Nava	☑Norma Nunez	☑Ed Scheuerell
	☑James Patterson	☐Jose Ruiz	☑Veronica Soto	☑ASG Representative
	☑Kevin White	☑Cathy Zazueta	☐Allyn Leon	Jonathan Carrillo
Consultants:	☑Tina Aguirre	☐Gloria Carmona	☑Ted Cesar	☐Becky Green
	☑Todd Finnell	☐ Frank Rapp	☐Sydney Rice	☑Brian McNeece
	☐ Efrain Silva			
Visitors:				
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 3:06 pm on Thursday, September 5, 2013.

B. Approval of the Minutes

1. Regular Meeting of May 2, 2013

M/S (Patterson/Castrapel) to approve the minutes of the May 2, 2013, regular meeting of the Curriculum Committee, as presented. The motion carried.

II. Action Items

A. <u>Credit Courses</u>

1. Deleted Courses

- a. MUS 104 Intro to Twentieth-Century Music (3)
- b. VN 089 Individual Studies: Vocational Nursing (1)

M/S (Castrapel/Drury) to approve the deletion of MUS 104 and VN 089, effective 2014-2015, as presented. The motion carried.

2. Revised Courses

- a. AG 110 Environmental Science (3)
- b. AHP 100 Medical Terminology (3)
- c. ENVS 110 Environmental Science (3)

M/S (Gilison/Drury) to approve the textbook revision for AG 110, AHP 100, and ENVS 110, effective 2013-2014, as presented. The motion carried.

d. BUS 220 - Principles of Managerial Accounting (4)

M/S (Nunez/Drury) to approve the revision to objectives and core content for BUS 220, effective 2013-2014, as presented. The motion carried.

e. CS 220 – Introduction to Object-Oriented Programming Using Java (4)

M/S (Castrapel/Drury) to approve the revision to the SLO's, core content, and textbooks for CS 220, effective 2013-2014, as presented. The motion carried.

This revision does not affect prerequisite validation.

f. MATH 091 – Intermediate Algebra (5)

M/S (Castrapel/Drury) to approve the correction to objectives for MATH 091, effective 2013-2014, as presented. The motion carried.

g. NURS 125 – Nursing Process and Applications II (8.5)

M/S (Carreon/Drury) to approve the revision to description, SLO's, and textbooks for NURS 125, effective 2014-2015, as presented. The motion carried.

3. New Courses

- a. NURS 081 Individual Studies 1st semester: Nursing (1)
- b. NURS 082 Individual Studies 2nd semester: Nursing (1)
- c. NURS 083 Individual Studies 3rd semester: Nursing (1)
- d. NURS 084 Individual Studies 4th semester: Nursing (1)
- e. NURS 107 Nursing Fundamentals (6)
- f. NURS 108 Gerontology Nursing (2)
- g. NURS 109 Pharmacology (1.5)
- h. NURS 127 Medical Surgical Nursing I (4)
- i. NURS 128 Nursing Care of the Childbearing Family (4.5)
- j. NURS 217 Medical Surgical Nursing II (4)
- k. NURS 218 Nursing Care of the Childrearing Family (4.5)
- I. NURS 219 Psychiatric and Mental Health Nursing (3)
- m. NURS 227 Medical Surgical Nursing III & Preceptorship (8)
- n. NURS 229 Nursing Trends (1)

M/S (Carreon/Drury) to approve the addition of items a. through n. above, to the credit curriculum, effective 2014-2015, as presented. The motion carried.

Discussion: Susan Carreon explained that the changes have come from the Board of Nursing. The conceptual primer was changed. The old curriculum will be phased out. New students will be admitted under the new courses and program. Kathy Berry mentioned that the units for the program have been reduced.

B. Degrees and Certificates

1. Inactive Degrees and Certificates

a. Human Relations Degree and Certificate Program

M/S (White/Drury) to approve the inactivation of the Human Relations Degree and Certificate Program, effective 2014-2015, as presented. The motion carried.

Discussion: The inactivation document provided explains the rationale behind the inactivation. Students who have this major declared will be directed to alternative programs. Kathy Berry mentioned that the committee would work on further discussion regarding the discontinuance policy for non-CTE programs.

2. Revised Degrees and Certificates

a. Alcohol and Drug Studies Degree and Certificate

M/S (Nunez/Soto) to approve the addition of ADS 240 to the required courses and move of ADS 230 to elective section II. for the Alcohol and Drug Studies Degree and Certificate, effective 2014-2015, as presented. The motion carried.

Discussion: No increase in units.

b. Anthropology Degree

M/S (Soto/White) to approve the substantive change for the Anthropology Degree Program from A.A. Degree to A.A.-T Degree, effective 2014-2015, as presented. The motion carried.

c. Nursing - Associate Degree

M/S (Carreon/Drury) to approve the substantive change for the Nursing Associate Degree Program, effective 2014-2015, as presented. The motion carried.

III. Discussion Items

1. Stand-Alone Training Refresher

Michael Heumann and Dixie Krimm reviewed the Stand-Alone Course Training documents.

IV. Information Items

1. Curriculum Institute Update

Dixie reviewed notes from the institute (for information on the items below please refer to the resources folder on the curriculum committee webpage):

- Attended Stand Alone Training
- ADT proposal process
- Hours to Units
- Course repetition
- TOP Codes and MIS Data Element review
- Combating unit creep
- Met with Chancellor's Office staff to review curriculum reporting issues

Kathy:

• Common core assessment will be an upcoming issue in 2015. It will change curriculum in the K-12s. More critical thinking will be required.

2. Assessment/Placement Criteria - Todd Finnell

- Multiple assessment measures are required for incoming students.
- Handouts provided. The goal is to be consistent with what CSU's accept.
- This item will be brought back for approval at future meeting.
- Norma Nunez stated that legislature has changed "Matriculation" to "Student Success and Support". SAT, ACT, EPT and EAP are accepted at the CSU. Accuplacer does not go away yet, but this will provide the multiple measures to assist with student success.

3. AP 5055 Enrollment Priority – Todd Finnell

- Enrollment priority across all areas to match CCLC template.
- Must be in place by Fall 2014.
- See table for Group priority. Orientation, assessment and education plans must be in place to receive priority registration. There is a 90 unit cap; students over 90 units go to the bottom of list. High degree programs will be excluded from the 90 unit cap.
- Kathy Berry asked if the Curriculum Committee should recommend which high unit programs would need to be excluded. Todd Finnell confirmed that it would be a good idea as someone would need to determine the recommendation.
- The highest group will apply for the student that belongs to multiple groups. For example, an ambassador who is also an EOPS student would receive EOPS priority. Group 7 could effectively have lower priority following their first semester. This is very common among colleges.
- Daniel Gilison mentioned the possibility of having a winter intersession so the committee may need to revise the word "summer" to intersession to cover summer or winter sessions.
- Todd Finnell We are going to try to revise the time frame windows for priorities; larger time frames.
- Dave Drury is concerned about Group 5 due to out of town functions; since their priority has been lowered it may be difficult to meet Athletic requirements if they are unable to adequately register.
- Todd Finnell A task force was in charge of determining the priority groups. As a process of discussion, revisions can be recommended.
- Concern was expressed about how the groups were put together. Ed Scheuerell also expressed that Athletic students missed classes for games and would like to see if there is a way to allow those students to register early to help with their success.
- Veronica Soto mentioned that the students should check to find out if they qualify for any of the other programs that will help improve their priority.
- An average of 135 student athletes may be affected.
- Michael Heumann revisions could be recommended and then voted on at the next curriculum meeting.

V. Other Items

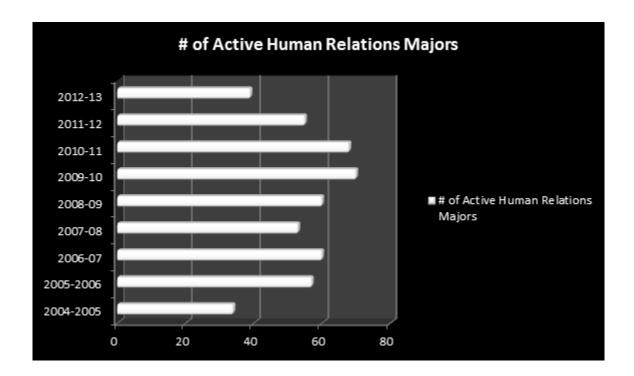
Catalog deadline is end of fall semester. Veronica Soto – we need to be careful revising courses and losing UC transferability. Courses also need to meet C-ID requirements when those courses are included on ADTs.

- VI. Next Regular Meeting: SEPTEMBER 19, 2013, 3:05pm in the Board Room.
- VII. The meeting adjourned at 4:26 p.m.

The Human Relations major currently has 39 active students in the 2012-2013 academic year; the highest amount was in 2009-2010 and the lowest was in 2004-2005 in an eight year analysis.

Human Relations Major

2004-2005	2005-2006	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13
34	57	60	53	60	70	68	55	39



The Human Relations major consists of an integration of various core courses that are within other programs such as:

- Behavioral Science
- Psychology
- Alcohol & Drug Studies

A student can complete the courses/training by declaring one of the above-mentioned majors in the absence of the Human Relation's major. Similarly, transfer students will only need to take the major preparation and general education pattern as required by the transfer institution of their choice and as advised by their IVC academic counselors. No foreseeable barriers will be created by inactivating this major.

STAND-ALONE Training Summary

- AB 1943 allowed colleges to offer credit courses not part of an approved program without prior approval by the Chancellor's Office through December 31, 2012.
- AB 1029 extended until January 1, 2014 **NOTE: at the Curriculum Institute they stated that they were going to request another extension.
- Does not include Noncredit, Community Services, and credit degree that are part of an educational program.
- Stand-Alone courses are fast tracked at the State. Once approved locally by Curriculum Committee and Board; then submitted to Chancellor's Office who issues a control number immediately. *Board approval must be received prior to the course being offered. Courses can be offered in the term following board approval.
- Previously denied courses must be modified to be offered. (basically if you were previously denied you can't just submit it as a stand-alone to get around the review process)
- If stand-alone courses have sequential prerequisites which link them and become 18 or more units, a program must be created and submitted with all the documentation/narrative information.
- Students cannot count more than 18 units of stand-alone courses to fulfill degree or certificate requirements.
- Courses that become part of a program (degree or certificate) must be changed at the Chancellor's Office. (program applicable is coded 1 and standalone is coded 2)
- We must certify each year or our authority to offer stand-alone courses will be terminated and the Chancellor's Office will perform a review of those courses for approval.
- Standards and Criteria for Courses must still be followed such as providing adequate number of hours for unit award, measurement of student progress, intensity, requisites, critical thinking, and appropriateness. COR must contain all regular requirements as outlined in Title 5 section 55002.

EFFECTIVE PRACTICES:

- Mission Appropriate
- Need
- Curriculum Standards
- Adequate Resources
- Compliance with Title 5
- Open to all students
- Appropriately offered as a credit course

IMPERIAL VALLEY COLLEGE

ACCEPTABLE TEST SCORES TO CLEAR LOWER DIVISION MATHEMATICS

- A score of 550 or above on the Scholastic Aptitude or Scholastic Assessment Test (SAT or SAT Subject Level 1 or Level 2)
- A score of 550 or above on the College Board SAT Subject Test in Mathematics (level 1 or level2)
- A score of 23 or above on the American College Testing (ACT) Mathematics Test
- A score of 50 or above on the Entry Level Mathematics (ELM) test
- A designation of "Ready for CSU or Participating CCC College" on the EAP test

ACCEPTABLE TEST SCORES TO CLEAR LOWER DIVISION ENGLISH

- A score of 500 or above on the Scholastic Aptitude or Scholastic Assessment Test (SAT)
- A score of 22 or above on the American College Testing (ACT) English Test
- A score of 147 or above on the English Placement Test (EPT)
- A designation of "Ready for CSU or Participating CCC College" on the EAP Test

In order to be cleared to take transfer level English and math courses students must submit a petition with an official copy of any of the above tests with the required score to the Student Success & Support Program Director in the Assessment Center.

IMPERIAL VALLEY COLLEGE STUDENT SERVICES PETITION TO CLEAR LOWER DIVISION ENGLISH OR MATH

- This petition is a request to clear lower-division English or Math courses with an alternate approved test(s).
- Complete petition and attach official copy of Test Scores.
- Submit completed petition to the Student Success & Support Program Director in the Assessment Center, Room 401.
- Incomplete petitions may delay processing or prevent timely approval

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IMPERIAL COMMUNITY COLLEGE DISTRICT

AP 5055 Registration Priorities

Reference: Education Code Sections 66025.8, 66025.9, and 78212;

Title 5, Section 58108

Enrollment in specific courses or programs may be limited as follows:

- A. Students may enroll in no more than 19 credit units per semester and no more than 9 credit units per summer session. Concurrently enrolled high school students may enroll in no more than 11 credit units per semester and no more than 6 credit units per summer session as defined in Administrative Procedure 5011. Students who have extenuating circumstances and who need to enroll in more than the allowed limit must meet with a counselor to discuss their options.
- B. Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites. [See BP and AP 4260 Prerequisites and Co-requisites]
- C. Enrollment may also be limited due to the following legal or practical considerations:
 - 1. Health-and-safety considerations
 - 2. Facility limitations
 - 3. Faculty workload
 - 4. Availability of qualified instructors
 - 5. Funding limitations
 - 6. Regional planning constraints
 - 7. Legal requirements imposed by statutes, regulations, or contracts.
- D. With respect to students on probation or subject to dismissal, the college may limit enrollment to a total number of units or to selected courses for students who have appealed and been granted permission to set aside their dismissal as determined by the Admissions, Registration, and Petition (ARP) Committee.

The District will provide priority registration for students who enroll in a community college for the purpose of degree or certificate attainment, transfer to a four-year college or university, or career advancement.

Students will have the following registration priority, in the order of priority listed below:

- 1. (Category 1) Students who have completed orientation, assessment, and developed student education plans and are eligible as a member of the armed forces or a veteran pursuant to Education Code section 66025.8 or as a foster youth or former foster youth pursuant to Education Code section 66025.9;
- (Category 2) Students who have completed orientation, assessment, and developed student education plans and are eligible and receiving services through Disabled Student Programs and Services or Extended Opportunity Programs and Services;
- 3. (Category 3) Students who are continuing students, not on academic or progress probation for two consecutive terms as defined in these policies and procedures, and first time students who have completed orientation, assessment, and developed student education plans.

These registration priorities apply to courses offered during summer or intersessions.

Registration priority specified above shall be lost at the first registration opportunity after a student:

- Is placed on academic or progress probation or any combination thereof as defined in Board Policy and Administrative Procedure 4250 for two consecutive terms; or
- Has earned ninety (90) or more degree-applicable semester or quarter equivalent units at the district.

For purposes of this section a unit is earned when a student receives a grade of A, B, C, D or P as defined in Board Policy and Administrative Procedure 4230. This 90-unit limit does not include units for non-degree applicable English as a Second Language (ESL) or basic skills courses, or to students enrolled in high unit majors or programs as defined by the Chief Instructional Officer (CIO).

The District shall notify students who are placed on academic or progress probation, of the potential for loss of enrollment priority. The district shall notify the student that a second consecutive term on academic or progress probation will result in the loss of priority registration as long as the student remains on probation.

The District shall notify students who have earned more than 67 units, that enrollment priority will be lost when the student reaches the unit limit of 90.

Appeal of Loss of Enrollment Priority

Students may appeal the loss of enrollment priority when the loss is due to extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student, or when a student with a disability applied for, but did not receive a reasonable accommodation in a timely

manner. The Chief Student Services Officer (CSSO) or his/her designee will determine the appeal in his/her sole discretion.

The District will ensure that these procedures are reflected in course catalogs and that all students have appropriate and timely notice of the requirements of this procedure.

Registration Priority Groups

Group 1 (Category 1)	Military and veterans up to 15 years after date of honorable discharge; and, current and former foster youth up to age 24; AND who have completed orientation, assessment, and developed student education plans.
Group 2 (Category 2)	Students who are eligible and are receiving services through DSPS, EOPS, and/or CalWORKS AND who have completed orientation, assessment, and developed student education plans.
Group 3 (Category 3)	Continuing students, not on academic or progress probation, with 45-90 IVC degree-applicable units AND who have completed orientation, assessment, and developed student education plans.
Group 4 (Category 3)	College-ready upon entry based on participation in ASPIRE or IVUP Programs (2-year eligibility provided student is not on academic or progress probation) AND who have completed orientation, assessment, and developed student education plans.
Group 5 (Category 3)	Groups designated as performing college service, to include the following: Associated Student Government (ASG), Ambassadors, and eligible Athletes AND who have completed orientation, assessment, and developed student education plans.
Group 6 (Category 3)	Continuing students, not on academic or progress probation, with 30 or more units, but not more that 44.5 IVC degree-applicable units AND who have completed orientation, assessment, and developed student education plans.
Group 7 (Category 3)	Recently graduated high school students and first-time to college students who have completed orientation, assessment, and developed student education plans.
Group 8 (Category 3)	Continuing students, not on academic or progress probation, with 0.5 – 29.5 units AND who have completed orientation, assessment, and developed student education plans.
Group 9	New applicants who have applied but have not completed orientation, assessment, and developed student education plans.
Group 10	Open enrollment – includes students with 90 or more IVC degree-applicable units and students on academic or progress probation.