



**IMPERIAL VALLEY COLLEGE  
CURRICULUM COMMITTEE AGENDA  
Regular Meeting, Thursday, April 16, 2015  
3:05 p.m. – Administration Building Board Room**

*The mission of Imperial Valley College is to foster excellence in education that challenges students of every background to develop their intellect, character, and abilities; to assist students in achieving their educational and career goals; and to be responsive to the greater community.*

**I. Opening of the Meeting**

**A. Call to order**

**B. Approval of the Minutes**

**1. Regular Meeting of April 2, 2015**

*M/S (\_\_\_\_\_/\_\_\_\_\_) to approve the minutes of the April 2, 2015, regular meeting of the Curriculum Committee, as presented.*

**C. Student Learning Outcomes – Jill Nelipovich**

**II. Action Items**

**A. Credit Courses**

**1. Revised Courses**

- a. BUS 100 – Practical Accounting (3)
- b. BUS 124 – Introduction to Business (3)
- c. BUS 132 – Business Management (3)
- d. BUS 169 – Records Management (2)
- e. CIS 108 – Computer Accounting (3)
- f. CIS 162 – Cisco CCNA Discovery 1: Introduction to Networks (4)
- g. CIS 164 – Cisco CCNA Discovery 3: Scaling Networks (4)
- h. CIS 165 – Cisco CCNA Discovery 4: Connecting Networks (4)
- i. LEGL 125 – Real Estate Law for Legal Assistants (3)
- j. LEGL 128 – Bankruptcy (3)

*M/S (\_\_\_\_\_/\_\_\_\_\_) to approve the revision to the above courses a. through j. as indicated in CurricUNET, effective 2015-2016. The motion:*

- k. ADS 120 – Introduction to Counseling (3)
- l. PSY 120 – Introduction to Counseling (3)
- m. AG 110 – Environmental Science (3)
- n. ENVS 110 – Environmental Science (3)
- o. AHP 100 – Medical Terminology (3)
- p. AJ 100 – Introduction to the Administration of Justice (3)
- q. AJ 102 – Concepts of Criminal Law (3)
- r. ART 100 – History of Art I (3)
- s. ART 102 – History of Art II (3)
- t. CIS 101 – Introduction to Information Systems (3)

- u. COUN 100 – Personal and Career Development (3)
- v. HUM 100 – Introduction to the Humanities (3)
- w. MUS 100 – Introduction to Music Foundations (3)
- x. MUS 102 – Introduction to Music Literature and Listening (3)
- y. SOC 101 – Introduction to Sociology (3)

*M/S (\_\_\_\_\_/\_\_\_\_\_) to approve the revision to cap size for items k. through y. above, effective 2015-2016, as presented. The motion:*

**B. Catalog Textual Items**

**1. President’s Message (2014-2015 Catalog, p. 4)**

*M/S (\_\_\_\_\_/\_\_\_\_\_) to approve the revision to the President’s Message (2014-2015 Catalog, p. 4), effective 2015-2016, as presented. The motion:*

**2. Eligibility, Application, International Students, and FERPA (2014-2015 Catalog, pgs. 12, 14, & 32)**

*M/S (\_\_\_\_\_/\_\_\_\_\_) to approve the revision to Eligibility, Application, International Students, and FERPA information (2014-2015 Catalog, pgs. 12, 14, & 32), effective 2015-2016, as presented. The motion:*

**3. Scholarships (2014-2015 Catalog, p. 23)**

*M/S (\_\_\_\_\_/\_\_\_\_\_) to approve the revision to the Scholarships information (2014-2015 Catalog, p. 23), effective 2015-2016, as presented. The motion:*

**4. Upward Bound (2014-2015 Catalog, p. 24)**

*M/S (\_\_\_\_\_/\_\_\_\_\_) to approve the revision to the Upward Bound information (2014-2015 Catalog, p. 24), effective 2015-2016, as presented. The motion:*

**III. Discussion Items**

- 1. Learning Services Department Reorganization Plan – James Patterson
- 2. Prerequisite, Corequisites and Advisories Document – Frank Rapp

**IV. Information Items**

**V. Other Items**

**VI. Next Regular Meeting: May 7, 2015, 3:05pm in the Board Room**

**VII. Adjournment**



**IMPERIAL VALLEY COLLEGE**  
**CURRICULUM COMMITTEE MINUTES (Unadopted)**  
 Regular Meeting, Thursday, April 2, 2015  
 3:05 p.m. –Board Room

<b>Present:</b>	<input type="checkbox"/> Nicholas Akinkuoye	<input checked="" type="checkbox"/> Craig Blek	<input checked="" type="checkbox"/> Susan Carreon	<input checked="" type="checkbox"/> David Drury
	<input checked="" type="checkbox"/> Kathleen Dorantes	<input type="checkbox"/> Gaylla Finnell	<input checked="" type="checkbox"/> Daniel Gilison	<input type="checkbox"/> Carol Hegarty
	<input checked="" type="checkbox"/> Allyn Leon	<input checked="" type="checkbox"/> Jose Lopez	<input type="checkbox"/> Norma Nava	<input checked="" type="checkbox"/> Trinidad Argüelles
	<input checked="" type="checkbox"/> Frank Rapp	<input type="checkbox"/> Jose Ruiz	<input checked="" type="checkbox"/> James Patterson for Sydney Rice	<input checked="" type="checkbox"/> Veronica Soto
	<input checked="" type="checkbox"/> Kevin White	<input type="checkbox"/> Cathy Zazueta	<input checked="" type="checkbox"/> ASG Representative Claudia Curiel	
<b>Consultants:</b>	<input type="checkbox"/> Tina Aguirre	<input checked="" type="checkbox"/> Gloria Hoisington	<input type="checkbox"/> Ted Cesar	<input type="checkbox"/> Becky Green
	<input checked="" type="checkbox"/> James Patterson	<input type="checkbox"/> Jill Nelipovich	<input type="checkbox"/> Norma Nunez	<input type="checkbox"/> Efrain Silva
<b>Ex-officio</b>	<input type="checkbox"/> Michael Heumann			
<b>Visitors:</b>				
<b>Recorder:</b>	Dixie Krimm			

**I. Opening of the Meeting**

**A. Call to order**

Frank Rapp called the regular meeting of the Imperial Valley College Curriculum Committee to order at 3:11 pm on Thursday, April 2, 2015.

**B. Approval of the Minutes**

**1. Regular Meeting of March 19, 2015**

*M/S/C (Blek/Soto) to approve the minutes of the March 19, 2015, regular meeting of the Curriculum Committee, as amended. The motion carried.*

Class size course list not withdrawn, moved to April 16<sup>th</sup> meeting.

**II. Action Items**

**A. Credit Courses**

**1. Revised Courses**

- a. **AHP 100 – Medical Terminology (3)**
- b. **AJ 100 – Introduction to the Administration of Justice (3)**
- c. **AJ 102 – Concepts of Criminal Law (3)**
- d. **AJ 141 – Arrest and Firearms (3.5)**
- e. **AJ 160 – Regular Basic Course Modular Format Level III (10)**
- f. **AJ 162 – Regular Basic Course Modular Format Level II (14)**
- g. **BIOL 206 – Human Physiology (4)**
- h. **BUS 063 – Essential in Workplace Communication (3)**
- i. **ENGL 010 – English Composition – Accelerated (4)**
- j. **MA 070 – Administrative Medical Assistant I (4.5)**
- k. **MA 072 – Administrative Medical Assistant II (4.5)**
- l. **MA 074 – Clinical Externship I (2)**
- m. **MA 080 – Specimen Collection & Lab Procedures (3.5)**
- n. **MA 082 – Exam Room Procedures (3.5)**
- o. **MA 084 – Pharmacology and Administration of Medications (3.5)**

- p. MA 086 – Clinical Externship II (2)
- q. MATH 220 – Elementary Differential Equations (3)
- r. MATH 230 – Introduction to Linear Algebra with Applications (3)
- s. PHT 108 – Introduction to Pharmacy Technology (2)
- t. PHT 120 – Pharmacy Technician Body Systems I (3)
- u. PHT 125 – Pharmacy Technician Body Systems II (3)
- v. PHT 130 – Pharmacy Technicians (3)
- w. PHT 140 – Pharmacy Technician Operations (4.5)

*M/S (Gilison/Blek) to approve the revision to the above courses a. through w. as indicated in CurricUNET, effective 2015-2016. The motion carried.*

#### **B. Distance Education Courses – Addendum Documentation**

- a. CIS 163 – Cisco CCNA Discovery 2: Routing and Switching Essentials (4)

*M/S (White/Blek) to approve the Distance Education Addendum for CIS 163, effective 2015-2016, to provide greater access and allow the inclusion of all modalities of learning, as presented. The motion carried.*

#### **C. Degrees and Certificates**

##### **1. Revised Degree and Certificate**

- a. **Agricultural Business Management Certificate**

*M/S (Gilison/Blek) to approve the revision to the Agricultural Business Management Certificate, effective 2015-2016, as presented. The motion carried*

- b. **Agricultural Science (Agriculture Plant Science for Transfer)**

*M/S (Gilison /Soto) to approve the revision of Agricultural Science Degree into the Agriculture Plant Science for Transfer Degree, effective 2015-2016, as presented. The motion carried.*

##### **2. Designation of University Studies Degree**

*M/S (Soto/Blek) to approve the designation of responsibility for University Studies to the appropriate departments by area of emphasis as indicated in the degree, effective 2015-2016. The motion carried.*

Members agreed to the motion with the understanding that the designation may be revised if a transfer degree is developed in the future.

#### **III. Discussion Items**

None.

#### **IV. Information Items**

##### **1. Overview of Learning Services Department Reorganization Plan - (James Patterson)**

The plan will go to the appropriate committees over the next couple of months and then to the board. James provided a PowerPoint presentation and background history on the tutoring/language labs on campus.

- Intended goals for new organization plan: to improve student success, centralize budget management, and to create uniform policies and practices for tutor selection, training, and evaluation.

- Has been working closely with Human Resources.
- Review of new Learning Services Specialist job description presented, James asked for help in working on this description.

Phase one is plan development. Academic Senate agenda, May 6<sup>th</sup>, 2015 for first reading and May 20<sup>th</sup>, 2015 for second reading. Board agenda for June 17<sup>th</sup>, 2015.

Phase 2 will take place throughout the 2015-2016 academic year. Human Resources will work with affected employees.

Phase 3 and 4 activities will be entered into program review. Summer 2016 facilities close for renovation; Implementation for Fall 16

The plan will be posted to the website for review. The presentation will be sent to committee members for further review and discussion at the April 16<sup>th</sup> meeting.

Note: Room 1502 is separate from the reorganizational plan. Frank Hoppe has put this room in program review for expansion.

Frank Rapp – Prerequisite/Corequisite/Rec Prep document was last revised in 1995; Frank has worked on revising this document. Asked the committee to consider CurricUNET's role in the document; will bring it back for discussion at the April 16<sup>th</sup> meeting. Also working on the IVC procedure document. Will send out to the committee to review prior to the next meeting.

#### **V. Other Items**

None.

#### **VI. Next Regular Meeting: April 16, 2015, 3:05pm in the Board Room**

#### **VII. The meeting adjourned at 3:35 p.m.**

In accordance with the Ralph M. Brown Act and SB 751, minutes of the IVC Curriculum Committee record the votes of all committee members as follows: (1) Members recorded as absent are presumed not to have voted; (2) the names of members voting in the minority or abstaining are recorded; (3) all other members are presumed to have voted in the majority.



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**NOTE:** This form is to be used to revise textual catalog information.

**Proposed change in catalog information**

**EFFECTIVE YEAR 2015-2016**

**ACTION REQUESTED:** Catalog Text Revision

**JUSTIFICATION:** To provide revised President's Message.

**CURRENT LOCATION:** Page 4 General Catalog Page(s): Page(s) 4

## Imperial Valley College President's Message

~~Congratulations on becoming an~~joining us at Imperial Valley College ~~student. This is now your college and we will do everything we can to make sure you get the support you need to succeed. Whether you are here to obtain your associate degree, transfer to a four-year college, improve your job skills or change careers, your success is our goal, and we will work with you to make it happen.~~You are becoming a member of a very large and special group of people who have benefitted from an IVC education. In fact, I am proud to say that I am also a part of that group.

~~This is a great time to be part of IVC. We offer excellent educational opportunities delivered by a well-qualified, professional faculty using state-of-the-art equipment. Our student-oriented support staff is committed to providing high quality support services to assist you in achieving your educational goals.~~

~~You are being educated in what has become a nearly brand new campus. Since 2004, our Valley residents have authorized a combined \$138 million in capital construction and modernization at IVC. It has transformed our 50-year-old campus and you are among the first students who will be benefiting from this expansion and modernization.~~

~~During the 2014-15 academic year, we will begin offering classes out of our two new Career Technical buildings. The 60,000 square feet of classrooms and labs that are being used for the first time in the Fall 2014 semester join our magnificent 70,000 square foot two-story 2700 Building we opened in January 2010. We have increased our classroom space and also added 21st century training technologies to some of our older buildings. And in that regard, sometime during the 2014 Academic Year you will see the obsolete 500 building, which from 1960 to 1962 housed the full IVC campus, demolished.~~

~~But college isn't just about academics or facilities. In your IVC experience, we will also present you with opportunities to make friends and develop leadership skills through our Associated Student Government and many clubs on campus. There also will be opportunities to participate in athletics, performance groups and other activities that enrich your educational experience.~~

~~Please consider this catalog your roadmap to success. It is a handbook with a wealth of information that will guide you in your educational journey. It also contains information that will assist you with college finances, registration and admission, academic advising, career and personal counseling and other services we offer to help you succeed here.~~

~~There is a long tradition here of the close relationships our students have with faculty and staff, and IVC has a long history of helping Imperial Valley students achieve their dreams.~~

~~As you join a long line of Imperial Valley College students, you will find excellent curriculum, outstanding instructors, dedicated student service professionals and a staff all committed to enhancing your learning.~~

~~Our Board of Trustees, employees, and volunteers at IVC will work hard to help you succeed. We ask that you develop effective time management and financial planning skills, balance those inevitable life challenges that you will encounter and above all commit yourself to a focus on learning.~~

The imprint that Imperial Valley College has on our Valley can be found in all industries here, from agriculture to business and banking, from government and education, to the news industry and utilities companies.

We pride ourselves on not only the quality of our instruction, but more importantly, the quality of our graduates. As an institution with a strong educational tradition, IVC is simply the best place to get a start on your future.

This catalog is your roadmap to success here. It has a wealth of information that will guide you in your educational journey. It also contains information that will assist you with college finances, registration and admission, academic advising, career and personal counseling and other services we offer to help you succeed here.

Our people, our faculty and staff are top notch and are dedicated to your success. Our programs span the spectrum of transfer preparation, career and technical education. We have an unwavering commitment to your educational goals and dreams and we work fervently to ensure that you achieve that. IVC is an environment that enriches the intellectual discovery and fuels the mind.

So I encourage you to take advantage of our wonderful services. And have a great first semester!



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**NOTE:** This form is to be used to revise textual catalog information.

**Proposed change in catalog information**

**EFFECTIVE YEAR 2015-2016**

**ACTION REQUESTED:** Catalog Revision

**JUSTIFICATION:** To revise Eligibility, Application, International Students, and FERPA text statements.

**CURRENT LOCATION:** Page 12, 14, & 32 General Catalog Page(s): Page(s) 12, 14, & 32

**Eligibility**

Admission to Imperial Valley College is governed by the laws of the State and such supplementary regulations as prescribed by the Board of Trustees. Students who register for eight or more units of work in a given semester or upon an accumulation of eight or more units, are requested to (1) ensure that an official transcript of all work taken in high school and/or institutions of higher education are on file in the Registration Office; and (2) complete the college assessment tests (unless they have completed regular college courses in both English and mathematics).

All students are admitted under one of the following classifications:

1. High school graduates or equivalent certificates (General Educational Development or California High School Proficiency Examination).
2. Non-graduates of high school who are eighteen years of age and no longer enrolled in high school.
3. High school students who are recommended by the high school principal for one **to eleven units** of work. A Special Student Application for Concurrent Enrollment must be submitted.
4. College transfers who submit official transcripts may be granted advanced standing.
5. International students on F-1 student visas may be admitted. The International Student Application Packet must be completed and submitted to the Admissions and Records Office by June 1 for fall semester admission, and November 1 for spring semester. Students must have a local sponsor and provide documentation that sufficient funding is available for at least one year of tuition and fees as well as living expenses. **Beginning with the Fall 2015 semester the TOEFL exam will be required of students.**

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**Application**

Students who are enrolling in Imperial Valley College for the first time and those who are former students returning after an absence of a semester or more (not including summer) must submit an application for admission online. The Online Application may be found by logging into the IVC website: **www.imperial.edu**. Click on the "Apply Now" box located on the top right corner of the home page.

**Applications for admission will be processed beginning on October 1 for all terms for the next academic year.**

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**International Students**

Imperial Valley College defines an "international student" as a student attending college full time while on an F-1 visa. Applications for admission in IVC's International Student Program are available online at **www.imperial.edu**, on the Admissions and Records website under "Forms." Prospective students may contact the Admissions and Records Office by calling (760) 355-6101 or by visiting the college website: **www.imperial.edu**.

All international students must maintain full-time enrollment (12 or more units each semester) and demonstrate academic progress in order to maintain their F-1 visa status. Students with other types of visas (not F-1) may apply and enroll online through the Admissions and Records Office at **www.imperial.edu**.

Other requirements for admission include the following:

1. International Student Application—paper application.  
Application deadlines for each primary term are noted on the Application. International students are only accepted for primary terms (Fall and Spring).
2. Application for admission to Imperial Valley College – online.

3. An official affidavit of support and current bank certification or bank statement that proves the student has sufficient financial support to pay tuition and living expenses to study at Imperial Valley College.
4. Local Sponsor.
5. TOEFL exam. (iBT = 45-46, cBT = 133, pBT = 450+)
6. Health insurance coverage. Imperial Valley Community College District requires that all international students have a valid health insurance plan that provides coverage during their course of study. Students must have health insurance coverage in order to enroll in classes. Health insurance information is available in the Admissions and Records Office.
7. A transfer clearance form completed by the institution the student presently attends that verifies his or her eligibility to transfer to IVC (when applicable).
8. Students under 18 years of age must be living with a legal guardian as stated in the admission requirements.

### **Family Educational Rights and Privacy (FERPA)**

#### **Release of Information**

The Imperial Community College District (ICCD) releases directory information regarding current or former students unless students have specifically requested that directory information be kept confidential.

ICCD designates the following as directory information: ~~name, address, phone number, class schedule, dates of attendance, major field of study, awards and degrees received, most recent institution attended, participation in official college activities and sports, weight and height of members of athletic teams, part-time or full-time enrollment status, and photographs.~~

**CATALOG CHANGES**  
IMPERIAL VALLEY COLLEGE  
CURRICULUM COMMITTEE

Action of Curriculum Committee  
(MSC Approved) \_\_\_\_\_  
(MSC Denied/Tabled) \_\_\_\_\_  
Date of Meeting: \_\_\_\_\_

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**NOTE:** This form is to be used to revise textual catalog information.

**Proposed change in catalog information**

**EFFECTIVE YEAR 2015-2016**

**ACTION REQUESTED:** Catalog Text Revision

**JUSTIFICATION:** To provide revised scholarship language.

**CURRENT LOCATION:** Page 23 General Catalog Page(s): Page(s) 23

**Scholarships**

Imperial Valley College offers scholarships through the college's Foundation Office. ~~Scholarships, as opposed to Financial Aid which is awarded based on need, are awarded based on academic achievement and community & campus service. and generous donors. Students may be awarded scholarships on the basis of academic achievement, financial need, and campus or community service.~~ Recipients are determined by the Scholarship Selection Committee, which reviews student scholarship applications and, for some scholarships, conducts ~~an~~ oral interviews.

Specific information about each scholarship and the online application ~~Scholarship applications~~ are available at www.imperial.edu/scholarships. ~~in December of each year.~~ Scholarship recipients are selected each spring, with award monies disbursed the following fall upon verification of the student's enrollment ~~in a minimum of six units at the college.~~ All applicants are notified in May. Scholarships are also available from sources beyond Imperial Valley College. The following sites may be helpful:

- [www.imperial.edu/scholarships](http://www.imperial.edu/scholarships)
- [www.CollegelsNext.com](http://www.CollegelsNext.com)
- [www.FastWeb.com](http://www.FastWeb.com)
- [www.College-Scholarships.com](http://www.College-Scholarships.com)
- [www.FindTuition.com](http://www.FindTuition.com)
- [www.LatinoCollegeDollars.org](http://www.LatinoCollegeDollars.org)
- [www.ScholarshipExperts.com](http://www.ScholarshipExperts.com)
- [www.Scholarships.com](http://www.Scholarships.com)

**CATALOG CHANGES**  
IMPERIAL VALLEY COLLEGE  
CURRICULUM COMMITTEE

Action of Curriculum Committee  
(MSC Approved) \_\_\_\_\_  
(MSC Denied/Tabled) \_\_\_\_\_  
Date of Meeting: \_\_\_\_\_

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**NOTE:** This form is to be used to revise textual catalog information.

**Proposed change in catalog information**

**EFFECTIVE YEAR 2015-2016**

**ACTION REQUESTED:** Catalog Text Revision

**JUSTIFICATION:** To provide revised Upward Bound language.

**CURRENT LOCATION:** Page 24 General Catalog Page(s): Page(s) 24

**Upward Bound**  
Building 2000, (760) 355-6252

The Imperial Valley College Upward Bound Program ~~is provides fundamental support to participants in their preparation of college entrance. Upward Bound is a federally funded program providing opportunities for participants to succeed in their precollege performance and ultimately in their higher education pursuits. Upward Bound serves: high school students from low-income families in which neither parent holds a bachelor's degree. The goal of Upward Bound is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education. Upward Bound provides academic instruction in mathematics, composition, literature, science and foreign languages. Other services include tutoring, counseling, mentoring, and cultural enrichment services designed to improve the financial and economic literacy of students. These services and activities are provided during the Summer Residential at UCSD – Bridge at IVC – and Academic Year Services at the high school sites. by a grant from the U.S. Department of Education. The purpose of the Upward Bound Program is to generate the skills and motivation necessary for success in education beyond high school, among low income, first generation college students, who are enrolled in high school seeking to prepare themselves for entry into post-secondary education (as defined by the Federal Regulations). Participants receive instruction in science, literature, composition, mathematics, study skills, and other subjects necessary for success in education beyond high school. Services and activities are scheduled after school, on Saturdays, and during the Summer Bridge and Residential programs.~~ For program offerings and eligibility requirements please visit the website at: <http://www.imperial.edu/students/upward-bound>.