



**IMPERIAL VALLEY COLLEGE  
CURRICULUM COMMITTEE AGENDA  
Regular Meeting, Thursday, November 5, 2015  
12:50 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 October 15, 2015**

*M/S (\_\_\_\_\_/\_\_\_\_\_) to approve the minutes of the October 15, 2015, regular meeting of the Curriculum Committee, as presented.*

**II. Action Items**

**A. Credit Courses**

**1. Deleted Courses**

- a. FIRE 130 – Basic Fire Academy I
- b. FIRE 131 – Basic Fire Academy II

*M/S (\_\_\_\_\_/\_\_\_\_\_) to approve the deletion of FIRE 130 and FIRE 131 from the credit curriculum, effective 2016-2017. The motion:*

**2. Revised Courses**

- a. ANTH 100 – Physical Anthropology (3)
- b. AU T 075 – Basic Shop Skills (3)
- c. CIS 149 – Photoshop (3)
- d. CIS 163 – CISCO CCNA Discovery 2: Routing and Switching Essentials (4)
- e. FIRE 140 – Fire-First Responders (9.5)
- f. FIRE 142 – Firefighter Academy 1 (10)
- g. GEOG 100 – Physical Geography (3)
- h. GEOG 102 – Cultural Geography (3)
- i. HE 102 – Health Education (3)
- j. HIST 110 – Early Western Civilization (3)
- k. HIST 111 – Modern Western Civilization (3)
- l. HUM 262 – Introduction to Chicano/a Studies (3)
- m. LEGL 128 – Bankruptcy (3)
- n. PE 170 – Beginning Bowling (1)
- o. PE 171 – Intermediate Bowling (1)
- p. PE 172 – Advanced Bowling (1)
- q. SPAN 262 – Introduction to Chicano/a Studies (3)
- r. SPCH 100 – Oral Communication (3)

*M/S (\_\_\_\_\_/\_\_\_\_\_) to approve the revision to the above courses a. through r. as indicated in CurricUNET, effective 2016-2017. The motion:*

**3. New Courses**

- a. **AJ 164 – Regular Basic Course Modular Format Level I (17.5)**
- b. **CDEV 240 – Introduction to Children with Special Needs (3)**
- c. **CDEV 241 – Curriculum and Strategies for Children with Special Needs (3)**

*M/S (\_\_\_\_\_/\_\_\_\_\_) to approve the addition of AJ 164, CDEV 240, and CDEV 241, to the credit curriculum, effective 2016-2017, as presented. The motion:*

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

- a. **BUS 164 – Microsoft Word for the Workplace (3)**
- b. **CIS 149 – Photoshop (3)**
- c. **GEOG 100 – Physical Geography (3)**
- d. **WE 201 – Employment Readiness (1)**

*M/S (\_\_\_\_\_/\_\_\_\_\_) to approve the Distance Education Addendum for BUS 164, CIS 149, GEOG 100, and WE 201 effective 2016-2017, to provide greater access and allow the inclusion of all modalities of learning, as presented. The motion:*

**C. Degrees and Certificates**

**1. Deleted Degree**

- a. **Mathematics Degree**

*M/S (\_\_\_\_\_/\_\_\_\_\_) to approve the deletion of the Mathematics degree, effective 2016-2017, as presented. The motion:*

**III. Discussion Items**

- 1. Prerequisite-Corequisite-Advisories Guide (First Draft)**

**IV. Information Items**

**V. Other Items**

**VI. Next Regular Meeting: November 19, 2015, 12:50pm in the Board Room**

**VII. Adjournment**

**CC Meeting 11-05-15**

AJ 164	Regular Basic Course Modular Format Level I	17.5	New Course
ANTH 100	Physical Anthropology	3	Updated description, objectives, content, texts and SLOs (C-ID)
AU T 075	Basic Shop Skills	3	Update Textbook and Program Applicability. This course is now required for the completion of the Engine Repair and Machinist Certificate. From non-degree applicable to AA/AS degree only.
BUS 164	Microsoft Word for the Workplace	3	DE Addendum
CDEV 240	Introduction to Children with Special Needs	3	New Course
CDEV 241	Curriculum and Strategies for Children with Special Needs	3	New Course
CIS 149	Photoshop	3	Objectives and Content; DE Addendum
CIS 163	Cisco CCNA Discovery 2: Routing and Switching Essentials	4	Text update
FIRE 130	Basic Fire Academy I	5.5	Course Deletion
FIRE 131	Basic Fire Academy II	6	Course Deletion
FIRE 140	Fire - First Responders	9.5	Prerequisite update
FIRE 142	Firefighter Academy 1	10	Prerequisite update
GEOG 100	Physical Geography	3	Objectives and Content; DE Addendum
GEOG 102	Cultural Geography	3	Updated description, objectives, content, methods of evaluation and textbook update for C-ID.
HE 102	Health Education	3	Class size from 30 to 40
HIST 110	Early Western Civilization	3	Text update
HIST 111	Modern Western Civilization	3	Text update
HUM 262	Intro to Chicano/a Studies	3	Text update
LEGL 128	Bankruptcy	3	Text update
PE 170	Beginning Bowling	1	Class size from 28 to 40
PE 171	Intermediate Bowling	1	Class size from 28 to 40
PE 172	Advanced Bowling	1	Class size from 28 to 40
SPAN 262	Introduction to Chicano/A Studies	3	Text update
SPCH 100	Oral Communication	3	Text update
WE 201	Employment Readiness	1	DE Addendum

**PROGRAMS**

MATHEMATICS - Degree		Deletion of local degree - ADT in place



**IMPERIAL VALLEY COLLEGE**  
**CURRICULUM COMMITTEE MINUTES (Unadopted)**  
 Regular Meeting, Thursday, October 15, 2015  
 12:50 p.m. –Board Room

<b>Present:</b>	<input checked="" type="checkbox"/> Nicholas Akinkuoye	<input checked="" type="checkbox"/> Craig Blek	<input type="checkbox"/> Tina Aguirre	<input checked="" type="checkbox"/> David Drury
	<input checked="" type="checkbox"/> Kathleen Dorantes	<input type="checkbox"/> Gaylla Finnell	<input checked="" type="checkbox"/> Daniel Gilison	<input checked="" type="checkbox"/> Carol Hegarty
	<input checked="" type="checkbox"/> Allyn Leon	<input checked="" type="checkbox"/> Jose Lopez	<input checked="" type="checkbox"/> Norma Nava	<input checked="" type="checkbox"/> Trinidad Argüelles
	<input checked="" type="checkbox"/> Frank Rapp	<input checked="" type="checkbox"/> Jose Ruiz	<input checked="" type="checkbox"/> Sydney Rice	<input checked="" type="checkbox"/> Veronica Soto
	<input checked="" type="checkbox"/> Kevin White	<input checked="" type="checkbox"/> Cathy Zazueta	<input checked="" type="checkbox"/> ASG Representative Alejandra Vasquez Christine Bermudez	
<b>Consultants:</b>	<input checked="" type="checkbox"/> Ted Cesar	<input checked="" type="checkbox"/> Becky Green	<input checked="" type="checkbox"/> Gloria Hoisington	<input type="checkbox"/> Ashok Naimpally
	<input checked="" type="checkbox"/> David Zielinski	<input type="checkbox"/> Jill Nelipovich	<input type="checkbox"/> Norma Nunez	<input checked="" type="checkbox"/> Efrain Silva
<b>Ex-officio</b>	<input checked="" type="checkbox"/> Michael Heumann			
<b>Visitors:</b>	Zhong Hu			
<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 12:54 pm on Thursday, October 15, 2015.

**B. Approval of the Minutes**

**1. Regular Meeting of October 1, 2015**

*M/S/C (White/Blek) to approve the minutes of the October 1, 2015, regular meeting of the Curriculum Committee, as presented.*

**II. Action Items**

**A. Credit Courses**

**1. Deleted Courses**

- a. **BLDC 010 – Cal/OSHA Certification (1.5)**
- b. **NURS 110 – Nursing Process I (4.5)**
- c. **NURS 111 – Nursing Skills Laboratory I (1.5)**
- d. **NURS 112 – Nursing Process Application I (4.0)**
- e. **NURS 121 – Nursing Skills Laboratory II (1.0)**
- f. **NURS 125 – Nursing Process and Applications II (8.5)**
- g. **NURS 211 – Nursing Skills Laboratory III (1.0)**
- h. **NURS 231 – Nursing Process and Application III (8.5)**

*M/S (Leon/Drury) to approve the deletion of the above courses a. through h. from the credit curriculum, effective 2016-2017. The motion carried.*

## **2. Revised Courses**

- a. **GEOG 108 – World Regional Geography (3.0)**
- b. **MATH 190 – Pre-Calculus (5.0)**

*M/S (White/Drury) to approve the textbook revision for GEOG 108 and MATH 190, as presented, effective 2016-2017. The motion carried.*

## **III. Discussion Items**

## **IV. Information Items**

### **1. Instructional Materials Fees – Dixie**

Overview of rules and regulations of adding instructional materials fees reviewed.  
Presentation attached.

## **V. Other Items**

The committee discussed issues presented at Budget and Fiscal Planning as they related to prioritization. Prioritization is reviewed annually, and this committee's obligation is to review the recommendations of Student Services and Instructional Council. David Drury had commented that at the recent Budget and Fiscal Planning meeting he was informed that the college has funds for new faculty that were being put aside and wondered why we are not addressing the needs of the students as determined through the prioritization process that was completed for this academic year. He asked the committee to encourage the leaders of the college to take action to hire temporary instructors to address our current urgent needs. Discussion ensued.

## **VI. Next Regular Meeting: November 5, 2015, 12:50pm in the Board Room**

## **VII. The meeting adjourned at 1:40 p.m.**



# Instructional Materials Course Fees

**Reference:**

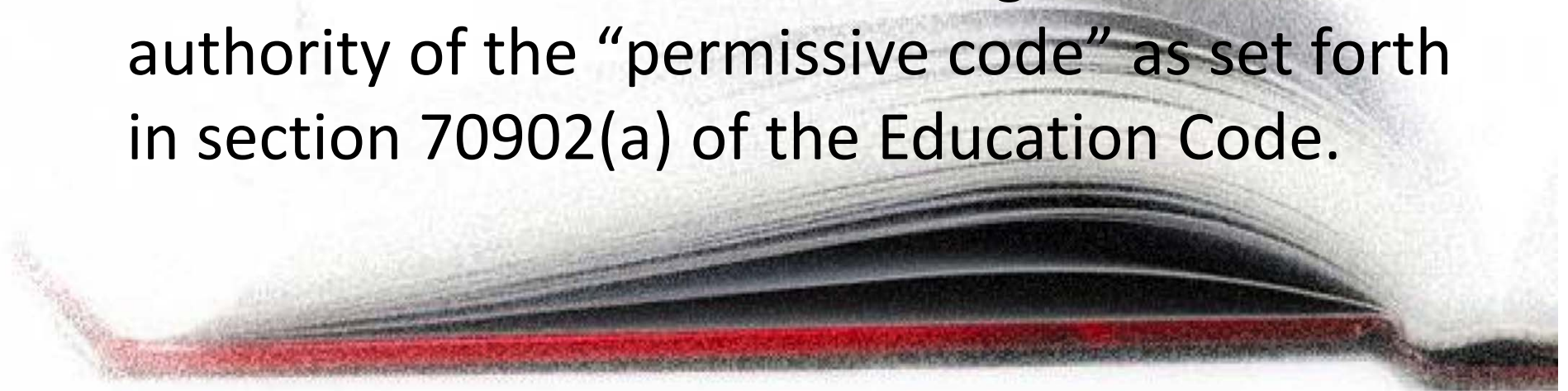
*California Community Colleges*

*Chancellor's Office*

*Student Fee Handbook June 1, 2012*

# Basic Law on Student Fees

- Express statutory authority is required to charge any mandatory student fee.
  - Statute requires it or
  - Statute specifically authorizes a district to require it
- Optional student fees or charges may, under certain circumstances, be charged under the authority of the “permissive code” as set forth in section 70902(a) of the Education Code.





# Course Fees

**Enrollment Fee** – The basic enrollment fee is required pursuant to Education Code section 76300 which sets the fee effective Summer 2012 at \$46 per unit.

**Noncredit Courses** – While the law appears to allow fees for certain noncredit courses, districts actually have very little authority in this area.

- Only those **not** eligible for state apportionment and where **not** expressly prohibited.

**Community Service Classes** – Authorizes districts to charge students taking community services classes a fee not to exceed the cost of maintaining community service classes.

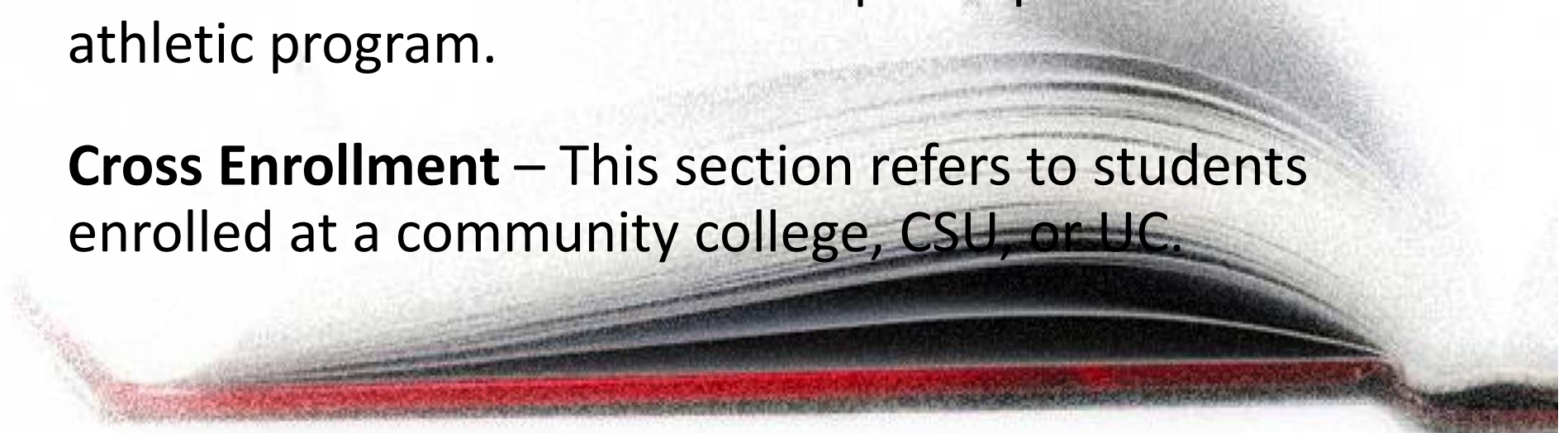


**Fee to Audit Courses** – IVC currently does not allow auditing of courses.

**Nonresident Tuition** – This fee is calculated in accordance with Education Code section 76140.

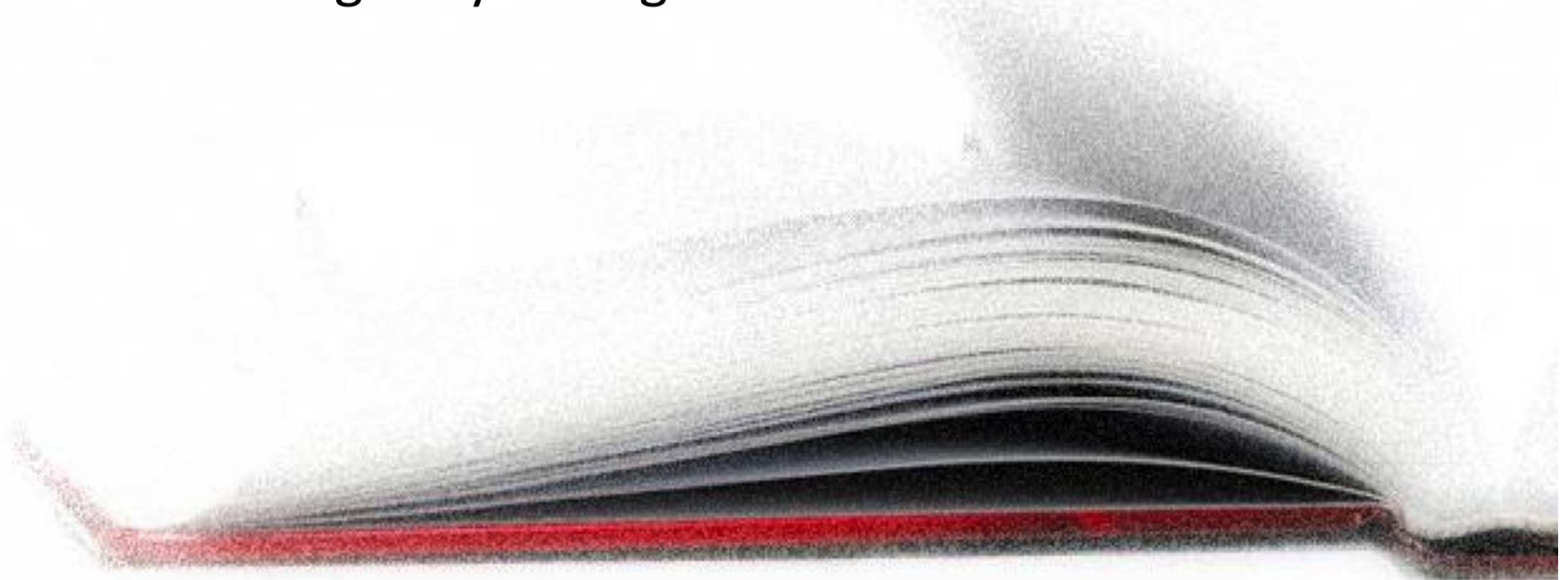
**Athletic Insurance** – It is the position of the Chancellor's Office that districts continue to have legal authority to require a student to pay a fee for insurance as a condition of enrollment or participation in an athletic program.

**Cross Enrollment** – This section refers to students enrolled at a community college, CSU, or UC.



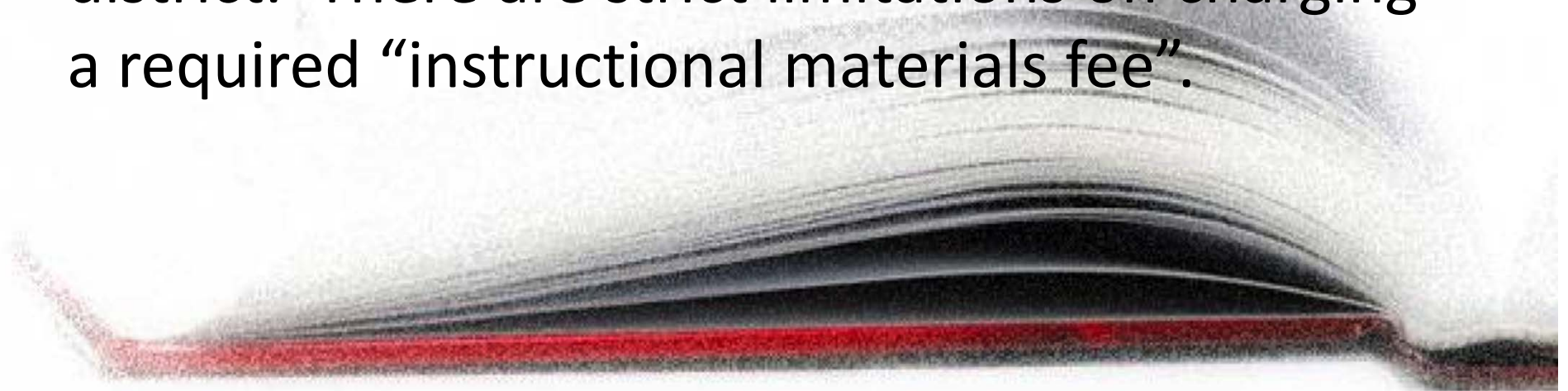
## **Nondistrict Physical Education Facilities –**

Education Code section 76395 authorizes districts to impose a fee on participating students for the additional expenses incurred when physical education courses are required to use nondistrict facilities such as bowling alleys and golf courses.

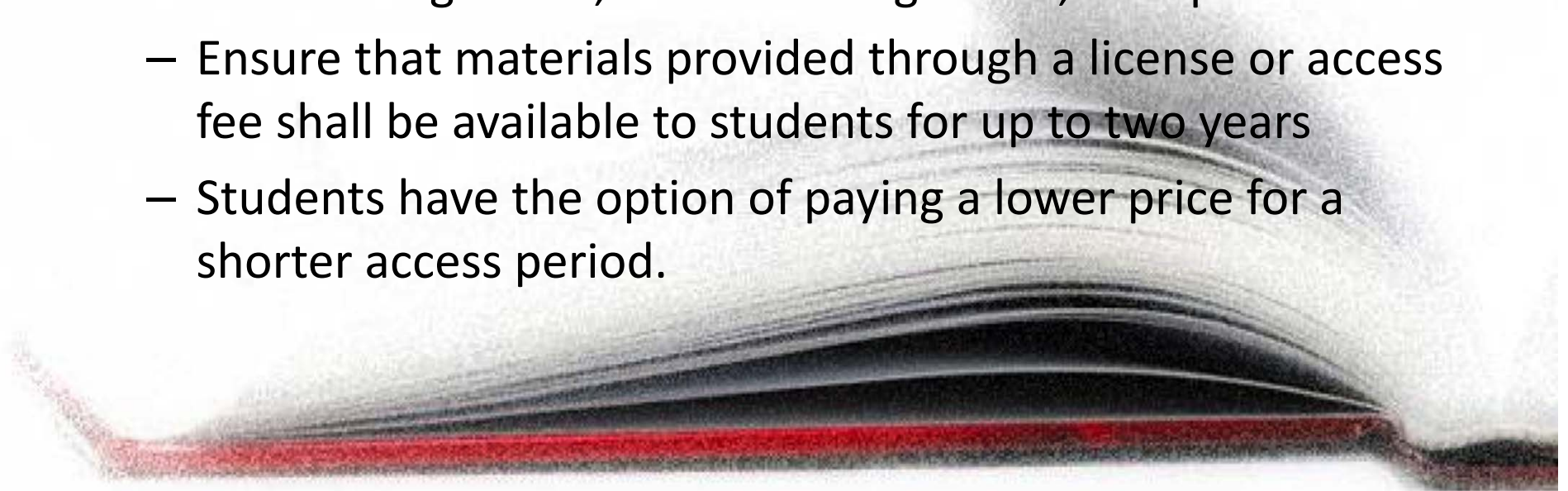


# Instructional Materials

Education Code section 76365 allows districts to require students to provide various types of instructional materials and enables districts to sell such materials to students who wish to purchase the required materials from the district. There are strict limitations on charging a required “instructional materials fee”.

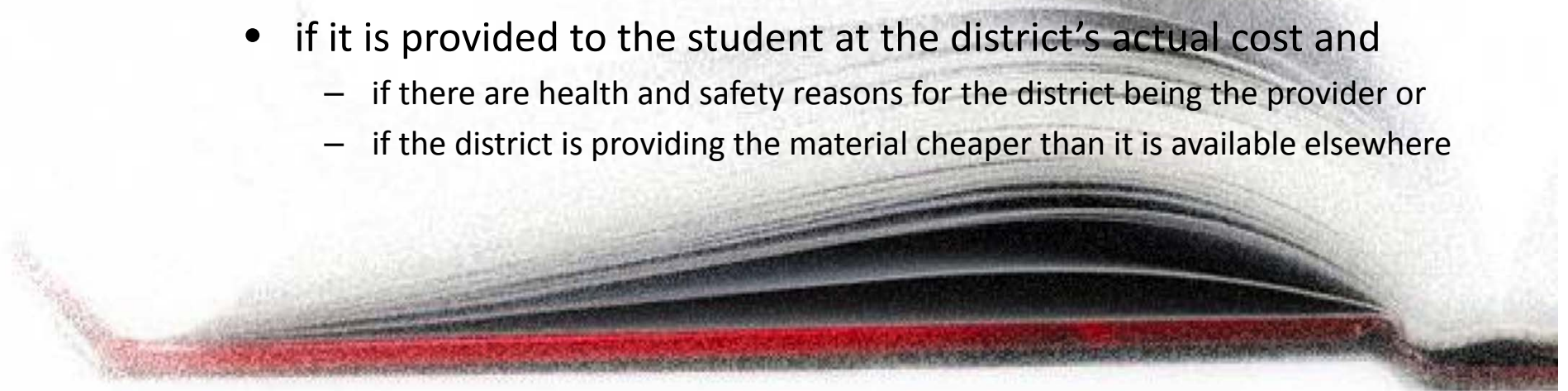


- Regulations were amended in 2012 to eliminate the requirement that instructional materials must be tangible.
- Regulations established guidelines to protect students from inappropriate materials and fees.
  - Required instructional materials shall not include materials used or designed primarily for administrative purposes, class management, course management, or supervision.
  - Ensure that materials provided through a license or access fee shall be available to students for up to two years
  - Students have the option of paying a lower price for a shorter access period.



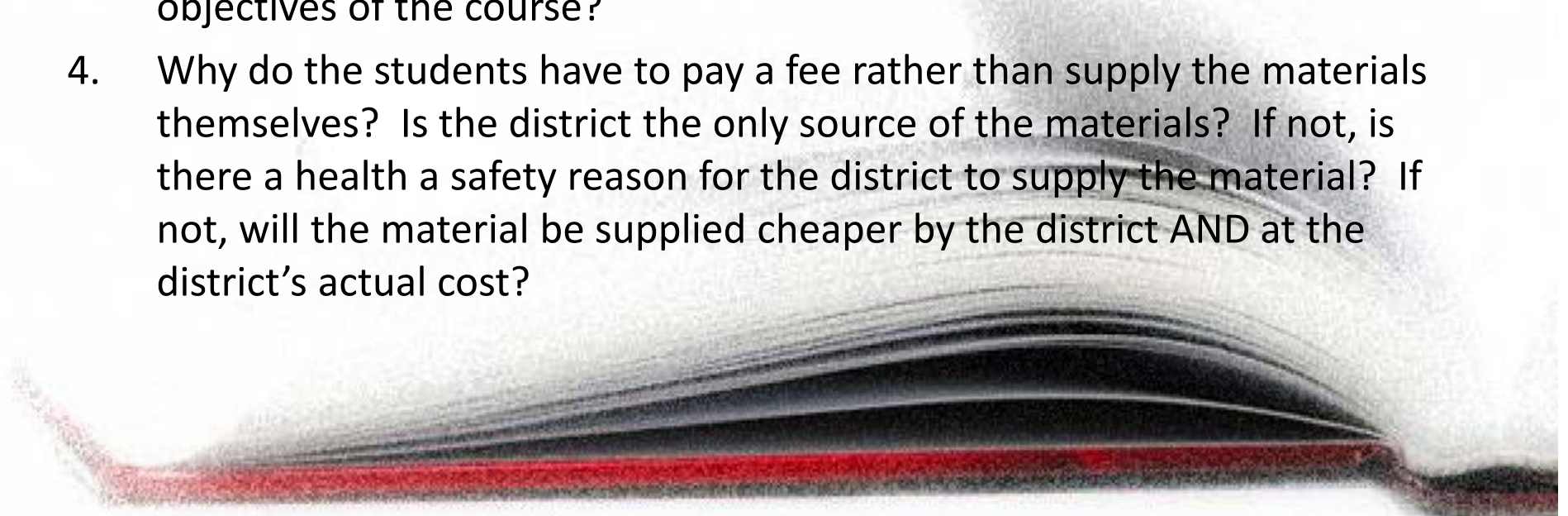


- **“Required instructional materials”** are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course.
- Regulations specify that the material must not be solely or exclusively available from the district.
  - A material will not be considered to be solely or exclusively available from the district
    - if it is provided to the student at the district’s actual cost and
      - if there are health and safety reasons for the district being the provider or
      - if the district is providing the material cheaper than it is available elsewhere



## Questions that should be answered when considering instructional fees:

1. What personal property (material) does the student need? If a fee is charged, what does the student get for the fee?
2. How does this material relate to the required objectives of the course? Does the material have continuing value outside the classroom?
3. Is the amount of material the students must supply or receive for the fee consistent with the amount of material necessary to meet the required objectives of the course?
4. Why do the students have to pay a fee rather than supply the materials themselves? Is the district the only source of the materials? If not, is there a health or safety reason for the district to supply the material? If not, will the material be supplied cheaper by the district AND at the district's actual cost?



- Districts may not charge an across-the-board or per unit instructional materials fee
- Districts should periodically and systematically review the instructional materials they require students to provide, and the instructional materials fees they charge.
- Districts should direct instructors to take reasonable steps to minimize the cost and ensure the necessity of instructional materials.

