



**IMPERIAL VALLEY COLLEGE  
CURRICULUM COMMITTEE AGENDA  
Regular Meeting, Thursday, November 19, 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 November 5, 2015**

*M/S (\_\_\_\_\_/\_\_\_\_\_) to approve the minutes of the November 5, 2015, regular meeting of the Curriculum Committee, as presented.*

**II. Action Items**

**A. Rubric**

**1. New Rubric**

**a. COMM – Communication Studies**

*M/S (\_\_\_\_\_/\_\_\_\_\_) to approve the addition of the course subject rubric COMM, effective 2016-2017. The motion:*

**B. Credit Courses**

**1. Revised Courses**

- a. BIOL 180 – General Biology: Molecules, Cells & Genetics (4)**
- b. MATH 119 – Elementary Statistics (4)**
- c. MATH 122 – Finite Mathematics (3)**
- d. MATH 170 – Introductory Calculus with Applications (4)**
- e. MATH 192 – Analytic Geometry and Calculus I (4)**
- f. MATH 194 – Analytic Geometry and Calculus II (4)**
- g. MATH 210 – Multivariable Calculus (4)**
- h. MATH 220 – Elementary Differential Equations (3)**
- i. MATH 230 – Introduction to Linear Algebra (3)**
- j. MATH 240 – Discrete Mathematics (3)**
- k. PHYS 200 – General Physics I (4)**
- l. PHYS 202 – General Physics II (4)**
- m. PHYS 204 – General Physics III (4)**

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

**2. New Courses**

- a. CSI 150 – Corrections Officer Core Course (15)
- b. GEOG 111 – Physical Geography Laboratory (1)

*M/S (\_\_\_\_\_/\_\_\_\_\_) to approve the addition of CSI 150 and GEOG 111, to the credit curriculum, effective 2016-2017, as presented. The motion:*

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

**1. GEOG 111 – Physical Geography Laboratory (1)**

*M/S (\_\_\_\_\_/\_\_\_\_\_) to approve the Distance Education Addendum for GEOG 111, effective 2016-2017, to provide greater access and allow the inclusion of all modalities of learning, as presented. The motion:*

**D. Degrees and Certificates**

**1. New Degree**

- a. Computer Science for Transfer Degree

*M/S (\_\_\_\_\_/\_\_\_\_\_) to approve the addition of the Computer Science for Transfer degree, effective 2016-2017, as presented. The motion:*

**E. Curriculum Policies and Procedures**

**1. BP/AP 4800 Athletics**

*M/S (\_\_\_\_\_/\_\_\_\_\_) to approve the revision to Board Policy (BP) and Administrative Procedure (AP) 4800, Athletics, effective pending Board approval, as presented. The motion:*

**III. Discussion Items**

- 1. Prerequisite-Corequisite-Advisories Guide (Second Draft)
- 2. AP 4235 Credit by Exam

**IV. Information Items**

- 1. Curriculum Regional Meeting Update – Dixie

**V. Other Items**

**VI. Next Regular Meeting: December 3, 2015, 12:50pm in the Board Room**

**VII. Adjournment**



**IMPERIAL VALLEY COLLEGE**  
**CURRICULUM COMMITTEE MINUTES (Unadopted)**  
 Regular Meeting, Thursday, November 5, 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 type="checkbox"/> Daniel Gilison	<input type="checkbox"/> Carol Hegarty
	<input checked="" type="checkbox"/> Allyn Leon	<input 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 type="checkbox"/> Sydney Rice	<input type="checkbox"/> Veronica Soto
	<input checked="" type="checkbox"/> Kevin White	<input type="checkbox"/> Cathy Zazueta	<input checked="" type="checkbox"/> ASG Representative Alejandra Vasquez	
<b>Consultants:</b>	<input checked="" type="checkbox"/> Ted Cesar	<input checked="" type="checkbox"/> Becky Green	<input checked="" type="checkbox"/> Gloria Hoisington	<input checked="" type="checkbox"/> Ashok Nainpally
	<input checked="" type="checkbox"/> David Zielinski	<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 12:59 pm on Thursday, November 5, 2015.

**B. Approval of the Minutes**

**1. Regular Meeting of October 15, 2015**

*M/S/C (Blek/Leon) 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/C (Blek/Drury) to approve the deletion of FIRE 130 and FIRE 131 from the credit curriculum, effective 2016-2017. The motion carried.*

**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/C (Drury/Leon) to approve the revision to the above courses a. through r. as indicated in CurricUNET, effective 2016-2017. The motion carried.*

### 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/C (Leon/Drury) to approve the addition of AJ 164, CDEV 240, and CDEV 241, to the credit curriculum, effective 2016-2017, as presented. The motion carried.*

The CDEV courses will be part of a new specialization certificate that will be presented at the next meeting.

### 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/C (Blek/Leon) 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 carried.*

### C. Degrees and Certificates

#### 1. Deleted Degree

- a. Mathematics Degree

*M/S/C (Leon/White) to approve the deletion of the Mathematics degree, effective 2016-2017, as presented. The motion carried.*

Allyn explained that students are better served by completing the ADT.

### III. Discussion Items

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

The draft of the guide for establishing and/or reviewing prerequisites; corequisites and advisories was reviewed. Members were asked to provide feedback to Dixie by the week following this meeting. The review committee will be adding clarification for the validation process prior to bringing the document to the committee for voting on.

**IV. Information Items**

**V. Other Items**

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

**VII. The meeting adjourned at 1:22 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.

CC Meeting 11-19-15				Banner	State
BIOL 180	General Biology: Molecules, Cells & Genetics	4	Update to content, objectives and texts		
CSI 150	Corrections Officer Core Course	15	New Course		
GEOG 111	Physical Geography Laboratory	1	New Course		
MATH 119	Elementary Statistics	4	Update Course Description, Objectives, and Content to satisfy C-ID requirements. Textbooks updated.		
MATH 122	Finite Mathematics	3	Update Course Description, Objectives, and Content to satisfy C-ID requirements. Textbooks updated.		
MATH 170	Introductory Calculus with Applications	4	Update Course Description, Objectives, and Content to satisfy C-ID requirements.		
MATH 192	Analytic Geometry and Calculus I	4	Update to title, units from 5 to 4, updated objectives and content.		
MATH 194	Analytic Geometry and Calculus II	4	Update to title, units from 5 to 4, updated objectives and content.		
MATH 210	Multivariable Calculus	4	Update to title, units from 5 to 4, updated objectives and content.		
MATH 220	Elementary Differential Equations	3	Update Course Description, Objectives, and Content to satisfy C-ID requirements.		
MATH 230	Introduction to Linear Algebra with Applications	3	Update Course Description, Objectives, and Content to satisfy C-ID requirements.		
MATH 240	Discrete Mathematics	3	Update Course Description, Objectives, and Content to satisfy C-ID requirements.		
PHYS 200	General Physics I	4	Units from 5 to 4, revision to hours		
PHYS 202	General Physics II	4	Units from 5 to 4, revision to hours		
PHYS 204	General Physics III	4	Units from 5 to 4, revision to hours		

PROGRAMS				
COMPUTER SCIENCE FOR TRANSFER			ADT created to comply with SB1440	

**IMPERIAL COMMUNITY COLLEGE DISTRICT**  
**AP 4800 Intercollegiate Athletics**

Reference:

Education Code ~~Sections 78223~~, 66271.6, 66271.8, and 67360 et seq.;  
Title IX, Education Amendments of 1972;  
ACCJC Accreditation Standard II.C.4

1. Imperial Valley College administers its intercollegiate athletics program in accordance with the rules and regulations adopted by the California Community College Athletic Association (CCCCAA) ~~Commission on Athletics (COA)~~ and the Pacific Coast Athletic Conference. The ~~COA-CCCCAA~~ Constitution and Bylaws and Pacific Coast Athletic Conference Constitution can be found at the following links:

~~COA-CCCCAA~~ Constitution and Bylaws:

~~<http://www.coasports.org/publications/constitution.html>~~

<http://www.cccaasports.org/constitution.asp>

~~PCG-PCAC~~ Constitution: ~~<http://www.paccoastconf.com/PCGConstitution.pdf>~~

<http://paccoastconf.com/about/PCACConstitution.pdf>

In addition to the student-athlete eligibility requirements found in the ~~COA~~ CCCCAA Constitution and Bylaws, student-athletes must observe the college's Standards of Conduct for students, which are included found in AP 5500, Standards of Conduct.

2. Each student-athlete meets annually with Athletics Department staff to review applicable rules and policies.
3. The Athletic Director annually completes the report, "Equity in Athletics California Community Colleges Self Review," and maintains the report in the Athletics Department.
4. A ~~Commission on Athletics/Pacific Coast Conference~~ CCC Athletic Association/Pacific Coast Athletic Association Program Review is conducted at least once within every five (5) years.
5. An annual in-service for athletic staff is conducted by the Athletics Department no later than the last Friday in August.
6. Each October the Athletic Director completes and submits a mandatory Federal survey (the Equity in Athletics Disclosure Act of 1994) to the U.S. Department of Education.

The Athletic Director is delegated authority from the Vice President for Academic Services for developing, implementing, and monitoring the foregoing procedures.



**IMPERIAL COMMUNITY COLLEGE DISTRICT**  
**BP 4800 Intercollegiate Athletics**

Reference:

Education Code Sections 78223, 66271.6, 66721.8, and 67360 et seq.;

20 U.S. Code Sections 1681 et seq.;

ACCJC Accreditation Standard II.C.4

The District shall maintain an organized program for men and women in intercollegiate athletics. The District will offer opportunities for participation in athletics equally to male and female students consistent with state and federal law. ~~The program shall not discriminate on the basis of gender in the availability of athletic opportunities.~~

The CEO shall assure that the athletics program complies with state law, the California Community College Athletic Association (CCCAA) Constitution and Sport Championship Handbooks ~~Guides~~, and appropriate Conference Constitution regarding student athlete participation.

See AP 4800



## AP 4235 Credit by Examination

*Reference: Title 5, Section 55050*

### Credit by Examination Regulations

1. A student must have a minimum cumulative grade point average (GPA) of 2.0.
2. A student must be in good standing and have no financial obligations owed to Imperial Valley College (IVC).
3. The course identified for Credit by Examination must be listed in the current IVC catalog.
4. A student may complete Credit by Examination of an individual course only once.
5. A grade of incomplete (I) may not be assigned for Credit by Examination. NOTE: the student's grade shall be recorded on his/her academic record, even if it is substandard. The student will not have the option of rejecting a substandard grade, except in the case of High School Credit by Examination.
6. Credit by Examination counts as an enrollment for repeatability purposes.
7. Basic Skills courses, laboratory courses, physical education activity courses, and basic courses in the student's native language are excluded from Credit by Examination consideration.
8. Credit by Examination is not available where:
  - a. The student has already completed a more advanced course in the discipline.
  - b. The student has previously received an evaluative symbol grade (A, B, C, D, F, W, CR, P, NC, or NP) for a course taken at IVC or another college.
  - c. The student who has failed a Credit by Examination test cannot petition to retake the course by Credit by Examination.

9. Grades issued upon completion of Credit by Examination will be included in the calculation of the student's grade point average and for determining scholarship awards.
10. Credit by Examination shall only be available in Fall or Spring semesters. The student must be enrolled in an approved CTE/High School articulated program during the semester in which the credit by exam is attempted.
11. The petition must be completed and submitted to the Office of Instruction by the beginning of the fifth (5<sup>th</sup>) week of the semester and exam completed before the end of the semester.

#### **A. Student Procedures**

1. The student must meet with a counselor to discuss Credit by Examination eligibility, procedures, and regulations.
2. The student must obtain the Credit by Examination petition form from the counselor. Each examination requires a separate petition form.
3. The student must complete the Course Identification and the Eligibility Determination sections with a counselor who will verify eligibility.
4. The student is responsible for obtaining the appropriate signatures required for the petition and for paying appropriate fees.
  - a. The student must obtain agreement, approval, and signature from the full-time faculty member who will administer the examination. It is recommended that the arrangements for completing the examination and the actual administration be made between the student and the instructor at this time.
  - b. The student must obtain the approval of the appropriate Department Chair and Division Dean.
  - c. The student must pay applicable enrollment and administrative fees in the IVC Business Office.
  - d. The student must then submit the completed Credit by Examination petition form to the Office of Instruction, location: Building 10, Office 40.
5. The student will attempt the Credit by Examination test in the place and the time arranged with the instructor.

## **B. Counselor Procedures**

1. The Counselor will be available to review Credit by Examination eligibility, procedures, and regulations with interested students.
2. The student should be advised that the use of units awarded through the Credit by Examination to establish eligibility for athletics, financial aid, and veteran's benefits is subject to the rules and regulations of the external agencies involved.
3. The Counselor will assist the student in completing the Course Identification and Eligibility Determination sections, including verification of the student's eligibility under current policy, procedures, and regulations.
4. The Counselor will assist the Economic and Workforce Development Division with the CTE/High School program by presenting an orientation, the IVC admission application (CCC Apply), and the completion of the Credit by Examination petition form prior to the exam being given.

## **C. Business Office Procedures**

1. Upon receipt of the appropriate enrollment and administrative fees, the IVC Business Office staff will complete and initial the Payment of Fees section of the Credit by Examination petition form.
2. The Credit by Examination fee for resident or non-resident students is the current enrollment fee per unit rate of the District.

## **D. Office of Instruction Procedures**

1. The Office of Instruction shall compile and maintain a list of possible classes and interested instructors for Credit by Examination. This list shall be provided for Student Services for distribution to the counseling staff. The listing of a course does not guarantee/mandate the availability of an instructor in the discipline. The listing of an instructor does not guarantee/mandate the instructor's availability for Credit by Examination.
2. Upon Receipt by the Credit by Examination petition form from the student, the Office of Instruction staff will verify completeness, notify the instructor of record, and hold the petition form pending grade by the instructor.
3. Once the instructor of record has submitted a grade and signed the Grade Assignment section of the Credit by Examination form, and upon the signature of the Vice President for Academic Services (or designee), the Office of Instruction will forward the petition form and grade to Admissions and Records for posting of the student's grade and filing of the completed petition form.

4. CTE/High School articulated programs will be processed via the Economic and Workforce Development Division in conjunction with the Office of Instruction.

#### **E. Admissions and Records Procedures**

1. Once the Admissions and Records (A&R) Office receives the completed Credit by Examination petition form, with the examination date, grade awarded, and signatures of the administering instructor and Vice President of Academic Services (or designee), the A&R office staff will post the final grade and the Credit by Exam document to the student's permanent record.
2. The results of the Credit by Examination test, with the grade and grade points, will be entered on the student's permanent record with clear notation that the credit was earned by examination.

#### **F. Instructor Procedures**

1. The instructor will meet with the student to discuss the possibility of developing and administering Credit by Examination. If the instructor agrees, the instructor will sign the Credit by Examination petition form where appropriate. At that time, it is recommended that the student and instructor set a tentative schedule for the time and place where the examination will be given.
2. The examination itself may take any appropriate form such as written, oral, demonstration, or a combination of methods. A copy of the course outline and/or other pertinent information may be provided to the student to help the student prepare for the examination.
3. The instructor will develop an examination which covers the scope and content of the course identified with regard to the official Course Outline of Record (COR). The instructor may also wish to correlate the examination with the Student Learning Outcome(s) identified for the course.
4. After the instructor has been notified by the Office of Instruction that the fees have been paid and the petition has been received (D.2 above), the instructor will proctor the examination as scheduled with the student.
5. The CTE faculty member will, in conjunction with Economic and Workforce Development Division, notify students of the outcome of the Credit by Examination and provide copies of the exam and results to the appropriate Department Chair and Division Dean.
6. The instructor will grade the examination and submit the grade (and copy of the examination) to the Office of Instruction within the time specified by the Faculty Contract. At that time, the instructor will complete and sign the Grade Assignment section of the Credit by Examination petition form.

## **G. CTE/High School Student and Faculty Regulations and Procedures**

### **1. Regulations**

- a. An approved course articulation agreement must be established between the appropriate high school and Imperial Valley College (IVC) before Credit by Examination can take place.
- b. Only high school students enrolled in articulated courses are eligible to take the Credit by Examination.
- c. The high school student must have an overall GPA of a 2.0 or higher.
- d. The high school student must complete the CTE/HS course with a grade of "C" or higher and successfully pass the IVC Credit by Examination test to receive college credit.
- e. Enrollment and administrative fees will not be charged for credit earned through CTE High School Credit by Exam.

### **2. Applying For Credit by Examination Career Technical Education Transitions Process**

- a. A Student must be registered and in good standing to earn college course credit.
  - 1) A student will be considered "in good standing" once they have completed the IVC admission application and will hold that status until the student's actions or performance result in a loss of that standing.
  - 2) A student will be considered "registered" at the college by submitting an active admission application for the term in which the college credit is being earned.
- b. Within 18 months of high school graduation date, student must complete and submit:
  - 1) IVC Application for Admission;
  - 2) Petition for High School Credit by Examination articulated course credit. [Note: Multiple courses may be listed on the petition, but must match agreements in place during time of high school enrollment. Parent permission is required for all students under the age of 18.]

- c. Student submits the document listed in 5.b to the CTE Transitions Office.
- d. The CTE Transitions Office verifies student information on the Petition for CTE Credit, attaches the completed Credit by Exam petitions and forwards the petition forms to the Office of Admissions and Records.
- e. The IVC Office of Admissions and Records will record the college credit on the student's academic record in the term the credit is processed.