



IMPERIAL VALLEY COLLEGE
CURRICULUM COMMITTEE MINUTES (Adopted)
 Regular Meeting, Thursday, September 21, 2017
 12:50 p.m. –Board Room

Present:	<input checked="" type="checkbox"/> Nicholas Akinkuoye	<input checked="" type="checkbox"/> Craig Blek	<input type="checkbox"/> Tina Aguirre	<input checked="" type="checkbox"/> Andrew Robinson
	<input checked="" type="checkbox"/> Michael Heumann	<input checked="" type="checkbox"/> Xochitl Tirado	<input checked="" type="checkbox"/> Daniel Gilison	<input checked="" type="checkbox"/> Carol Hegarty
	<input checked="" type="checkbox"/> Allyn Leon	<input type="checkbox"/> Jose Velasquez	<input checked="" type="checkbox"/> Norma Nava	<input checked="" type="checkbox"/> Trinidad Argüelles
	<input type="checkbox"/> Andres Martinez	<input checked="" type="checkbox"/> Jose Ruiz	<input type="checkbox"/> Sydney Rice	<input checked="" type="checkbox"/> Kristen Gomez
	<input checked="" type="checkbox"/> Kevin White	<input type="checkbox"/> Cathy Zazueta	<input type="checkbox"/> ASG Representative	
Consultants:	<input type="checkbox"/> Efrain Silva	<input type="checkbox"/> Becky Green	<input type="checkbox"/> Vikki Carr	<input type="checkbox"/> David Drury
	<input type="checkbox"/> David Zielinski	<input type="checkbox"/> Norma Nunez	<input type="checkbox"/> Kevin Howell	<input type="checkbox"/> Lennor Johnson
Ex-officio				
Visitors:				
Recorder:	Dixie Krimm			

I. Opening of the Meeting

A. Call to order

Craig Blek called the regular meeting of the Imperial Valley College Curriculum Committee to order at 12:55 pm on Thursday, September 21, 2017.

B. Approval of the Minutes

1. Regular Meeting of June 1, 2017

M/S/C (White/Leon) to approve the minutes of the September 21, 2017, regular meeting of the Curriculum Committee, as presented.

II. Action Items

A. Credit Courses

1. Revised Courses

a. NURS 223 – Medical Surgical and Geriatric Nursing (5.0)

M/S (Akinkuoye/Leon) to approve the update of prerequisite for NURS 223, effective 2018-2019, as presented. The motion carried.

B. Degrees and Certificates

1. Revised Degrees and Certificates

a. Business Administrative Assistant Degree and Certificate

M/S (Leon/White) to approve the revision of the Business Administrative Assistant Degree and Certificate, effective 2018-2019, as presented. The motion was tabled.

**To remove BUS 126 and add BUS 145 and BUS 169; unit value from 28 to 30 for the degree. To remove courses: BUS 126, BUS 210, BUS 260, and add courses: BUS 063, BUS 100, BUS 169; unit value from 28 to 26 for the certificate.*

Kristen noted that the changes impact how students complete the degree and certificate. It would not allow for some of the certificate courses to count for the major. Committee members agreed that more consideration should be taken. The item was tabled.

b. Nursing Associate Degree (R.N.)

M/S (Leon/Akinkuoye) to approve the revision of the Nursing Associate Degree (R.N.), effective 2018-2019, as presented. The motion carried.

** To update the prerequisite to the program to include NURS 100.*

III. Discussion Items

1. Recommended Preparation Review

Craig reminded members to review the courses in their department that have recommended preparation; there will be an action item at the next meeting to set a deadline to complete the review.

IV. Information Items

1. 16-17 Self Evaluation Document – Craig

Craig reviewed the 16-17 evaluation document – no further recommendations were made.

2. Committee Attendance Report – Craig

Craig informed members that we would need to begin documentation of actual member attendance; please be sure to notify Craig and Dixie if you will not be able to attend a scheduled meeting so that it can be noted as excused.

3. CurricUNET Search Option Update – Dixie

Members were shown the new search function in CurricUNET.

V. Other Items

It was noted that Academic Senate members have been discussing college hour revision. Members of curriculum were encouraged to voice other ideas to senate members as the senate would be voting at their next meeting.

VI. Next Regular Meeting: October 5, 2017, 12:50pm in the Board Room

VII. The meeting adjourned at 1:36 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.

Imperial Valley College
Campus-Wide Standing Committee
Self-Evaluation Form

Committee Name		Curriculum Committee			
Committee Charge (Summary)		The Curriculum Committee shall serve in an advisory capacity to the Academic Senate by developing policy recommendations which the Board of Trustees have elected to "rely primarily" on the advice and judgement of the Academic Senate, and for which the Curriculum Committee shall provide policy recommendations and procedures are: Curriculum, including establishing prerequisites and placing courses within disciplines; Degree and certificate requirements; and Grading policies.			
For Academic Year		2016-2017			
Month	Mtg Date	# Members Present	Agenda Sent 1=Yes 0=No	Minutes Posted 1=Yes 0=No	Please list the major issues or tasks addressed at each meeting
Sept 2016	1-Sep	19	1	1	Approval of course/program actions (new, revised, deleted); Program pathways discussion; SLO update
Sept 2016	15-Sep	19	1	1	Approval of course/program actions (new, revised, deleted); Program Pathways discussion continued; Course Review discussion
Oct 2016	6-Oct	11	1	1	Approval of course/program actions (new, revised, deleted); Course Review; IEPI Report; OER discussion
Oct 2016	20-Oct	19	1	1	Approval of course/program actions (new, revised, deleted); Curriculum timelines discussed
Nov 2016	3-Nov	15	1	1	Approval of course/program actions (new, revised, deleted); CTE Program Review
Nov 2016	17-Nov	14	1	1	Approval of course/program actions (new, revised, deleted); Program pathways and Course Review
Dec 2016	1-Dec	14	1	1	Approval of course/program actions (new, revised, deleted); Faculty Prioritization; Course Short titles
Feb 2017	16-Feb	13	1	1	Approval of course/program actions (new, revised, deleted); Pathway and course review continued
Mar 2017	2-Mar	15	1	1	Approval of course/program actions (new, revised, deleted); Class Size discussion; course short titles
Mar 2017	16-Mar	18	1	1	Approval of course/program actions (new, revised, deleted); New Retail Management Cert
Apr 2017	6-Apr	18	1	1	Approval of course/program actions (new, revised, deleted); IGETC, OER, Pathway, AP discussion
May 2017	4-May	16	1	1	Approval of course/program actions (new, revised, deleted); online class size discussion
May 2017	18-May	19	1	1	Approval of course/program actions (new, revised, deleted); AP 4105 and 4106; Title 5 proposed revision update; C- and CSU information provided
June 2017	1-Jun	14	1	1	Approval of course/program actions (new, revised, deleted)
Avg Attendance		16.0	100%	100%	
Major Accomplishments or Achievements in Past Year		1 Catalog revisions/updates			
		2 Course actions (New, Revised, Deleted)			
		3 Degree and Certificate Actions (New, Revised, Deleted)			
		4 Program pathway and course review			

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Major Obstacles or Problems with Committee Function	1
	2
Recommendations for Improving Process or Efficiency	1
	2
Review of Goals from Previous Year & Related Institutional Goal	1 Development of Curriculum Handbook. Institutional Goal: Goals 1 & 2
	2 Prerequisite/Corequisite document completed and posted to resources. Institutional Goal: Goals 1 & 2
Committee Goals (if appropriate) for Coming Year and list Related Institutional Goal	1 Continued development of Curriculum Handbook Related to: Institutional Goal: Goals 1 & 2
	2 Complete Prerequisite, Corequisite, and Recommended Preparation review Related to: Institutional Goal: Goals 1 & 2
Chair Signature	x
<i>Typed or Printed Name</i>	Craig Blek

IVC Institutional Goals
Goal 1 (Institutional Mission & Effectiveness): The College will maintain programs & services that focus on the mission of the college supported by data-driven assessments to measure student learning and student success.
Goal 2 (Student Learning Program & Services): The College will maintain programs & services which support students success & the attainment of student educational goals.
Goal 3 (Resources): The College will develop & manage human, technological, physical, and financial resources to effectively support the college mission & the campus learning environment.
Goal 4 (Leadership & Governance): The Board of Trustees & the Superintendent/President will each establish policies that assure the quality, integrity, & effectiveness of student learning programs & services, & the financial stability of the institution .

IVC Mission
<i>The mission of IVC is to foster excellence in education that challenges students of every background to develop their intellect, character, & abilities; to assist students in achieving their educational & career goals; and to be responsible to the greater community.</i>