IMPERIAL VALLEY COLLEGE
CURRICULUM AND INSTRUCTION COMMITTEE MEETING
ADOPTED MINUTES
REGULAR MEETING
THURSDAY, APRIL 9, 2009
3:00 P.M. – BOARD ROOM

Present:	David Drury Suzanne Gretz Melani Guinn	Victor Jaime Carol Lee Chantilee Mendenhall	Tina Aguirre Val Rodgers David Zielinski	
Consultants:	Frances Beope Kathie Westerfield	Michael Heumann	Norma Nunez	Efrain Silva
Absent:	Kathy Berry Gonzalo Huerta	Ted Ceasar	Taylor Ruhl	Lianna Zhao
Guests:	Frank Rapp	Jose Velasquez	Lorraine Mazeroll	Gordon Bailey

Recorder: Linda Amidon

I. Opening of the Meeting

A. Call to Order of Regular C & I Committee Meeting – Carol Lee, Co-Chair

Carol Lee, Co-Chair, called the regular meeting of the Imperial Valley College Curriculum and Instruction Committee to order at 3:10 p.m. on Thursday, April 9, 2009.

Carol introduced Gordon Bailey, Director of Technical Services, who asked to attend the meeting to provide information regarding KBOX. Gordon stated he wished to share with the committee some details about what KBOX is and what it is not in order to address faculty concern that the software has been installed as a "spy" tool. Gordon drew a diagram for the committee to illustrate the KBOX process and described the software as a labor saving and security saving device. He explained that KBOX is an informational tool or appliance that helps to search for and prevent viruses, and allows updating of individual computers from a centralized location. Gordon stated that KBOX is nothing new; LANDESK is the same type of software. He encouraged the committee to have faculty contact him with any concerns and questions.

B. Approval of the Minutes of March 19, 2009

M/S/C Aguirre/Drury *to approve the C & I Committee meeting minutes of March 19, 2009, as presented. The motion carried.*

II. Action Items

A. New Disciplines/Department Rubric

1. Arabic (ARAB)

M/S/C Guinn/Drury *to approve the addition of new discipline and rubric, Arabic (ARAB), to the Humanities Division, effective 2009 – 2010, as presented. The motion carried.*

B. Rescission of Committee Action

1. Rescission of Action Taken December 4, 2008: Approval of New FIRE Courses

M/S/C Aguirre/*Drury to rescind the motion that authorized the addition of FIRE 108 – Fire and Emergency Services Safety/Survival (3.0), FIRE 220 – Public Education 1 (2.5), FIRE 222 – Fire Command 1C (2.5), FIRE 224 – Fire Prevention 1C (2.5), and FIRE 240 – Fire Instructor 2A (2.5), to the credit curriculum effective 2009 – 2010, due to the discovery of a unit variation that required renumbering of the whole program, which action was taken by the C & I Committee at its meeting of December 4, 2008 as follows:*

> "**M/S/C Aguirre/Zhao** to approve the addition of FIRE 108, FIRE 220, FIRE 222, FIRE 224 and FIRE 240, to the credit curriculum, effective 2009 – 2010, with corrections. The motion carried."

The motion carried.

C. Credit Courses

1. Deleted Courses

a. AG 101 – Survey of Agriculture in the Modern World (3.0)

M/S/C Aguirre/Drury *to approve the deletion of AG 101 from the credit curriculum, effective 2009 - 2010, as presented. The motion carried.*

b. APEL 101 – Apprenticeship, Electrician I (4.0)
c. APEL 102 – Apprenticeship, Electrician II (4.0)
d. APEL 103 – Apprenticeship, Electrician III (4.0)
e. APEL 104 – Apprenticeship, Electrician IV (4.0)
f. APGN 101 – Apprenticeship, Generation Mechanic I (4.0)
g. APGN 102 – Apprenticeship, Generation Mechanic II (4.0)
h. APGN 103 – Apprenticeship, Generation Mechanic III (4.0)
i. APGN 104 – Apprenticeship, Generation Mechanic IV (4.0)
j. APLN 101 – Apprenticeship, Power Lineman I (4.0)
k. APLN 102 – Apprenticeship, Power Lineman II (4.0)
l. APLN 103 – Apprenticeship, Power Lineman III (4.0)
m. APLN 104 – Apprenticeship, Power Lineman IV (4.0)
n. APMT 101 – Apprenticeship, Meter Technician I (4.0)
o. APMT 102 – Apprenticeship, Meter Technician II (4.0)
p. APMT 103 – Apprenticeship, Meter Technician III (4.0)
q. APMT 104 – Apprenticeship, Meter Technician IV (4.0)
r. APRL 101 – Apprenticeship, Relays Technician I (4.0)
s. APRL 102 – Apprenticeship, Relays Technician II (4.0)
t. APRL 103 – Apprenticeship, Relays Technician III (4.0)
U. APRL 104 – Apprenticeship, Relays Technician IV (4.0)
v. APSB 101 – Apprenticeship, Substation-Electrician I (4.0)
w. APSB 102 – Apprenticeship, Substation-Electrician II (4.0)
x. APSB 103 – Apprenticeship, Substation-Electrician III (4.0)
y. APSB 104 – Apprenticeship, Substation-Electrician IV (4.0)
z. APSC 101 – Apprenticeship, SCADA/Telecommunications I (4.0)
aa. APSC 102 – Apprenticeship, SCADA/Telecommunications II (4.0)

bb. APSC 103 – Apprenticeship, SCADA/Telecommunications III (4.0)
cc. APSC 104 – Apprenticeship, SCADA/Telecommunications IV (4.0)

ITEMS a – cc ITEMS WERE TABLED.

Carol stated that she had contacted Gonzalo Huerta via email regarding concerns with items a – cc and other apprenticeship course and program items on the agenda. Her concerns included the following: The ELTT courses were approved as stand-alone courses. She questioned the repeatability of the AP** 106 courses and noted the different descriptions for each course. Proposals for new apprenticeship certificates were submitted, however, certificates already exist. Carol stated there was not enough information provided for the committee to act upon, thus her recommendation that that the items be tabled.

Committee members expressed concern that postponement of action on these items would impact printing of the 2009 – 2010 catalog.

dd. FIRE 110 – Introduction to Fire Fighter (3.0)
ee. FIRE 111 – Streams, Nozzles, Hoses, and Appliances (2.5)
ff. FIRE 112 – Ground Entry and Rescue (2.5)
gg. FIRE 113 – Ventilation and Fire Control (2.0)
hh. FIRE 114 – Fire Fighter I – Advanced (3.5)
ii. FIRE 116 – Fire Hydraulics (2.0)
jj. FIRE 119 – Pipeline Transportation Emergencies (.5)
kk. FIRE 120 – Hazardous Materials Fire Responder (3.0)
ll. FIRE 200 – Fire Apparatus 1A – Driver (2.0)
mm. FIRE 201 – Fire Apparatus 1B – Pump (2.0)
nn. FIRE 202 – Fire Investigation 1A (2.0)
oo. FIRE 203 – Fire Investigation 1B (2.0)
pp. FIRE 204 – Fire Management 1 (2.0)
qq. FIRE 205 – Fire Prevention 1A (2.0)
rr. FIRE 206 – Fire Prevention 1B (2.0)
ss. FIRE 207 – Fire Instructor 1A (2.0)
tt. FIRE 208 – Fire Instructor 1B (2.0)
uu. FIRE 209 – Fire Command 1A (2.0)
vv. FIRE 210 – Fire Command 1B (2.0)
ww. FIRE 211 – Incident Command System (CS) 300 (2.0)

M/S/C Aguirre/Guinn *to approve the deletion of FIRE 110, 111, 112, 113, 114, 116, 119, 120, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, and 211, from the credit curriculum, effective 2009 - 2010, as presented. The motion carried.*

yy. NURS 116 – Pharmacology and Medication Administration (2.0)
zz. NURS 200 – Psychiatric Nursing (2.5)
aaa. NURS 202 – Psychiatric Nursing Application (1.5)

M/S/C Aguirre/Gretz *to approve the deletion of NURS 116, 200 and 202, from the credit curriculum, effective 2009 - 2010, as presented. The motion carried.*

Tina Aguirre informed the committee that deletion of the courses was dependent upon the approval of the revisions to the Nursing – Associate Degree (R.N.) by the Board of Registered Nursing. She explained that if the BRN did not approve the revisions to the major, action on NURS 116, 200 and 202 would be rescinded.

bbb. PD 065 – The Student in Contemporary College Affairs (1.0)

M/S/C Jaime/Rodgers *to approve the deletion of PD 065 from the credit curriculum, effective 2009 - 2010, as presented. The motion carried.*

2. Revised Courses

a. APEL 106 – Apprenticeship, Electrician VI (4.0)
b. APGN 106 – Apprenticeship, Generation Mechanic VI (4.0)
c. APLN 106 – Apprenticeship, Power Lineman VI (4.0)
d. APMT 106 – Apprenticeship, Meter Technician VI (4.0)
e. APRL 106 – Apprenticeship, Relays Technician VI (4.0)
f. APSB 106 – Apprenticeship, Substation-Electrician VI (4.0)
g. APSC 106 – Apprenticeship, SCADA/Telecommunications VI (4.0)

ITEMS a – g WERE TABLED.

Earlier in the meeting Carol Lee questioned the repeatability of the courses and the cross-referencing since the course descriptions are different.

h. BIOL 200 – Human Anatomy and Physiology I (4.0)
i. BIOL 204 – Human Anatomy (4.0)
j. BIOL 220 – General Microbiology (5.0)

M/S/C Aguirre/Guinn *to approve the addition of BIOL 122 or BIOL 180 or BIOL 182 as additional prerequisites, for BIOL 200, 204, and 220, effective 2009 – 2010, as presented. The motion carried.*

k. ENGL 111 – Reading IV: Analytical and Critical Reading (3.0)

M/S/C Zielinski/Guinn *to approve the revisions to the units and lab hours (from 3.5 hours to 3.0) and the removal of the lab activity from the instructional methodology, for ENGL 111, effective 2009 – 2010, as presented. The motion carried.*

David Zielinski provided a brief explanation of the revision to the course, stating that the course is a college transfer course but the lab component is not appropriate.

Kathie Westerfield questioned how the revision to ENGL 111 was different from the revisions to the NURS courses, which were deleted and replaced with new replacement courses with different units. She also noted that if a student took the 3.5 unit ENGL 111 course and then repeated the course as a 3.0 unit course, the student would be awarded 3.0 units.

l. FIRE 100 – Fire Protection Organization (3.0)

M/S/C Aguirre/Gretz *to approve the revision of the 2004 course number and textbook upgrades, for FIRE 100, effective 2009 – 2010, as presented. The motion carried.*

m. FIRE/EMT 107 – Emergency Medical Technician I Refresher (2.0)

M/S/C Aguirre/Guinn *to approve the revision of the 2004 course number and the prerequisites, for FIRE/EMT 107, effective 2009 – 2010, as presented. The motion carried.*

n. **HE 102 – Health Education (3.0)**

M/S/C Drury/Gretz *to approve the revision of the course description and textbook upgrades, for HE 102, effective 2009 – 2010, as presented. The motion carried.*

o. **HE 104 – First Aid (3.0)**

M/S/C Drury/Guinn *to approve the revision of the course description, measurable course objectives and minimum standards for grade of "C", and core content, for HE 104, effective 2009 – 2010, as presented. The motion carried.*

p. **PD 062 – Personal and Social Development (1.0)**

M/S/C Drury/Guinn *to approve the revision of the course outline of record and textbook upgrades, for PD 062, effective 2009 – 2010, as presented. The motion carried.*

q. **PE 100 – Lifetime Exercise Science (2.0**
r. **PE 101 – Exercise Lab (1.0)**
s. **PE 104 – Weight Training (1.0)**
t. **PE 106 – Walking/Jogging Fitness (1.0)**

M/S/C Drury/Aguirre *to approve the core content and textbook upgrades for PE 100, 101, 104 and 106, effective 2009 – 2010, as presented. The motion carried.*

u. **PE 103 – Physical Fitness Women (1.0)**
v. **PE 127 – Tennis – Advanced (1.0)**

M/S/C Drury/Guinn *to approve the revision of the measurable course objectives and minimum standards for grade of "C", and textbook upgrades, for PE 103 and 127, effective 2009 – 2010, as presented. The motion carried.*

w. **VN 120 – The Maternity Cycle (5.5)**
x. **VN 122 – Common Health Problems I (5.5)**
y. **VN 130 – Common Health Problems II (5.5)**
z. **VN 132 – Common Health Problems III (5.5)**

M/S/C Aguirre/Gretz *to approve the textbook upgrades for VN 120, 122, 130 and 132, to the credit curriculum, effective 2009 – 2010, as presented. The motion carried.*

3. **New Courses**

a. **AJ 146 – Basic Traffic Accident Investigation (3.0)**

M/S/C Gretz/ Guinn *to approve the addition of AJ 146 to the credit curriculum, effective 2008 – 2009, as presented. The motion carried.*

The committee granted the request of Suzanne Gretz to make the new course effective immediately. Suzanne explained that the Calexico Police Department would be offering the course the last week of May 2009; the department was awaiting approval of funding, which was the cause for the delay in submitting the course proposal to the C & I Committee.

Frances Beope questioned the number of lecture hours for the course (48 hours), and Suzanne Gretz explained that the State P.O.S.T requires 48 hours. She further explained that a student cannot miss a class; if a class is missed, the student would have to retake the class.

b. **ARAB 100 – Beginning Arabic (5.0)**
c. **BLDC 135 – Residential Plumbing Applications (3.0)**
d. **BLDC 170 – Essentials of Efficient Green Construction (3.0)**
e. **CIS 137 – Dreamweaver (3.0)**
f. **CIS 149 – Photoshop (3.0)**
g. **CIS 155 – Flash (3.0)**
h. **CIS 212 – XHTML, CSS, and JavaScript (3.0)**
i. **CIS 214 – PHP and MySQL (3.0)**
j. **ENGL 054 – Mentored Reading Skills (.5) (WAS ENGL 053 – NUMBER CONFLICT)**
k. **FIRE 108 – Fire and Emergency Services Safety/Survival (3.0)**
l. **FIRE 109 – Hazardous Materials for First Responder (2.0)**
m. **FIRE 220 – Fire Apparatus 1A – Driver (2.5)**
n. **FIRE 221 – Fire Apparatus 1B – Pump (2.5)**
o. **FIRE 222 – Fire Investigation 1A (2.5)**
p. **FIRE 223 – Fire Investigation 1B (2.5)**
q. **FIRE 224 – Fire Management 1 (2.5)**
r. **FIRE 225 – Fire Prevention 1A (2.5)**
s. **FIRE 226 – Fire Prevention 1B (2.5)**
t. **FIRE 227 – Fire Instructor 1A (2.5)**
u. **FIRE 228 – Fire Instructor 1B (2.5)**
v. **FIRE 229 – Fire Command 1A (2.5)**
w. **FIRE 230 – Fire Command 1B (2.5)**
x. **FIRE 231 – Incident Command System (ICS) 300 (1.5)**
y. **FIRE 232 – Public Education 1 (2.5)**
z. **FIRE 233 – Fire Command 1C (2.5)**
aa. **FIRE 234 – Fire Prevention 1C (2.5)**
bb. **FIRE 235 – Fire Instructor 2A (2.5)**
cc. **NURS 113 – Pharmacology I (1.5)**
dd. **NURS 123 – Pharmacology II (1.5)**
ee. **NURS 220 – Psychiatric and Mental Health Nursing (2.0)**
ff. **NURS 222 – Psychiatric and Mental Health Nursing Application (1.0)**
gg. **PD 066 – Contemporary College Affairs (2.0)**
hh. **PE 156 – Intercollegiate Cross Country and PE (2.0)**
ii. **SPCH 120 – Interpersonal Communication (3.0)**

M/S/C Aguirre/Drury *to approve the addition of ARAB 100, BLDC 135 and 170, CIS 137, 149, 155, 212, 214, ENGL 054, FIRE 108, 109, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, and 235, NURS 113, 123, 220, AND 222, PD 066, PE 156, SPCH 120, (items a through jj), as new courses to the credit curriculum, effective 2009 2010, as presented. The motion carried.*

Tina informed the committee that NURS 113, 123, 220 and 222 (items cc – ff) were submitted to the Board of Registered Nursing and were pending approval.

D. Distance Education Courses – Addendum Documentation

1. **CIS 137 – Dreamweaver (3.0)**
2. **CIS 149 – Photoshop (3.0)**

3. **CIS 155 – Flash (3.0)**

M/S/C Rodgers/Aguirre *to approve the Distance Education Addendum for CIS 137, 149 and 155, effective 2009 – 2010, to provide greater access and allow the inclusion of all modalities of learning, as presented. The motion carried.*

E. Majors and Certificates

1. **Deleted Majors and Certificates**

a. **Medical Office Assistant Certificate**

M/S/C Aguirre/Gretz *to approve the deletion of the Medical Office Assistant certificate from the credit programs, effective 2009 - 2010, as presented. The motion carried.*

Carol Lee noted the certificate was a non-compliant program and was therefore being deleted. Tina explained that the AHP courses would be maintained and the Nursing division intends to reinstitute the program in the future.

b. **Pharmacy Technician Certificate**

M/S/C Aguirre/Drury *to approve the deletion of the Pharmacy Technician certificate from the credit programs, effective 2009 - 2010, as presented. The motion carried.*

2. **Revised Majors and Certificates**

a. **Agricultural Business Management Major**
b. **Agricultural Science Major**

M/S/C Aguirre/Gretz *to approve the revisions to the Agricultural Business Management major and the Agricultural Science major, to delete AG 101 from Section 1, and to increase the units under Section II (from 6 to 12 and 9 to 12, respectively), effective 2009 – 2010, as presented. The motion carried.*

c. **Agricultural Business Management Certificate**

M/S/C Rodgers/Guinn *to approve the revisions to the Agricultural Business Management certificate, to delete AG 101 from Section 1, and to increase the number of courses to be selected from Section II, effective 2009 – 2010, as presented. The motion carried.*

d. **Agricultural Crop Science Certificate**

M/S/C Aguirre/Guinn *to approve the revisions to the Agricultural Crop Science certificate, to delete AG 101 from Section II, effective 2009 – 2010, as presented. The motion carried.*

e. **Air Conditioning and Refrigeration Technology Certificate**

M/S/C Guinn/Aguirre *to approve the revision to textual statement for the Air Conditioning and Refrigeration Technology certificate, effective 2009 – 2010, as presented. The motion carried.*

f. Building Construction Project Management Certificate

M/S/C Lee/Guinn *to approve the revisions to the Building Construction Project Management certificate, to add BLDG 170 and increase the units required for the certificate, effective 2009 – 2010, as presented. The motion carried.*

g. Carpentry Construction Technology Certificate

M/S/C Lee/Aguirre *to approve the revisions to the Carpentry Construction Technology certificate, to add BLDG 135, effective 2009 – 2010, as presented. The motion carried.*

h. Communication Arts Major

M/S/C Guinn/Rodgers *to approve the revisions to the Communications Arts major, effective 2009 - 2010, as presented. The motion carried.*

i. Emergency Medical Services Major and Certificate

M/S/C Aguirre/Mendenhall *to approve the revisions to the Emergency Medical Services major and certificate, effective 2009 - 2010, as presented. The motion carried.*

j. Fire Technology Major and Certificate

M/S/C Aguirre/Jaime *to approve the revisions to the Fire Technology major and certificate, effective 2009 – 2010, as presented. The motion carried.*

k. Firefighter I Certificate

M/S/C Aguirre/Jaime *to approve the revisions to the Firefighter I certificate, effective 2009 – 2010, with corrections to the units required for the certificate (25.5 units not 26.5). The motion carried.*

l. General Science Major

M/S/C Guinn/Mendenhall *to approve the revisions to the General Science major, effective 2009 – 2010, as presented. The motion carried.*

m. Life Science Major

M/S/C Gretz/Rodgers *to approve the revisions to the Life Science major, effective 2009 – 2010, as presented. The motion carried.*

n. Mathematics Major

M/S/C Gretz/Guinn *to approve the revisions to the Mathematics major, effective 2009 – 2010, as presented. The motion carried.*

o. Nursing – Registered Nursing (RN) Major (WITH BRN APPROVAL)

M/S/C Aguirre/Rodgers *to approve the revisions to the Nursing – Registered Nursing (RN) major (WITH BRN APPROVAL), effective 2009 – 2010, as presented. The motion carried.*

p. **Nursing – Registered Nursing (RN) Major**

M/S/C Aguirre/Drury *to approve the revisions to the Nursing – Registered Nursing (RN) major, effective 2009 – 2010, as presented. The motion carried.*

Reference items o and p, it was noted that if the Board of Registered Nursing approved the revised RN major (item o), that the action on item p would be rescinded.

q. **Nursing – Vocational Nursing (VN) Major and Certificate**

M/S/C Aguirre/Drury *to approve the revisions to the Nursing – Vocational Nursing (VN) major and certificate, effective 2009 – 2010, as presented. The motion carried.*

r. **Physical Science Major**
s. **Pre-Engineering Major**

ITEMS r and s WERE TABLED.

Issues with the proposed revisions were noted: Too many units are required for the Physical Science major; GE only requires 60 units. The inclusion of CS 220 as a course selection for the Physical Science major was questioned. The removal of Calculus I and II from the Pre-Engineering major was also questioned.

3. **<u>New Majors and Certificates</u>**

a. **Air Conditioning and Refrigeration Technology Major**

M/S/C Jaime/Rodgers *to approve the addition of the Air Conditioning and Refrigeration Technology major to the credit programs, effective 2009 – 2010, as presented. The motion carried.*

b. **Apprenticeship, Generation Mechanic (APGN) Certificate**
c. **Apprenticeship, Electrician (APEL) Certificate**
d. **Apprenticeship, Meter Technician (APMT) Certificate**
e. **Apprenticeship, Power Lineman (APLN) Certificate**
f. **Apprenticeship, Relays Technician (APRL) Certificate**
g. **Apprenticeship, SCADA/Telecommunications Technician (APSC) Certificate**
h. **Apprenticeship, Substation-Electrician (APSB) Certificate**

ITEMS b – h WERE TABLED.

Carol noted earlier in the meeting that the apprenticeship certificates already exist.

i. **Multimedia and Web Development Major and Certificate**

M/S/C Rodgers/Guinn *to approve the addition of the Multimedia and Web Development major and certificate, to the credit programs, effective 2009 - 2010, as presented. The motion carried.*

The inclusion of BUS 260 for the certificate but not the major was questioned. Val Rodgers provided a brief explanation and stated that she was scheduled to meet with the counselors to discuss the new major on April 23 at 2:00 p.m. in Room 2131.

F. <u>General Catalog (Textual, Major and Certificate Items)</u>

1. **Associate Degrees (2008 – 2009 General Catalog, pp. 31-34)**

   THIS ITEM WAS TABLED.

   Questions and issues raised with the proposed revisions included the following: Discrepancies in the state reading competency requirements were noted (i.e., ENGL 111 should not have been deleted). The term, "Registrar" should be changed to "Admissions and Records Office" due to the impending reorganization of the department. It was noted that the deadlines for filing a petition for graduation are posted in class schedules each term.

2. **Credit by Examination (2008 – 2009 General Catalog, p. 25)**

   M/S/C Jaime/Rodgers *to approve the revisions to the Credit by Examination statement (2008 – 2009 General Catalog, p. 25), effective 2009 – 2010, with corrections. The motion carried.*

   In response to inquiry, Carol explained that credit by exam procedures would be included in the new forms. She stated that the revised statement incorporates concerns expressed by faculty. Kathie recognized Carol for her efforts in the revision to the statement and forms. She described the statement as an improvement over the existing statement.

3. **Credit for Advanced Placement Examinations (AP) (2008 – 2009 General Catalog, p. 25)**

   THIS ITEM WAS TABLED.

   Concerns were raised regarding some of the approved courses included in the AP Chart. In addition, some committee members stated the chart was not clear. The committee recognized Carol Lee for her work on the AP chart.

4. **Nursing – Associate Degree (ADN) Registered Nursing and Vocational Nursing (2008 – 2009 General Catalog, pp. 13 – 18)**

   M/S/C Aguirre/Guinn *to approve the deletion of the Nursing – Associate Degree (ADN) Registered Nursing and Vocational Nursing statements, items 10 and 11, respectively, from the Types of Courses and Programs section (2008 – 2009 General Catalog, pp. 13 – 18), effective 2009 – 2010, as presented. The motion carried.*

5. **Nursing Appendix – WITH BRN APPROVAL (Addition)**

   M/S/C Rodgers/Drury *to approve the addition of the Nursing Appendix – WITH BRN APPROVAL to the General Catalog, effective 2009 – 2010, as presented. The motion carried.*

6. **Nursing Appendix (Addition)**

   M/S/C Rodgers/Jaime *to approve the addition of the Nursing Appendix to the General Catalog, effective 2009 – 2010, as presented. The motion carried.*

   It was noted that if the Board of Registered Nursing approves the revised RN major, the action under item 5, Nursing Appendix – WITH BRN APPROVAL will stand, and the action taken under item 6 would be rescinded. Carol explained that the appendix would replace the text currently located at the beginning of the catalog.

III. Discussion Items

IV. Information Items

Chantilee Mendenhall, ASG President, announced that the spring student awards ceremony would take place May 5 and the deadline for nominations is April 24.

V. Other Items - None

VI. Next Regular Meeting – 3:05 p.m., Thursday, April 30, 2009, Board Room
Materials Due: 5:00 p.m., Wednesday, April 22, 2009

VII. Adjournment

The meeting was adjourned at 4:58 p.m.

STATE OF CALIFORNIA **JACK SCOTT, CHANCELLOR**

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE
1102 Q STREET
SACRAMENTO, CA 95811-6549
(916) 445-8752
http://www.cccco.edu

November 10, 2009

Kathy Berry, Vice President
Academic Services
Imperial Valley College
380 East Aten Road
Imperial, CA 92251-0158

Dear Dr. Berry:

The Chancellor's Office hereby approves Imperial Valley College's programs in **Multimedia and Web Development**, which have been entered into the Inventory of Approved Programs under T.O.P. code 0614.30.00 with career technical education status, as follows:

- Certificate of Achievement with unique code **19712**.
- Associate in Science degree with unique code **19711**.

The California Postsecondary Education Commission (CPEC) has authorized the Chancellor's Office to proceed to final approval, without its review, on many new community college programs, except programs of certain types that are of special interest to CPEC. These programs are not a type that has been reserved for individual CPEC review and concurrence. Therefore, our approval is effective with this letter.

Good luck with these programs. If there are any questions about this action, please contact Joe Darin, Program Assistant at (916) 322-2813, fax (916) 445-6268, or e-mail to jdarin@cccco.edu.

Sincerely,

S. Low

Stephanie Low
Acting Dean, Academic Affairs
California Community Colleges Chancellor's Office

Cc: Valerie Rodgers; Business Division Chairperson

IMPERIAL VALLEY COLLEGE

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Kathy Berry, R.N., M.S.N.
Vice President for Academic Services
Email: Kathy.berry@imperial.edu
Telephone: (760) 355-6213
Fax: (760) 355-2663

June 3, 2009

Stephanie Low
Specialist, Academic Planning & Development
Academic Affairs Division
California Community Colleges Chancellor's Office
1102 Q Street
Sacramento, CA 95814-6511

Re: Application for Approval – New Credit Program (Form CCC-501)
Multimedia and Web Development

Dear Ms. Low:

Enclosed please find the Application for Approval – New Credit Program for Multimedia and Web Development (original and two copies).

Should you have any questions or concerns, please contact me. If you contact me via email, so we can respond timely to your questions or request for information, please include in your correspondence the following individuals:

Valerie Rodgers, Chair, Business Division
valerie.rodgers@imperial.edu

Carol Lee, Articulation Officer
carol.lee@imperial.edu

Linda Amidon, Academic Services Administrative Assistant
linda.amidon@imperial.edu

Very truly yours,

Kathy Berry

Kathy Berry, R.N., M.S.N.
Vice President for Academic Services

KB:eja
Enclosures

CCC 501

Application Date

February 18, 2009

California Community Colleges

APPLICATION FOR APPROVAL—NEW CREDIT PROGRAM

Multimedia and Web Development
PROPOSED PROGRAM TITLE

Imperial Valley College (IVC)
COLLEGE

Imperial Community College District
DISTRICT

Fall 2009
PROJECTED PROGRAM START DATE

Valerie Rodgers
CONTACT PERSON

Business Division Chairperson
TITLE

760-355-6439
PHONE NUMBER

valerie.rodgers@imperial.edu
E-MAIL ADDRESS

GOAL(S) OF PROGRAM (CHECK ALL THAT APPLY):

☒ CAREER TECHNICAL EDUCATION (CTE) ☐ TRANSFER ☐ OTHER

TYPE OF PROGRAM (CHECK ALL THAT APPLY):

☐ A.A. DEGREE ☒ A.S. DEGREE CERTIFICATE OF ACHIEVEMENT: ☒ 18+ semester (or 27+ quarter) units ☐ 12-18 semester (or 18-27 quarter) units

PLANNING SUMMARY

Recommended T.O.P. Code	0616	Estimated FTE Faculty Workload	1
Units for Degree Major or Area of Emphasis	26	Number of New Faculty Positions	2 Adjunct
Total Units for Degree	60	Est. Cost, New Equipment	$0
Required Units-Certificate	26	Cost of New/Remodeled Facility	$0
Projected Annual Completers	5	Est. Cost, Library Acquisitions	$2000
Projected Net Annual Labor Demand (CTE)	10	When will this program undergo review as part of college's Program Evaluation Plan?	Month/Semester_Fall_x___ Year__2010____

DEVELOPMENT CRITERIA NARRATIVE & DOCUMENTATION

Attach a document that describes the development of the proposed program, addressing the five criteria as listed below. **Number** the sections of the narrative to match the lists below. If appropriate, you may note that a section is "not applicable" but **do not re-number** the sections. Provide documentation in the form of attachments as indicated.

Criteria A. Appropriateness to Mission

1. Statement of Program Goals and Objectives
2. Catalog Description
3. Program Requirements
4. Background and Rationale

Criteria B. Need

5. Enrollment and Completer Projections
6. Place of Program in Curriculum/Similar Programs
7. Similar Programs at Other Colleges in Service Area
8. Labor Market Information & Analysis (CTE only)
9. Employer Survey (CTE only)
10. Explanation of Employer Relationship (CTE only)
11. List of Members of Advisory Committee
12. Recommendations of Advisory Committee

Attachment: Labor / Job Market Data (CTE only)
Attachment: Employer Survey (CTE only)
Attachment: Minutes of Key Meetings

Criteria C. Curriculum Standards

13. Display of Proposed Sequence
14. Transfer Applicability (if applicable)

Attachment: Outlines of Record for Required Courses
Attachment: Transfer Documentation (if applicable)

Criteria D. Adequate Resources

15. Library and/or Learning Resources Plan
16. Facilities and Equipment Plan
17. Financial Support Plan
18. Faculty Qualifications and Availability

Criteria E. Compliance

19. Based on model curriculum (if applicable)
20. Licensing or Accreditation Standards
21. Student Selection and Fees

SUBMIT ORIGINAL AND TWO COPIES OF THIS FORM AND ALL ATTACHMENTS

SUBMIT ORIGINAL AND TWO COPIES OF THIS FORM AND ALL ATTACHMENTS

CCC 501 APPROVAL–NEW CREDIT PROGRAM

Rev. Oct. 2007

REQUIRED SIGNATURES

Program **Multimedia and Web Development Program** College **Imperial Valley College**

LIBRARY AND LEARNING RESOURCES

Library and learning resources needed to fulfill the objectives of the program are currently available or are adequately budgeted for.

2.23.09 — DATE
T. Ruhl — SIGNATURE, CHIEF LIBRARIAN/LEARNING RESOURCES MANAGER
Taylor Ruhl — TYPED OR PRINTED NAME

CAREER TECHNICAL EDUCATION ONLY:

Program fulfills the requirements of employers in the occupation, provides students with appropriate occupational competencies, and meets any relevant professional or licensing standards.

DATE — SIGNATURE, ADMINISTRATOR OF CTE — Gonzalo Huerta (TYPED OR PRINTED NAME)

02/26/09 — DATE — SIGNATURE, CHAIR, CTE ADVISORY COMMITTEE — A. J. Gaddis (TYPED OR PRINTED NAME)

Program was recommended for approval by Regional Occupational Consortium on 3/12/09 (date).

3/12/09 — DATE — SIGNATURE, CHAIR, REGIONAL CONSORTIUM — Albert J. Tocco (TYPED OR PRINTED NAME)

LOCAL CURRICULUM APPROVAL

Program and courses within the program have been approved by the curriculum committee and instructional administration, and satisfy all applicable requirements of Title 5 regulations.

5-21-09 — DATE — Carol Lee — SIGNATURE, CHAIR, CURRICULUM COMMITTEE — Carol Lee (TYPED OR PRINTED NAME)

5-21-09 — DATE — Carol Lee — SIGNATURE, ARTICULATION OFFICER — Carol Lee (TYPED OR PRINTED NAME)

5-21-09 — DATE — Kathy Berry — SIGNATURE, CHIEF INSTRUCTIONAL OFFICER — Kathy Berry (TYPED OR PRINTED NAME)

5-21-09 — DATE — Bruce L. Seivertson — SIGNATURE, PRESIDENT, ACADEMIC SENATE — Bruce Seivertson (TYPED OR PRINTED NAME)

COLLEGE PRESIDENT

All provisions of Title 5, Chapter 6 have been considered. The college is prepared to support establishment and maintenance of the proposed instructional program.

5/27/09 — DATE — SIGNATURE, PRESIDENT OF THE COLLEGE — Ed Gould (TYPED OR PRINTED NAME)

DISTRICT APPROVAL

On May 20, 2009, the governing board of the Imperial Community College District approved the instructional program attached to this application.

5/27/09 — DATE — SIGNATURE, SUPERINTENDENT/CHANCELLOR OF DISTRICT — Ed Gould (TYPED OR PRINTED NAME)

Criteria A. Appropriateness to Mission

1. Statement of Program Goals and Objectives: The Multimedia and Web Development program is an interdisciplinary program that combines technical knowledge with design, communication, and problem solving skills. It includes multimedia software applications and programming languages that allow a student to build dynamic Web applications. Students learn how to process information and then make this information available to audiences via electronic media. The program provides students with entry level competencies for employment as a Web Developer or other position which requires knowledge to produce a variety of computer, Web, and/or multimedia graphics, animation, sound and video production, and/or content materials.

2. Catalog Description: This program provides entry level training to qualify students for collaborative projects working from within small design firms or for developing web pages for small or large businesses.

3. Program Requirements

Required courses for the certificate

ART	**112**	Design	3
ART	**160**	Graphic Design	3
BUS	**260**	Bus Communications	OR
ENGL	**101**	Reading and Composition	3
CIS	**137**	Dreamweaver	3
CIS	**149**	Photoshop	3
CIS	**155**	Flash	3
CIS	**212**	XHTML, CSS, and JavaScript	3
CIS	**214**	PHP and MySQL	3
WE	**201**	Employment Readiness	1
WE	**220**	Internship	1
Total Units			26

Required courses for the major

ART	**112**	Design	3
ART	**160**	Graphic Design	3
CIS	**137**	Dreamweaver	3
CIS	**149**	Photoshop	3
CIS	**155**	Flash	3
CIS	**212**	XHTML, CSS, and JavaSCript	3
CIS	**214**	PHP and MySQL	3
WE	**201**	Employment Readiness	1
WE	**220**	Internship	1
Minimum of 3 units from the following courses)			
ART	**120**	Drawing	3
BUS	**260**	Bus Communications	3
CIS	**107**	Networking	3
CIS	**202**	Programming in Visual Basic	3
Total Units			26

4. Background and Rationale

A Multimedia Certificate was approved through the Curriculum and Instruction Committee and also approved by the Board of Trustees for the 2004-2005 General Catalog. With the new Title V regulations, the program needed additional approval from the State. To allow for time to expand and improve the program, it was inactivated during the 2008-2009 school year. Faculty members from the Computer Information Systems Department worked with the staff in the Art Department, a local web designing company, and representatives from the information systems department at the Imperial County Office of Education to develop a program that would meet the needs of employers in the community. Necessary courses, course content, technology issues, and internship possibilities were discussed. As a result of these discussions, the Multimedia and Web Development program was developed. Representatives of the information systems department for the City of El Centro and the Imperial Irrigation District reviewed the program requirements and offered support to our efforts.

Criteria B. Need

5. Enrollment and Completer Projections

Number of sections of core courses to be offered annually:

Course			Projected Sections 2009-2010
		Required	
ART	112	Design	1
ART	160	Graphic Design	2
CIS	137	Dreamweaver	1
CIS	149	Photoshop	2
CIS	155	Flash	1
CIS	212	HTML , CSS, and JavaScript	1
CIS	214	PHP and MySQL	1
WE	201	Employment Readiness	1
WE	220	Internship	1
		Acceptable	
ART	120	Drawing	2
BUS	260*	Bus Communications	2
CIS	107	Networking	2
CIS	202	Programming in Visual Basic	2
CIS	208	Programming in JAVA	1
ENGL	101	Reading and Composition	10

Projected headcount student annual enrollment in the number of sections above is 660. Number of estimated completers per year at end of second year are 5, and at the end of the fifth year 15.

6. Place of Program in Curriculum/Similar Programs

The Multimedia and Web Development program modifies the existing Multimedia program on the program inventory for Imperial Valley College. It will be offered as a certificate program and as an Associate Degree program. The program provides students with education and training needed to qualify for entry level jobs as a web developer. It combines art, business, and computer information systems, and work experience courses. Associated programs are Computer Information Systems and Computer Science; however, the Multimedia and Web Development program is unique as far as developing media for the Web. The program includes design, multimedia software applications, and programming languages that allow a developer to build dynamic Web applications. The program combines technical knowledge with design, communication, and problem solving skills. Students learn how to process information and then make this information available to audiences via electronic media. Students who complete the program will be qualified to work on collaborative projects within small design firms or to develop web pages for small or large businesses.

The courses required within the program are being offered with existing faculty, facilities, and equipment; however, with revisions, two additional adjunct instructors will need to be hired.

7. Similar Programs at Other Colleges in Service Area

Imperial Valley College is the only community college serving the Imperial County. No other community college is within commuting distance; the closest is College of the Desert, which is 90 miles away. San Diego State University, Imperial Valley Campus, offers upper division coursework only.

8. Labor Market Information & Analysis (CTE only)

Even with the gloomy labor market information for Imperial County, it appears that opportunities are available for people with digital content and web page experience across all industries. Employers in the area have found it difficult to hire qualified web developers; this program will help prepare students to meet their needs. In working with employers in Imperial County to develop this program, we project employment potential for additional 5 employees each year and another 3-4 based on attrition. As for the State overall, the prospects for employment are encouraging. According to the Bureau of Labor Statistics, the number of jobs is expected to grow much faster than the average for all computer related occupations between 2006 and 2016. That's because more companies are using the Internet to do business. People with the latest skills are expected to have excellent job opportunities.

9. Employer Survey (CTE only)

The need for a multimedia and web development program and requirements for the program were discussion items at the Business Division Advisory Committee meeting in October 2008. With the advisory committee's approval to go ahead with the development of the program, our CIS faculty contacted the Imperial County Office of Education and Conveyor Group, a local web design company to discuss program requirements. Representatives from the City of El Centro and the Imperial Irrigation District were also contacted. All were receptive of the new program and enthusiastic about providing internships for students. Government is a major employer in Imperial County.

10. Explanation of Employer Relationship (CTE only)

Open enrollment requirements will be observed when offering courses in this program.

11. List of Members of Advisory Committee

Title	First Name	Last Name	Company Name
Mr.	Bob	Diaz	Sears Store Manager
Ms.	A. J.	Gaddis	City of Calexico
Ms.	Marylou	Garcia	CalWOKS
Ms. Ms.	Maria Elena Jennifer	Martin del Campo Donatt	Manpower
Ms.	Marcela	Piedra	City of El Centro
Ms.	Diane	Gamble	Rabobank Human Resources
Mr.	Michael	Carr	City of El Centro IT Department
Ms.	Lupe	Garcia	IVROP
Mrs.	Nancy	Kizziah	State of Calif Superior Court
Ms.	Kayla	Hammond	Brawley Chamber of Commerce
Ms.	Cathy	Kennerson	El Centro Chamber of Commerce
Ms.	Silvia	Vizcarra	Imperial Irrigation District Human Resources
Mr.	Cathy	Vizcarra	EDD
Ms.	Maria	Lopez	Scaroni Farms VP Human Resources
Ms.	Alicia	Swaim	Imperial Valley Mall
Mr.	Sam	Couchman	Office of Employment Training
Mr.	Ron	Grassi	County of Imperial Human Resources
Ms.	Anita	Martinez	Sun Community Federal Credit Union

12. Recommendations of Advisory Committee

The Business Division Advisory Committee voiced their approval for revising the Multimedia program at the October 8, 2008, meeting.

Attachment: Labor / Job Market Data (CTE only)
Attachment: For Employer Survey refer to Section 9
Attachment: Minutes October, 2008, Business Division Advisory Committee
Minutes of November, 2008, planning meeting with CIS and Art Department
Summary of November, 2008, meeting with Imperial County Office of Education
Imperial Irrigation District Letter of Support
Imperial County Office of Education Letter of Support

Criteria C. Curriculum Standards

13. Display of proposed sequence of required courses

Fall Term Sem 1	Units	Spring Term Sem 2	Units
Art 112 Design	3	Art 160 Graphic Design	3
Bus 260 Bus Communication *	3	CIS 155 Flash	3
CIS 137 Dreamweaver	3	CIS 149 Photoshop	3
CIS 212 XHTML, CSS, and JavaScript	3	CIS 214 PHP and MySQL	3
		WE 201 Employment Readiness	1
		WE 220 Internship	1
Total Units	12	Total Units	14

Students may take Engl 101 Reading and Composition in place of Bus 260; several sections of Engl 101 are offered each semester. At least one section of Art 120 Drawing; CIS 107 Networking; and CIS 202 Programming in Visual Basic is offered each semester. These courses are listed as acceptable for the major.

14. Transfer Applicability (if applicable)

Attachment: Outlines of Record for Required Courses
Attachment: Transfer Documentation (if applicable)

Criteria D. Adequate Resources

15. Library and/or Learning Resources Plan

    In place.

16. Facilities and Equipment Plan

    In place.

17. Financial Support Plan

    In place.

18. Faculty Qualifications and Availability

    Faculty teaching program courses meet minimum qualifications. For art and business courses, a Master's Degree is required in the subject area. For CIS, courses, a combination of education and experience is acceptable; however, all full time and part time instructors teaching the program classes have at least a Bachelor's degree with at least two years experience in the subject area. Most have Master's degrees or are working on a Master's degree. For core classes, the chart below outlines the number of sections projected to be taught by full time faculty and the number to be taught by part time faculty. It also indicates the time of day and location choices for the students in the program.

Course		#Sections	Full Time/Part Time	Time/Place Choices
ART	112	Design	0 Sections/1 Section	Day/ Main Campus
ART	160	Graphic Design	0 Sections/2 Sections	Day/ Main Campus
BUS	260	Bus Communications	1 Sections/1 Section	Day/Evening Extended Campus
CIS	137	Dreamweaver	1 Sections/0 Sections	Day/ Main Campus
CIS	149	Photoshop	2 Sections/0 Sections	Day/ Main Campus
CIS	155	Flash	1 Sections/0 Section	Day/ Main Campus
CIS	212	XHTML , CSS, and JavaScript	0 Sections/1 Section	Evening Main Campus
CIS	214	PHP and MySQL	0 Sections/1 Section	Evening Main Campus
WE	201	Employment Readiness	2 Sections/0 Section	Day/ Main Campus
WE	220	Internship	2 Sections/1 Section	Day/ Main Campus
Note: Students may take Engl 101 Reading and Composition in place of Bus 260.				
ENGL	101	Reading and Composition	10 Sections/0 Sections	Day/Evening Main/Extended Campuses Online

Criteria E. Compliance

19. Based on model curriculum (if applicable)

    Non Applicable

20. Licensing or Accreditation Standards

    Non Applicable

21. Student Selection and Fees

    Non Applicable

State of California
EMPLOYMENT DEVELOPMENT DEPARTMENT
Labor Market Information Division
4389 Imperial Ave
San Diego, CA 92113

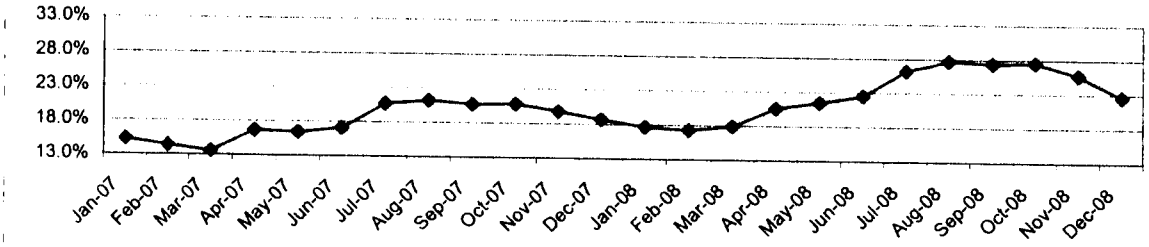
January 23, 2009

Barbara Ruehl
619/266-4220

IMMEDIATE RELEASE
EL CENTRO METROPOLITAN STATISTICAL AREA (MSA)
(Imperial County)

The unemployment rate in the Imperial County was 22.6 percent in December 2008, down from a revised 25.7 percent in November 2008, and above the year-ago estimate of 18.7 percent. This compares with an unadjusted unemployment rate of 9.1 percent for California and 7.1 percent for the nation during the same period.

Unemployment Rate Historical Trend



Industry	Nov-2008 Revised	Dec-2008 Prelim	Change		Dec-2007	Dec-2008 Prelim	Change
Total, All Industries	59,900	60,000	100		61,100	60,000	
Total Farm	13,500	13,700	200		14,700	13,700	
Total Nonfarm	46,400	46,300			46,400	46,300	
Natural Resources, Mining & Construction	1,500	1,500	0		1,600	1,500	
Manufacturing	2,500	2,500	0		2,500	2,500	0
Trade, Transportation & Utilities	10,600	10,600	0		11,300	10,600	
Information	400	400	0		400	400	0
Financial Activities	1,000	1,000	0		1,300	1,000	
Professional & Business Services	2,700	2,600			2,800	2,600	
Educational & Health Services	3,100	3,100	0		3,000	3,100	100
Leisure & Hospitality	3,400	3,400	0		3,400	3,400	0
Other Services	1,300	1,300	0		1,300	1,300	0
Government	19,900	19,900	0		18,800	19,900	1,100

Notes: Data not adjusted for seasonality. Data may not add due to rounding.
Labor force data are revised month to month.
Additional data are available on line at www.labormarketinfo.edd.ca.gov

January 23, 2009
Employment Development Department
Labor Market Information Division
(916) 262-2162

El Centro MSA
(Imperial County)
Industry Employment & Labor Force
March 2007 Benchmark

Data Not Seasonally Adjusted

	Dec 07	Oct 08	Nov 08 Revised	Dec 08 Prelim	Percent Change Month	Percent Change Year
Civilian Labor Force (1)	70,800	78,300	76,900	73,800	-4.0%	4.2%
Civilian Employment	57,500	56,800	57,100	57,100	0.0%	-0.7%
Civilian Unemployment	13,300	21,500	19,800	16,600	-16.2%	24.8%
Civilian Unemployment Rate	18.7%	27.5%	25.7%	22.6%		
(CA Unemployment Rate)	5.9%	8.0%	8.3%	9.1%		
(U.S. Unemployment Rate)	4.8%	6.1%	6.5%	7.1%		
Total, All Industries (2)	61,100	59,300	59,900	60,000	0.2%	-1.8%
Total Farm	14,700	12,800	13,500	13,700	1.5%	-6.8%
Total Nonfarm	46,400	46,500	46,400	46,300	-0.2%	-0.2%
Total Private	27,600	26,800	26,500	26,400	-0.4%	-4.3%
Goods Producing	4,100	4,300	4,000	4,000	0.0%	-2.4%
Natural Resources, Mining & Construction	1,600	1,600	1,500	1,500	0.0%	-6.3%
Manufacturing	2,500	2,700	2,500	2,500	0.0%	0.0%
Durable Goods	800	900	800	800	0.0%	0.0%
Nondurable Goods	1,700	1,800	1,700	1,700	0.0%	0.0%
Service Providing	42,300	42,200	42,400	42,300	-0.2%	0.0%
Private Service Producing	23,500	22,500	22,500	22,400	-0.4%	-4.7%
Trade, Transportation & Utilities	11,300	10,700	10,600	10,600	0.0%	-6.2%
Wholesale Trade	2,000	2,000	1,900	1,900	0.0%	-5.0%
Retail Trade	7,700	7,000	6,900	6,800	-1.4%	-11.7%
Food & Beverage Stores	1,100	900	900	900	0.0%	-18.2%
General Merchandise Stores	2,600	2,200	2,200	2,100	-4.5%	-19.2%
Residual-Miscellaneous Store Retailers	4,000	3,900	3,800	3,800	0.0%	-5.0%
Transportation, Warehousing & Utilities	1,600	1,700	1,800	1,900	5.6%	18.8%
Information	400	400	400	400	0.0%	0.0%
Financial Activities	1,300	1,100	1,000	1,000	0.0%	-23.1%
Finance & Insurance	800	700	600	600	0.0%	-25.0%
Real Estate & Rental & Leasing	500	400	400	400	0.0%	-20.0%
Professional & Business Services	2,800	2,600	2,700	2,600	-3.7%	-7.1%
Educational & Health Services	3,000	3,000	3,100	3,100	0.0%	3.3%
Leisure & Hospitality	3,400	3,400	3,400	3,400	0.0%	0.0%
Food Services & Drinking Places	3,000	3,000	3,000	3,000	0.0%	0.0%
Residual-Arts, Entertainment & Recreation	400	400	400	400	0.0%	0.0%
Other Services	1,300	1,300	1,300	1,300	0.0%	0.0%
Government	18,800	19,700	19,900	19,900	0.0%	5.9%
Federal Government	2,100	2,200	2,200	2,200	0.0%	4.8%
State & Local Government	16,700	17,500	17,700	17,700	0.0%	6.0%
State Government	2,900	3,000	3,000	3,000	0.0%	3.4%
Local Government	13,800	14,500	14,700	14,700	0.0%	6.5%

Notes:

(1) Civilian labor force data are by place of residence; include self-employed individuals, unpaid family workers, household domestic workers, & workers on strike. Data may not add due to rounding. The unemployment rate is calculated using unrounded data.

(2) Industry employment is by place of work; excludes self-employed individuals, unpaid family workers, household domestic workers, & workers on strike. Data may not add due to rounding.

These data are produced by the Labor Market Information Division of the California Employment Development Department (EDD). Questions should be directed to: Barbara Ruehl 619/266-4220 or Joe Briceno 951/955-3204.

These data, as well as other labor market data, are available via the Internet at http://www.labormarketinfo.edd.ca.gov. If you need assistance, please call (916) 262-2162.

#####

Nonfarm Payroll Employment by California Area

(Number of Jobs, Not Seasonally Adjusted)

AREA	YEAR AGO Dec 07	MONTH AGO Nov 08	CURRENT Dec 08	MONTH-OVER CHANGE Number	MONTH-OVER CHANGE Percent	YEAR-OVER CHANGE Number	YEAR-OVER CHANGE Percent	RANK BY Yr Over Pct
		Revised	*Preliminary*					
Statewide	15,290,500	15,097,800	15,030,700	-67,100	-0.4%	-259,800	-1.7%	
Sum of Areas	14,987,520	14,779,700	14,724,210	-55,490	-0.4%	-263,310	-1.8%	
Alpine County	1,210	690	980	290	42.0%	-230	-19.0%	49
Amador County	12,820	12,720	12,710	-10	-0.1%	-110	-0.9%	12
Bakersfield MSA	242,000	243,700	242,800	-900	-0.4%	800	0.3%	4
Calaveras County	9,170	8,900	8,880	-20	-0.2%	-290	-3.2%	42
Chico MSA	77,100	76,200	75,500	-700	-0.9%	-1,600	-2.1%	29
Colusa County	5,830	5,710	5,640	-70	-1.2%	-190	-3.3%	43
Del Norte County	8,160	8,370	8,350	-20	-0.2%	190	2.3%	1
El Centro MSA	46,400	46,400	46,300	-100	-0.2%	-100	-0.2%	7
Fresno MSA	307,100	304,400	303,400	-1,000	-0.3%	-3,700	-1.2%	17
Glenn County	6,510	6,590	6,500	-90	-1.4%	-10	-0.2%	6
Hanford-Corcoran MSA	35,700	36,100	35,900	-200	-0.6%	200	0.6%	3
Humboldt County	49,400	48,500	47,900	-600	-1.2%	-1,500	-3.0%	41
Inyo County	7,940	7,920	7,810	-110	-1.4%	-130	-1.6%	24
Lake County	13,610	13,560	13,490	-70	-0.5%	-120	-0.9%	13
Lassen County	10,220	10,510	10,370	-140	-1.3%	150	1.5%	2
Los Angeles-Long Beach-Glendale MD	4,144,900	4,115,800	4,103,400	-12,400	-0.3%	-41,500	-1.0%	15
Madera MSA	35,300	35,200	35,300	100	0.3%	0	0.0%	5
Mariposa County	5,320	5,270	5,280	10	0.2%	-40	-0.8%	11
Mendocino County	30,750	30,210	29,880	-330	-1.1%	-870	-2.8%	38
Merced MSA	59,800	59,900	59,500	-400	-0.7%	-300	-0.5%	8
Modesto MSA	160,400	157,700	156,700	-1,000	-0.6%	-3,700	-2.3%	31
Modoc County	2,560	2,550	2,520	-30	-1.2%	-40	-1.6%	23
Mono County	7,310	6,370	6,750	380	6.0%	-560	-7.7%	48
Napa MSA	63,300	63,100	62,400	-700	-1.1%	-900	-1.4%	22
Nevada County	30,200	29,800	29,780	-20	-0.1%	-420	-1.4%	20
Oakland-Fremont-Hayward MD	1,057,500	1,030,500	1,025,500	-5,000	-0.5%	-32,000	-3.0%	40
Oxnard-Thousand Oaks-Ventura MSA	295,300	288,600	287,100	-1,500	-0.5%	-8,200	-2.8%	37
Plumas County	7,250	7,330	7,110	-220	-3.0%	-140	-1.9%	28
Redding MSA	66,400	63,700	63,300	-400	-0.6%	-3,100	-4.7%	46
Riverside-San Bernardino-Ontario MSA	1,272,800	1,237,500	1,234,300	-3,200	-0.3%	-38,500	-3.0%	39
Sacramento-Arden Arcade-Roseville MSA	910,400	891,900	887,000	-4,900	-0.5%	-23,400	-2.6%	33
Salinas MSA	130,300	130,200	129,400	-800	-0.6%	-900	-0.7%	9
San Diego-Carlsbad-San Marcos MSA	1,319,800	1,302,500	1,301,400	-1,100	-0.1%	-18,400	-1.4%	21
San Francisco-San Mateo-Redwood City MD	1,004,800	998,600	995,400	-3,200	-0.3%	-9,400	-0.9%	14
San Jose-Sunnyvale-Santa Clara MSA	916,800	910,100	905,100	-5,000	-0.5%	-11,700	-1.3%	19
San Luis Obispo-Paso Robles MSA	105,500	103,200	102,600	-600	-0.6%	-2,900	-2.7%	36
Santa Ana-Anaheim-Irvine MD	1,511,600	1,474,000	1,470,200	-3,800	-0.3%	-41,400	-2.7%	35
Santa Barbara-Santa Maria MSA	174,700	174,600	173,400	-1,200	-0.7%	-1,300	-0.7%	10
Santa Cruz-Watsonville MSA	97,700	97,500	96,500	-1,000	-1.0%	-1,200	-1.2%	18
Santa Rosa-Petaluma MSA	192,200	192,000	190,200	-1,800	-0.9%	-2,000	-1.0%	16
Sierra County	780	780	760	-20	-2.6%	-20	-2.6%	32
Siskiyou County	13,130	12,970	12,840	-130	-1.0%	-290	-2.2%	30
Stockton MSA	215,800	211,700	209,900	-1,800	-0.9%	-5,900	-2.7%	34
Tehama County	15,920	16,040	15,200	-840	-5.2%	-720	-4.5%	45
Trinity County	3,040	3,020	2,910	-110	-3.6%	-130	-4.3%	44
Tuolumne County	18,090	17,890	17,750	-140	-0.8%	-340	-1.9%	27
Vallejo-Fairfield MSA	127,600	125,600	125,400	-200	-0.2%	-2,200	-1.7%	26
Visalia-Porterville MSA	114,700	113,100	112,800	-300	-0.3%	-1,900	-1.7%	25
Yuba City MSA	42,400	40,200	40,100	-100	-0.2%	-2,300	-5.4%	47

Data may not add to total due to rounding.

Source: EDD, Labor Market Information Division, Current Employment Statistics (CES) Program.

IMPERIAL VALLEY COLLEGE

BUSINESS DIVISION ADVISORY COMMITTEE MINUTES

Friday, October 24, 2008, 8:30 a.m.
IVC Administration Board Room

Attendance
Stephanie Collins, Marylou Garcia, Maria Elena Martin del Campo, Diane Gamble, Maria Lopez, Phil Villamor, Jeff Beckley, Craig Blek, Gloria Carmona, Joe Espinoza, Vicky Figueroa, Walid Ghanim, Janeen Kalin, Rosanna Lugo, Val Rodgers, Angie Ruiz, Judy Santistevan, Maria Sell

Welcome and Introductions
The meeting was called to order at 8:35 a.m. by Mrs. Rodgers. She welcomed the community members and thanked them for their continued support and interest. Brief introductions took place. Mrs. Rodgers told the committee members that their input regarding the agenda items was appreciated.

Advisory Committee Purpose/Responsibilities
Mrs. Rodgers stated that the purpose of the advisory committee is to ensure Business Division courses and programs are meeting the needs of the community. Members make recommendations for content of courses, instructional techniques, and instructional materials. Mrs. Rodgers gave examples of how advisory committees have assisted the Business Division in the past.

> In 2007-2008, there were a series of meetings with an advisory group from the legal community to revise the curriculum for the Legal Assistant program. The representatives helped update the content of the courses, made suggestions for adding new courses, and gave advice about textbooks. Final revisions went into effect with 2008-2009 catalog.
>
> The Customer Service courses and the new Supervisory courses that are offered through the noncredit program were developed from recommendations that came from the Business Division Advisory Committee.
>
> The Court Services Specialist Certificate was developed with an advisory group from the County of Imperial and the Superior Courts.

Mrs. Rodgers explained that an advisory committee may also make recommendations and give support to improve instructional facilities and student support services. Members may also assist in recruitment and screening of instructors, serve on hiring committees, assist with job placements for students, and help with public relations.

Mrs. Rodgers stated that an advisory committee usually has a chairperson and that it would be a good idea to elect one. The responsibilities include working with Business Division staff to set up meetings, giving recommendations for agenda items, running the meetings, and representing the BDAC committee at campus wide Career Tech meetings. There were no volunteers to take on the chairperson responsibility.

Overview of Business Division Programs/Measuring Success
Mrs. Rodgers referred the committee to the Business Division handout, which is attached, and reviewed the information. She also gave the committee an overview of how student success is measured at IVC, explaining that a comprehensive program review is done every three years. The Business division analyzes data and examines trends for programs. The information is compared to other divisions and to IVC as a whole. She informed the committee that the following data is reviewed:

- Enrollment data
- Demographic data
- Degree and certificate data
- Transfer rates for IVC
- Grade distribution
- Staffing ratios

Student success rates and retention rates for programs are also assessed. Mrs. Rodgers mentioned that the average rates for the Business Division are comparable with those of IVC as a whole.

Mrs. Rodgers stated that through this program review process, strategies are developed and implemented to improve those rates through several means, including those below:

- Staff development
- Techniques to improve student learning
- Techniques to deal with diverse learning needs
- Techniques to improve performance of low achieving students

Mrs. Rodgers stated that another avenue for reviewing student success is through Perkins/VTEA/Career Tech Data. Students are included in the data if they have earned 12 units with at least one course coded career tech. Targets are based on averages in the state. She reviewed the statewide and IVC rates:

Technical Skill Attainment	**State 92.46**	**IVC 90.06%**
Completion	**State 66.13%**	**IVC 55%**
Student Retention and Transfer	**State 82.18%**	**IVC 83.39%**
Employment	**State 79.86%**	**IVC 80.10%**

Mrs. Rodgers explained the different categories. 1) **Technical Skills:** Percentage of students earning GPA 2.0 or higher in career tech courses. 2) **Completion:** Students who receive degrees/certificates and students who complete a transfer program. 3) **Student Retention or Transfer:** Students who persist in their education at IVC and students who transfer to a four-year school. 4) **Student Placement/Employment:** Leavers and completers who did not transfer to another institution but were in apprenticeship programs, in the military, or employed.

Mrs. Rodgers also reviewed the number of Business division Degrees and Certificates that students earned last year. The numbers have remained somewhat consistent for the last few years, although the numbers were up slightly last year for degrees in Business Administration. Numbers were also up for certificates earned in Business Office Tech, mainly due to the fact that students are now able to complete the program in four eight week blocks.

The handout also showed a list of the programs currently offered. Through the Business Division, students are prepared for jobs and prepared for transfer to four-year schools. The Business Administration transfer major is one of the most popular on campus.

Student Pathways to Advanced Accounting Degrees
Janeen Kalin reiterated the fact that the Business Administration major is popular with students and most end up transferring to CSU. She explained that students who transfer have smooth transitions and are doing well.

Mrs. Kalin told the committee that most students coming from high school are unprepared for college level math but that a new math prerequisite that was added three years ago is helping those students.

Mrs. Kalin also explained the purpose of Project Assist, an articulation program that assists students in choosing courses that will be equivalent to those they need for the four-year school to which they plan to transfer. Project Assist helps make their transfer as juniors seamless.

Janeen stated that all students must take the Accuplacer test for appropriate placement in English and math. Advanced Placement credit for English and/or math, earned in high school, are considered when recommending English and math courses Maria Lopez indicated this was a good idea because it was

better for students to overcome math and language barriers at the community college level as opposed to the university level. She also complemented Mrs. Kalin and the counseling department on how these issues are handled.

Customer Service/Supervisory Training
Rosanna Lugo gave an overview of the non-credit program. She told the committee that Customer Service courses are currently being offered. She also related that supervision academy courses, national retail certification courses, and basic computer classes are also available. Mrs. Lugo explained that noncredit courses are tuition free and there is flexibility in course delivery. An employer may pick and choose from the topics and may arrange to offer the courses on their sites.

Maria Lopez asked if there were any programs at IVC that helped employers narrow down applicants for positions. She explained that although her company receives an abundance of applications, many are under qualified for the positions being advertised. Marcela Piedra added that the City of El Centro has a similar problem, especially for managerial positions. Joe Espinoza explained that he is responsible for helping students with job placement. He has resumes on file and would welcome calls from the community for referrals.

Mrs. Rodgers pointed out that there may be students in the noncredit supervisory courses or students in our management program on the credit side who may be qualified applicants. Mr. Jeff Beckley added that most students in his management classes already have jobs and are looking to upgrade to managerial positions.

Work Experience Program
Judy Santistevan and Joe Espinoza gave an overview of the Work Experience program. The program includes an employment readiness course to develop skills in areas such as job search, employer contact, resume writing, interviewing techniques, dress, and other factors relating to job success. The program also includes a work experience/internship component, the on-the-job component, designed to assist the student in acquiring desirable work habits, attitudes, and career awareness skills. Mr. Espinoza explained that he assists Mrs. Santistevan in the placement of students.

Mrs. Santistevan added that one thing employers look for in potential employees are soft skills; however, they are hard to evaluate. She explained to the committee that soft skills are integrated into the curriculum in all programs in the Business Division.

Mr. Espinoza stated that at a job fair held at the Imperial Valley Mall, 24 out of 63 work experience students were hired. He added that he does follow up on the students that have been hired. Mrs. Santistevan added that she also follows up, making site visits and working with employers to ensure that student job site goals and objectives are achieved.

Marylou Garcia indicated that work study students are also a good resource for job placement.

Other

Multimedia Program
Mrs. Rodgers asked for input from the committee as to revising the multimedia program to include web developer/webmaster courses. Committee members voiced approval for the changes. Maria Lopez suggested that English writing classes be incorporated into the programs.

Articulation
Stephanie Collins discussed the prospect of articulating IVROP courses with Business Division courses. It was agreed that a discussion would take place after adjournment.

Adjourn
The meeting adjourned at 9:25 a.m.

Recording Secretary: Maria Sell

CIS/ART DEPARTMENT MEETING
MULTIMEDIA PROGRAM DEVELOPMENT
Tuesday, November 18, 2008, 3:30 P.M., Instruction Office Conference Room
MINUTES

Attending: Kathy Berry, Vice President for Academic Services; Walid Ghanim, CIS Instructor; Janeen Kalin, Business Division Counselor Liaison; Tom Paine, CIS Instructor; Melani Quinn, Humanities Division Chair; Andres Martinez, CIS Instructor; Jose B. Olmedo, Art Instructor; Omar Ramos, IVC Webmaster and Adjunct Instructor; Valerie Rodgers, Business Division Chair

Val Rodgers informed the group that the Business Division Advisory Committee had voiced approval for revising the Multimedia program to include web developer courses at their meeting on October 24, 2008. She also told the group that Aaron Popejoy of Conveyor Group was working with his team to give us input regarding courses for the program. Mr. Popejoy indicated he agreed with the "web developer" emphasis. His company hires developers to work with designers to create sites. Mrs. Rodgers said his company's input regarding the courses for the program would be valuable.

Program Design

The group discussed the design of the program. It was decided to go forward with a program entitled Multimedia, Top Code 0616, which is described in the Taxonomy of Programs as "principles and techniques of using computers to bring together text, sounds, animation, graphic art, and video to create interactive products to inform, educate, or entertain." It was also decided that the current CIS and Art cross references for courses in the program would be eliminated. Instead of combining communications courses with this program, the group decided the Communication Arts major would be revised as needed to meet the needs of KSWT television station.

There was a discussion regarding which courses should be required and which acceptable for the program: Below is a tentative list of courses for the program.

I.	Required courses for the Major and Certificate			
	ART	**112**	Design	3
	ART	**160**	Graphic Design	3
	BUS OR	**260**	Bus Communications	
	ENGL	**201**	Advanced Composition	3
	CIS	**149**	Photoshop CS4	3
	CIS	**137**	Dreamweaver CS4	3
	CIS	**New**	PHP (Includes Cntnt Mgmt)	3
	CIS	**New**	HTML (Includes CSS)	3
	CIS	**New**	Flash	3
	CIS	**New**	Internship	1

	COMM	**New**	Intro to Video and Audio Production	3
	CIS	**New**	JavaScript	3
2. Acceptable Courses for Major Only				
	ART	**120**	Drawing	3
	ART	**175**	Design for the Web	3
	ART	**260**	Advertising/Graphic Design	3

Scheduling

The group discussed the proposed sequence of required courses. Certificate students would need to complete the courses within two semesters. A tentative sequence is below:

Fall Term Sem 1	**Units**	**Spring Term Sem 2**	**Units**
Art 112 Design	3	PHP	3
Art 160 Graphic Design	3	Flash	3
HTML	3	Photoshop CS4	3
Dreamweaver CS4	3	JavaScript	3
Bus 260 Bus Comm OR ENGL 201 Adv Comp	3	Intro to Video and Audio Prod	3
		Internship	1
TOTAL UNITS REQUIRED	15		16

Required Software/Hardware

The group discussed the software and hardware needs for the program. Kathy Berry indicated that we will be able to work with KSWT to use their video and audio hardware and software. She also told the group that some students would be able to do their internships with the television station. Val Rodgers indicated that VTEA funds are available for the Adobe software, and that we will be able to use existing computer classrooms and labs in the Business Division.

Information Technology Issues

Tom Paine brought up Information Technology Issues. He attended a CIS faculty meeting at Grossmont College on November 15, hosted by San Diego County CIS faculty from all of the community colleges as well as CIS faculty from National University and San Diego State University. Current trends and activities

were discussed and ideas of common interest were shared for the benefit of our programs, our students and our institutions.

At this meeting, Mr. Paine brought up IVC's problem of collecting electronic homework, particularly in our programming, networking and PC Repair classes. At most of the colleges this is a situation that their I.T. department handles by setting up homework server space with the proper permissions to allow students to submit assignments, but not to view another student's work. The instructor can collect the homework from any on-campus or off-campus site with Internet access. Mr. Paine expressed concern that instructors in the multimedia classes we intend to teach for the new program will have the same issues. All agreed. Omar Ramos said he thought he could set up and maintain the kind of server that was needed. Those in attendance were encouraged and hopeful that Mr. Ramos may be able to assist with this problem.

Adjourn

The meeting adjourned at 4:45 p.m.

Imperial County Office of Education/Imperial Valley College
Meeting Summary
November 26, 2008

On November 26, 2008, CIS Department staff members Valerie Rodgers, Walid Ghanim, and Tom Paine, met with Alan Phillips, Imperial County Office of Education Assistant Director of Education Technology. There was a review of the tentative courses for the new Multimedia and Web Development program. Below is a summary of our discussion.

1. Students should be exposed to several Web languages, including JavaScript, PHP, and SQL .
2. Language courses are not as important as programming courses.
3. Programming in JAVA should be an acceptable course
4. A networking course should be considered, including setting up and maintainer serves and security, which is offered in CIS 107.
5. Soft skills are essential.

Mr. Phillips indicated information technology staff members at ICOE are supportive of this program and that they would be willing to provide internships through our work experience program. They have had difficulty in the past hiring qualified employees in this area and believe it is a viable program for our community.

IMPERIAL IRRIGATION DISTRICT

OPERATING HEADQUARTERS • P.O. BOX 937 • IMPERIAL, CA 92251-0937

Ms. Valerie Rogers
Imperial Valley College
Imperial, California 92251

February 18, 2009

Ms. Rogers:

The Imperial Irrigation District supports Imperial Valley College's proposal for a Multimedia and Web Page associate's degree. If approved, this degree will provide working professionals with the additional skills and qualifications in order to enhance their career opportunities.

In support of the Multimedia and Web Page programs, our agency agrees to assist with the marketing of the program, serve as advisors with required technology and audio/visual equipment, in addition to providing guest speakers. This coursework will offer local residents the opportunity to gain an associate's degree that will enhance their job skills, increase their earning potential and provide an opportunity for career advancement. Based upon my personal experience, employees of the IID seeking this skill set have previously enrolled in this coursework that required travel to San Diego, Los Angeles or Phoenix. Therefore, to offer this class locally in the Imperial Valley area is a very unique educational opportunity.

We look forward to working with Imperial Valley College on this worthwhile project.

Sincerely,

Rick L. Johnson

Rick L. Johnson, Officer
Employee Training & Development Services
Human Resource Services Department

IMPERIAL COMMUNITY COLLEGE DISTRICT
IMPERIAL VALLEY COLLEGE

COURSE OUTLINE-OF-RECORD

DIVISION: Humanities

ORIGINATION DATE: June, 1978
MODIFICATION DATE: 03/03/09

COURSE TITLE: Design **COURSE NO.:** ART 112 **UNITS:** 3

LEC HRS. 2 **LAB HRS.** 3 **HRS. TBA** ___

If cross-referenced, please complete the following:

COURSE NO.(s): _____ **COURSE TITLE:** _____

I. COURSE/CATALOG DESCRIPTION:

Intermediate study of the elements and principles of art with emphasis on three-dimensional design theory

II. A. PREREQUISITES, if any:

B. COREQUISITES, if any:

C. RECOMMENDED PREPARATION, if any: ART 110

III. GRADING CRITERIA:

X Course must be taken on a "letter-grade" basis only.
___ Course may be taken on a "credit" basis or for a letter grade.
___ Course must be taken on a "credit" basis only.

IV. MEASURABLE COURSE OBJECTIVES AND MINIMUM STANDARDS FOR GRADE OF "C":

Student will be able to:

1. Develop aesthetic perception by perceiving the physical world in terms of visual images, and symbols in three dimensions
2. Recognize and practice skillful use of equipment required for design: rulers, pens, X-Acto blades, drafting forms, carving tools, saws, hammers, screw drivers, chisels, glue, staplers, and the like, as well as improvised non-traditional equipment and computers
3. Explore various media in a three-dimensional context, including but not limited to paper, wood, fabric, plaster, clay and found objects
4. Develop idea generation through creation of preliminary drawings for designs emphasizing value and texture, structural stability, and form
5. Research use of contemporary three-dimensional design and designers to identify current design issues
6. Recognize and interpret contemporary design issues and terminology through completion of writing assignments and verbal critiques

7. Create designs addressing problem content and utilizing the combination of several types of reference materials resulting in works that are planned and presented for critique
8. Apply design elements effectively
9. Select, research, plan, construct and present for critique a final project using the basic elements and principles of design

V. CORE CONTENT TO BE COVERED IN ALL SECTIONS:

CORE CONTENT	APPRX. % OF COURSE
Develop aesthetic perception by perceiving the physical world in terms of visual images and symbols in three dimensions	5%
Recognize and practice skillful use of equipment required for design: rulers, pens, X-Acto blades, drafting forms, carving tools, saws, hammers, screw drivers, chisels, glue, staplers, and the like, as well as improvised non-traditional equipment and computers	10%
Explore various media in a three-dimensional context, including but not limited to paper, wood, fabric, plaster, clay and found objects	10%
Develop idea generation through creation of preliminary drawings for designs emphasizing value and texture, structural stability, and form	5%
Research use of contemporary three-dimensional design and designers to identify current design issues	10%
Recognize and interpret contemporary design issues and terminology through completion of writing assignments and verbal critiques	10%
Create designs addressing problem content and utilizing the combination of several types of reference materials resulting in works that are planned and presented for critique	30%
Apply design elements effectively	10%
Select, research, plan, construct and present for critique a final project using the basic elements and principles of design	10%

VI. METHOD OF EVALUATION TO DETERMINE IF OBJECTIVES HAVE BEEN MET BY STUDENTS: (check all that apply)

Essay X

Class Activity X

Written Assignments X

Problem Solving Exercise X

Final Exam X

Oral Assignments X

Skill Demonstration X

Objective X

Quizzes X

Other_____

VII. INSTRUCTIONAL METHODOLOGY: (Check all that apply)

Lecture X	**Discussion** X	**Demonstration** X
Audio Visual X	**Group Activity** X	**Lab Activity** X
Computer Assisted Instruction_____	**Individual Assistance** X	**Simulation/ Case Study** ____

On-Line

Two (2) hours of independent work done out of class per each hour of lecture or class work, or 3 hours lab, practicum, or the equivalent per unit. _____

Other

VIII. TEXTBOOK(S) AND SUPPLEMENT(S):

Stewart, Mary. *Launching the Imagination.* 3rd Edition. New York, NY: McGraw Hill Higher Education, 2008.

Zelanski, Paul, and Fisher, Mary Pat. *Design Principles and Problems.* 2nd Edition. Belmont, CA: Wadsworth Publishing Co., 1995.

IMPERIAL COMMUNITY COLLEGE DISTRICT
IMPERIAL VALLEY COLLEGE
COURSE OUTLINE-OF-RECORD

DIVISION: Humanities **DATE:** March 2009

COURSE TITLE: Beginning Drawing **COURSE NO.:** ART 120 **UNITS:** 3

LEC HRS. 2 **LAB HRS.** 4 **HRS. TBA**

If cross-referenced, please complete the following:
COURSE NO.(s) _____ **COURSE TITLE** _____

I. COURSE/CATALOG DESCRIPTION:

A basic course in drawing from observation, using dry media, and focusing on line, gesture, and value structure as essential means of expression. Additional materials fee apples: $15.

II. A. PREREQUISITES, if any:

B. COREQUISITES, if any:

C. RECOMMENDED PREPARATION, if any:

III. GRADING CRITERIA:

X Course must be taken on a "letter-grade" basis only.
___ Course may be taken on a "credit" basis or for a letter grade.
___ Course must be taken on a "credit" basis only.

IV. MEASURABLE COURSE OBJECTIVES AND MINIMUM STANDARDS FOR GRADE OF "C":

The student will:

- Demonstrate an understanding of the basic principles of linear perspective in showing space on a two-dimensional plane
- Demonstrate proficiency using the techniques of contour line drawing, gesture drawing, and value structure drawing
- Understand the principles of composition, proportion and texture
- Master a number of dry drawing media to realistically render subjects from direct observation
- Demonstrate knowledge about various drawing styles in art history and cultures
- Verbally articulate ideas and processes in drawing

V. CORE CONTENT TO BE COVERED IN ALL SECTIONS:

CORE CONTENT	APPROX. % OF COURSE
1. perspective on a two-dimensional picture plane	10%
2. contour drawing, gesture line drawing, and value structure drawing	30%
3. composition, proportion, texture	10%
4. rendering via dry drawing media such as charcoal, graphite and conté crayon	30%

5. history and various approaches to drawing in different cultures	10%
6. the language of art in the critical analysis of artworks	10%

VI. METHOD OF EVALUATION TO DETERMINE IF OBJECTIVES HAVE BEEN MET BY STUDENTS: (check all that apply)

Essay ___	**Class Activity** X	**Written Assignments** X
Problem Solving Exercise X	**Final Exam** X	**Oral Assignments** ___
Skill Demonstration X	**Objective** X	**Quizzes**

Other_____

VII. INSTRUCTIONAL METHODOLOGY: (Check all that apply)

Lecture X	**Discussion** X	**Demonstration** X
Audio Visual X	**Group Activity** X	**Lab Activity** X
Computer Assisted Instruction X	**Individual Assistance** X	**Simulation/ Case Study** _____
On-Line_____		

VIII. TEXTBOOK(S) AND SUPPLEMENT(S):

Mendelowitz, Robert. *A Guide to Drawing.* 7th Edition. Wadsworth Publishers, 2006.

Kaupelis, Robert. *Learning To Draw: A Creative Approach To Drawing.* Watson-Guptil, 1996.

Kaupelis, Robert. *Experimental Drawing.* Watson-Guptil Publications, 2003.

IMPERIAL COMMUNITY COLLEGE DISTRICT
IMPERIAL VALLEY COLLEGE
COURSE OUTLINE-OF-RECORD

DIVISION: Humanities **DATE:** 3/3/09

COURSE TITLE: Graphic Design **COURSE NO.:** ART 160 **UNITS:** 3

LEC HRS. 2 **LAB HRS.** 3 **HRS. TBA**

If cross-referenced, please complete the following:
COURSE NO.(s) _____ **COURSE TITLE** _____

I. COURSE/CATALOG DESCRIPTION:

This is an introductory class in graphic design, with an emphasis on communicating ideas visually through the use of traditional graphic design means (thumbnail sketches, comprehensive layouts, typography, and presentation skills).

II. A. PREREQUISITES, if any:

B. COREQUISITES, if any:

C. RECOMMENDED PREPARATION, if any:

III. GRADING CRITERIA:

X Course must be taken on a "letter-grade" basis only.
___ Course may be taken on a "credit" basis or for a letter grade.
___ Course must be taken on a "credit" basis only.

IV. MEASURABLE COURSE OBJECTIVES AND MINIMUM STANDARDS FOR GRADE OF "C":

1. The student will produce black and white and/or color advertisements, and collateral and related designs that demonstrate the development of technical skills in the use of felt tip pens and markers, technical pens and comprehensive materials.
2. The student will demonstrate an understanding of theories and techniques of design and composition through the use of positive and negative shape relationships, grid systems, symmetrical and the visual elements.
3. The student will develop trademarks and/or logos that reflect an ability to create and implement effective graphic symbols.
4. The student will demonstrate a basic vocabulary related to graphic design, typography, production and printing in exams or essays and during class critiques and discussions.
5. The student will utilize the class critique process to demonstrate an awareness of presentation techniques and an ability to communicate graphic design concepts.
6. The student will demonstrate the ability to define, analyze and solve problems in visual communications through assignments stressing concept development, interpretation of limited parameters, and interpretation of written instructions and visual solutions.
7. Working independently and in team situations, the student will demonstrate concept visualization and execution of a graphic design product.

V. CORE CONTENT TO BE COVERED IN ALL SECTIONS:

CORE CONTENT	APPROX. % OF COURSE
1. Development of technical skills	20%
2. Theories of design and composition	20%
3. Creation of symbols	15%
4. Basic thematic vocabulary acquisition	10%
5. Techniques of critique to communicate graphic design concepts	10%
6. Definition, analysis, and resolution of problems in visual communication	15%
7. Concept visualization and execution	10%

VI. METHOD OF EVALUATION TO DETERMINE IF OBJECTIVES HAVE BEEN MET BY STUDENTS: (check all that apply)

Essay ___ **Class Activity** X **Written Assignments** X

Problem Solving Exercise X **Final Exam** X **Oral Assignments** ___

Skill Demonstration X **Objective** X **Quizzes** X

Other_____

VII. INSTRUCTIONAL METHODOLOGY: (Check all that apply)

Lecture X **Discussion** X **Demonstration** X

Audio Visual X **Group Activity** X **Lab Activity** ___

Computer Assisted Instruction X **Individual Assistance** X **Simulation/ Case Study** _____

On-Line_____

Two (2) hours of independent work done out of class per each hour of lecture or class work, or 3 hours lab, practicum, or the equivalent per unit. ____

VIII. TEXTBOOK(S) AND SUPPLEMENT(S):

Samara, Timothy. *Design Elements: A Graphic Style Manual.* 1st Edition. Rockport Publishers, 2007.

Dabner, David. *Graphic Design School.* 3rd Edition. Wiley Publishers, 2004.

Baird, Russell N. *The Graphics of Communication: Typography, Layout, Design, Production.* 5th Edition.

Keller, Steven and Pomeroy, Karen. *Design Literacy: Understanding Graphic Design.* Watson-Guptill, 1997.

Wong, Wucius. *Principles of Two-Dimensional Form.* Van Nostrand Reinhold, 1998.

IMPERIAL COMMUNITY COLLEGE DISTRICT

IMPERIAL VALLEY COLLEGE

COURSE OUTLINE

DIVISION: ***Business Division*** **DATE:** ***February, 2009***

COURSE TITLE: **Business Communication** **COURSE NO.:** Business 260 **UNITS:** 3.0

LEC HRS. 3 **LAB HRS.** _____ **HRS. TBA** Class Limit 30

If cross-referenced, please complete the following

COURSE NO.(s) _____ **COURSE TITLE**

I. COURSE/CATALOG DESCRIPTION:

This course will teach the principles of effective communication applied to business letters, memos, and analytical reports. It includes the organization, writing, and presentation of business documents and incorporates the basic principles of speaking effectively for business.

II. A. PREREQUISITES, if any:
B. COREQUISITES, if any:
C. RECOMMENDED PREPARATION, if any:

Recommended preparation: English 100and word processing skills.

III. GRADING CRITERIA:

X Course must be taken on a "letter-grade" basis only.
_____ Course may be taken on a "credit" basis or for a letter grade.
_____ Course must be taken on a "credit" basis only.

IV. MEASURABLE COURSE OBJECTIVES AND MINIMUM STANDARDS FOR GRADE OF "C":

Student will be able to:

1. Demonstrate knowledge about interpersonal, group, and organizational communication.

2. Identify challenges of communicating with people from other cultures, explain how culture affects communication effectiveness, identify what electronic tools can do for the manager, and analyze ethical dilemmas related to communication.

3. Demonstrate knowledge of the writing process including determining the purpose and channel for the message, envisioning the audience, adapting the message to the reader, organizing the message using appropriate strategy, writing the first draft, revising, and proofreading.

4. Write routine, good news, bad news and persuasive business letters, memorandums, and e-mail messages that are clear, tactful and free of distracting errors using word processing software.

5. Write a resume and application letter as well as organize and conduct a mock interview.

6. Write an analytical business report using primary and secondary research, integrating graphics, and using an acceptable format and writing style which demonstrates knowledge of the formal report-writing process.

7. Develop and present oral reports.

V. CORE CONTENT TO BE COVERED IN ALL SECTIONS:

CORE CONTENT	APPROX. % OF COURSE
1. Communication Foundation	5%
2. Critical Factors Influencing Communication Effectiveness	10%
3. The Writing Process	10%
4. Communicating through Letters, Memorandums and E-Mail Messages	25%
5. Communicating About Work and Jobs	10%
6. Communicating Through Reports	25%
7. Oral Communication	15%
Total	100%

VI. METHOD OF EVALUATION TO DETERMINE IF OBJECTIVES HAVE BEEN MET BY STUDENTS: (check all that apply)

Essay	X	**Class Activity**	X	**Written Assignments**	X
Problem Solving Exercise	X	**Final Exam**	X	**Oral Assignments**	X
Skill Demonstration	X	**Objective**		**Quizzes**	
Other					

VII. INSTRUCTIONAL METHODOLOGY: (Check all that apply)

Lecture	X	**Discussion**	X	**Demonstration**	X
Audio Visual	X	**Group Activity**	X	**Lab Activity**	
Computer Assisted Instruction		**Individual Simulation/ Assistance**		**Case Study**	X

Two (2) hours of independent work done out of class per each hour of lecture or class work, or 3 hours lab, practicum, or the equivalent per unit.

VIII. TEXTBOOK(S) AND SUPPLEMENT(S):

Text:

Guffey, Mary Ellen. *Business Communication: Process and Product*. 6th Edition. South-Western Cengage Learning, 2008.

IMPERIAL COMMUNITY COLLEGE DISTRICT
IMPERIAL VALLEY COLLEGE
COURSE OUTLINE

DIVISION: ***Business Division*** **DATE:** ***February 2007***

COURSE TITLE: ***Computer Networking*** **COURSE NO. :** ***CIS 107*** **UNITS:** ***3.00***

LEC HRS. 2 **LAB HRS.** 2 **HRS.** TBA

If cross-referenced, please complete the following

COURSE NO.(s) CIS 107 **COURSE TITLE** Computer Networking

I. COURSE/CATALOG DESCRIPTION:

Recommended Preparation CIS 101 and CIS 110. A practical course in computer network support and administration. The student learns networking standards, architecture and hardware; other topics include TCP/IP, troubleshooting and security. This course includes preparation for the CompTIA Network+ certification exam.

II. A. PREREQUISITES, if any:

B. COREQUISITES, if any:

C. RECOMMENDED PREPARATION, if any:

CIS 101 and CIS 110

III. GRADING CRITERIA:

_____ Course must be taken on a "letter-grade" basis only.

___x___ Course may be taken on a "credit" basis or for a letter grade.

_____ Course must be taken on a "credit" basis only.

IV. MEASURABLE COURSE OBJECTIVES AND MINIMUM STANDARDS FOR GRADE OF "C":

1. ***Explain the basic purposes and value in networking PCs s.***
2. ***Describe the 7 layer OSI model.***
3. ***Discuss compatibility problems of hardware and software components.***
4. ***Describe and avoid potential safety hazards when working with computer equipment.***
5. ***Install hardware network components.***
6. ***Demonstrate the procedures to install and troubleshoot network media.***
7. ***Install and configure a Network Operating System.***
8. ***Successfully troubleshoot a variety of network problems to the correct component.***
9. ***Specify the main features of Ethernet, Token Ring, Wireless, and FDDI networking technologies.***
10. ***Utilize the Internet to access software updates and patches.***
11. ***Monitor and manage a network using available utilities.***
12. ***Articulate good customer relation skills.***
13. ***Practice and complete a sample Network+ certification exam.***

V. CORE CONTENT TO BE COVERED IN ALL SECTIONS:

CORE CONTENT	APPROX. % OF COURSE
1. Introduction to networking: purposes and value	*4%*
2. Lab rules, safety, ESD and proper disposal techniques.	*5%*
3. Networking standards and the OSI model.	*9%*
4. Network protocols..	*9%*
5. Networking media.	*7%*
6. Network architecture.	*8%*
7. TCP/IP and the Internet	*8%*
8. Network hardware.	*8%*
9. Network Operating Systems.	*7%*
10. Troubleshooting techniques and principles. The use of diagnostic tools and utility programs.	*7%*
11. Using the Internet to download and install software updates and patches.	*5%*
12. Network design and implementation	*6%*
13. Maintaining and monitoring network performance	*6%*
14. Network Security	*6%*
15. Customer relations, help desk, listening and explaining skills.	*5%*
Total	*100%*

VI. METHOD OF EVALUATION TO DETERMINE IF OBJECTIVES HAVE BEEN MET BY STUDENTS: (check all that apply)

Essay		**Class Activity**	X	**Written Assignments**	X
Problem Solving Exercise	X	**Final Exam**	X	**Oral Assignments**	X
Skill Demonstration	X	**Objective**	X	**Quizzes**	X
Other	X				

VII. INSTRUCTIONAL METHODOLOGY: (Check all that apply)

Lecture	X	**Discussion**	X	**Demonstration**	X
Audio Visual	X	**Group Activity**	X	**Lab Activity**	X
Computer Assisted Instruction	X	**Individual Assistance**	X	**Simulation/ Case Study**	X

Two (2) hours of independent work done out of class per each hour of lecture or class work, or 3 hours lab, practicum, or the equivalent per unit. X

Other One (1) hour of independent lab work done out of class each week.

VIII. TEXTBOOK(S) AND SUPPLEMENT(S):

Dean, Tamara. *Network+ Guide to Networks*, 4th Edition.
Thomson Learning: Massachusetts, 2006.

LabSim software for Network+
Thomson Learning: Massachusetts, 2006.

FORM 1
IMPERIAL VALLEY COLLEGE
CURRICULUM AND INSTRUCTION COMMITTEE
NEW COURSE PROPOSAL, REVISIONS AND DELETIONS

Action of C & I Committee _____
(MSC Approved) _____
(MSC Tabled) _____
Date _____

Change in description of existing course. Indicate change(s): _____Title, _____Number, _____Units, _____Lec Hrs., _____Lab Hrs., _____Prerequisite, ___Description

__x__Description of New Course
Deletion of existing course

NOTE: Attach course outlines and highlight changes.

Effective Academic Year: *2007-2008*

Course No. *CIS 107* Course Title *Computer Networking* Units *3.00*

Lec Hrs. (Wkly) *2.00* Lab Hrs. (Wkly) *2.00* TBA _____ Class Limit *24*
Indicate Lec. & Lab. Hrs. for pay purposes, if not the same. _____

If cross-referenced, please complete the following:
Course No.(s) _____ Course Title _____

Rationale for Revisions:

Other Information:

TOP Code *0703*
SAM *C*
Classification Code (A-I) *A*

Grading Criteria:

____0 Course may be taken for a **letter grade only**
__x__1 Course may be taken for **credit or for a letter grade**
____2 Course may be taken for **credit only**

Transfer Code:
_____0 Not transferable, not degree applicable
_____1 Not transferable, AA/AS degree only
__x__2 Transferable to CSU
_____3 Transferable to UC

_____**VU** Variable unit
_____**RF** May be repeated
_____**PE** Meets Physical Education Requirement
_____**PR** Has a Prerequisite Restriction

Course is part of an existing program: __x__Yes _____No. If yes, identify program: CIS
(If course is not a part of an existing program, forms must be submitted to the state.)

New Course is to be included, **or revision is required**, in a major or certificate: __x__ Yes __No.

If yes, list the major(s) and certificate(s) and whether the course is acceptable or required.

CIS degree (0215) acceptable elective
CIS certificate (5085) acceptable elective

Proposed by: *Tom Paine*

Val Rodgers 1/7/07
Val Rodgers, Division Chairperson/Administrator

Carol Lee, Academic Senate Representative

Gary Rodgers, CIO/VP for Academic Services

Eileen Buckel, Reviewed by Dean of Learning Services

Date: _____

A. General Information

1. Need for course

There is high student demand amongst CIS students for a course that teaches network administration skills. There have been significant job opportunities in this area in the Imperial Valley over the past several years, especially in the growing business base here. Administrators and faculty at IVC have been discussing adding PC networking curriculum for at least 8 years and have investigated 3Com and Cisco curriculum. We have met with representatives from ICOE, IVROP, Cuyamaca College, and others to determine how we could satisfy this demand. This course was designed to help students prepare for Network+ certification, which is a vendor-neutral and widely accepted certificate.

2. Specific student population for whom this course is designed

This course is designed to serve the needs of students wishing to be employed in various network support and network administration jobs. It was also designed to meet the requirements as an elective in the CIS program.

3. How does this course fit into the total curricular framework of the department or other departments?

It is an elective in the CIS program.

4. What effect, if any, might this course have on the enrollment in other courses in the department or other departments?

No significant impact anticipated.

5. Parallels courses offered elsewhere in:

(A) Community Colleges

Course Title	College
Computer Services Technology 118	Coastline Community
Information Technology 34BR	Yuba Community College
Computer and Information Science 125	Cuyamaca College

(B) Four-Year Institutions

Course Title	College

For vocational courses only:

Recommended by Advisory Committee: Yes __ No

B. Scheduling Characteristics

1. Maximum class enrollment: Lecture / Laboratory 24
2. Offered: Day ____ Evening____ Both x
3. Offered: Fall x Spring x Summer ___

C. Facility Requirements

1. Room(s)
   a. Lecture __ Laboratory ___ Other x **(combination room)**
   b. Presently available: Yes x No ___
2. Special Equipment
   a. Now available in department: Computers, WinXP license
   b. Not now available in department, and cost to acquire: See Schedule 1

IMPERIAL COMMUNITY COLLEGE DISTRICT
IMPERIAL VALLEY COLLEGE
COURSE OUTLINE

DIVISION: *Business Division* **DATE:** *May 2005*

COURSE TITLE: *Programming in Visual Basic* **COURSE NO.:** *CIS 202 (f13)* **UNITS:** *3*

LEC HRS. *3* **LAB HRS.** _____ **HRS. TBA** _____

If cross-referenced, please complete the following

COURSE NO.(s) _____ **COURSE TITLE** _____

I. COURSE/CATALOG DESCRIPTION:

Recommended Preparation: CIS 101 (Formerly CIS 1) This course introduces event driven computer programming using the Visual Basic Programming language. Topics include building an interface with objects, modular design, programming structures, working with files, and other related topics. (CSU, UC) (Formerly CIS 13)

II. A. PREREQUISITES, if any:

B. COREQUISITES, if any:

C. RECOMMENDED PREPARATION, if any:

CIS 101

III. GRADING CRITERIA:

X Course must be taken on a "letter-grade" basis only.

_____ Course may be taken on a "credit" basis or for a letter grade.

_____ Course must be taken on a "credit" basis only.

IV. MEASURABLE COURSE OBJECTIVES AND MINIMUM STANDARDS FOR GRADE OF "C":

Student will be able to:

1. *Define programming language control structures.*
2. *Describe the differences between traditional programming and OOP/event driven languages.*
3. *Create flowcharts, pseudo code and structure charts.*
4. *Build a VB interface with controls.*
5. *Use variables and constants*
6. *Write applications using selection structures.*
7. *Write applications using repetition structures.*
8. *Write applications using arrays structures.*
9. *Apply debugging techniques.*
10. *Write applications that use data files.*

V. CORE CONTENT TO BE COVERED IN ALL SECTIONS:

CORE CONTENT	APPROX. % OF COURSE
1. *Define programming language control structures.*	*5%*
2. *Describe the differences between traditional programming and OOP/event driven languages.*	*5%*
3. *Create flowcharts, pseudo cone and structure charts*	*12%*
4. *Build a VB interface with controls*	*10%*
5. *Use variables and constants*	*15%*
6. *Write applications using selection structures*	*10%*
7. *Write applications using repetition structures*	*10%*
8. *Write applications using arrays structures*	*10%*
9. *Apply debugging techniques*	*10%*
10. *Write applications that use data files.*	*13%*

VI. METHOD OF EVALUATION TO DETERMINE IF OBJECTIVES HAVE BEEN MET BY STUDENTS: (check all that apply)

Essay		**Class Activity**	X	**Written Assignments**	X
Problem Solving Exercise	X	**Final Exam**	X	**Oral Assignments**	
Skill Demonstration	X	**Objective**	X	**Quizzes**	X
Other					

VII. INSTRUCTIONAL METHODOLOGY: (Check all that apply)

Lecture	X	**Discussion**	X	**Demonstration**	X
Audio Visual	X	**Group Activity**		**Lab Activity**	
Computer Assisted Instruction		**Individual Simulation/ Assistance**	X	**Case Study**	X

Two (2) hours of independent work done out of class per each hour of lecture or class work, or 3 hours lab, practicum, or the equivalent per unit.

Other *x (or may be offered as distance education course hybrid or fully on-line)*

VIII. TEXTBOOK(S) AND SUPPLEMENT(S):

Gaddis, Scott. *Starting Out W/Visual Basic 6.0 (W/CD)* 2003 .

IMPERIAL COMMUNITY COLLEGE DISTRICT
IMPERIAL VALLEY COLLEGE
COURSE OUTLINE

DIVISION: *Applied Sciences* **DATE:** *September 15 2004*

COURSE TITLE: *Internship* (Parallel Plan) **COURSE NO.:** *WE 220* **UNITS:** *1-4*

LEC HRS. ____ **LAB HRS.** _____ **HRS. TBA** _____

Paid Work:
4.7 hours of Lab per week = 75 hours per semester or session = 1 unit
9.4 hours of Lab per week = 150 hours per semester or session = 2 units
14.1 hours of Lab per week = 225 hours per semester or session = 3 units
18.8 hours of Lab per week = 300 hours per semester or session = 4 units

Volunteer/Unpaid Work:
3.8 hours of Lab per week = 60 hours per semester or session = 1 unit
7.5 hours of Lab per week = 120 hours per semester or session = 2 units
11.3 hours of Lab per week = 180 hours per semester or session = 3 units
15 hours of Lab per week = 240 hours per semester or session = 4 units

If cross-referenced, please complete the following

COURSE NO.(s) _____ **COURSE TITLE** _____

I. COURSE/CATALOG DESCRIPTION:

Corequisite: must be taken in conjunction with WE 201 (Formerly WE 80AD). A course that is supervised employment extending classroom-based occupational learning at an on-the-job learning site relating to the students' educational or occupational (major or career) goals. One unit of credit is earned for each 60 hours (3.5 to 13.5 ours a week) of volunteer/unpaid work or 75 hours (4.5 to 17 hours a week) of paid work, with maximum of 4 units per semester. During a regular semester, students must complete a minimum of 7 units, including Work Experience. During the summer session, students must complete one other course in addition to Work Experience. The maximum credits for this course are 16 units. (CSU).(Formerly WEOCC 82AD)

II. A. PREREQUISITES, if any:

B. COREQUISITES, if any:

C. RECOMMENDED PREPARATION, if any:

III. GRADING CRITERIA:

_____ Course must be taken on a "letter-grade" basis only.
___x___ Course may be taken on a "credit" basis or for a letter grade.
_____ Course must be taken on a "credit" basis only.

IV. MEASURABLE COURSE OBJECTIVES AND MINIMUM STANDARDS FOR GRADE OF "C":

Student will be able to:

1. *Perform the required hours and duties in a job placement.*
2. *Develop a weekly schedule of job placement hours.*
3. *Apply classroom learning to situations encountered on the job.*
4. *Assess employer expectations and demonstrate desirable work habits and personal traits for successful job performance and assimilation into company work force.*

V. CORE CONTENT TO BE COVERED IN ALL SECTIONS:

CORE CONTENT	APPROX. % OF COURSE
1. Job placement.	*25%*
2. Establish number of weekly placement hours.	*25%*
3. Principles of the workplace (from the coordinating class)	*25%*
4. Job placement work assignments.	*25%*

VI. METHOD OF EVALUATION TO DETERMINE IF OBJECTIVES HAVE BEEN MET BY STUDENTS:
(check all that apply)

Essay	_____	**Class Activity**	_____	**Written Assignments**	_____
Problem Solving Exercise	_____	**Final Exam**	_____	**Oral Assignments**	_____
Skill Demonstration	_____	**Objective**	_____	**Quizzes**	_____

Other *Job Performance activities.*

VII. INSTRUCTIONAL METHODOLOGY: (Check all that apply)

Lecture	_____	**Discussion**	_____	**Demonstration**	_____
Audio Visual	_____	**Group Activity**	_____	**Lab Activity**	_____
Computer Assisted Instruction	_____	**IndividualSimulation/ Assistance**	X	**Case Study**	_____

Two (2) hours of independent work done out of class per each hour of lecture or class work, or 3 hours lab, practicum, or the equivalent per unit.

Other _____

IMPERIAL COMMUNITY COLLEGE DISTRICT
IMPERIAL VALLEY COLLEGE
COURSE OUTLINE

DIVISION: *Applied Sciences* **DATE:** *September 2004*

COURSE TITLE: *Employment Readiness Class* **COURSE NO.:** *WE 201 (formerly WE 80AD)* **UNITS:** *1.0*

LEC HRS. *1* **LAB HRS.** _____ **HRS. TBA** _____

If cross-referenced, please complete the following

COURSE NO.(s) _____ **COURSE TITLE** _____

I. COURSE/CATALOG DESCRIPTION:

A course that may be taken as a stand-alone or as a companion course related to WE 218 (Formerly WEGEN81 AC) General Work Experience or WE 220 (Formerly WEOCC 82AD). Skills development in the areas of job search, employer contact, resume writing, applications and cover letter, interviewing techniques, appropriate dress, job-holding practices, and on-sit hob learning objectives. A review of factors relating to or contributing to job success, including motivation, attitude, human relations, leadership, personal, as well as, group of relationship and behavior. This course may be repeated for a total of four units. (CSU).

II. A. PREREQUISITES, if any:

B. COREQUISITES, if any:

C. RECOMMENDED PREPARATION, if any:

III. GRADING CRITERIA:

_____ Course must be taken on a "letter-grade" basis only.

x Course may be taken on a "credit" basis or for a letter grade.

_____ Course must be taken on a "credit" basis only.

IV. MEASURABLE COURSE OBJECTIVES AND MINIMUM STANDARDS FOR GRADE OF "C":

Student will be able to:

1. *Experience orientation, receive their job placement and establish individual job objectives.*
2. *Demonstrate an understanding of the requirements and expectations of private and public employers.*
3. *Demonstrate and understanding of the role of motivation on the workplace.*
4. *Demonstrate an understanding of how attitudes influence job performance.*
5. *Demonstrate knowledge of the importance of the importance of human relations in the workplace.*

IMPERIAL COMMUNITY COLLEGE DISTRICT
IMPERIAL VALLEY COLLEGE
COURSE OUTLINE

DIVISION: English **DATE:** November 30, 2006

COURSE TITLE: Reading and Composition **COURSE NO.:** Engl. 101 (Engl. 1A) **UNITS:** 3

LEC HRS. 3 **LAB HRS.** ____ **HRS. TBA** ____

If cross-referenced, please complete the following:

COURSE NO.(s) ____ **COURSE TITLE** ____

I. COURSE/CATALOG DESCRIPTION:

The standard course in freshman English. The course seeks to improve the student's ability to understand serious and complex prose and to improve the student's ability to write an exposition that is thoughtful and clear including the production of a well-documented research paper.

II. A. PREREQUISITES, if any:

"C" or higher in Engl. 100 and/or score of 101 on holistic essay.

B. COREQUISITES, if any:

C. RECOMMENDED PREPARATION, if any:

III. GRADING CRITERIA:

☒ Course must be taken on a "letter-grade" basis only.

☐ Course may be taken on a "credit" basis or for a letter grade.

☐ Course must be taken on a "credit" basis only.

IV. MEASURABLE COURSE OBJECTIVES AND MINIMUM STANDARDS FOR GRADE OF "C":

English 101 Exit Skills/English 201 Entrance Skills

Student will be able to:

1. Student will demonstrate the use of discovery techniques in writing and interpret readings, thereby developing his/her own point of view for further writing.
2. Student will show supporting details in his/her own writing as well as identify and evaluate supporting details in the writing of others.
3. Student will apply the principles of essay structure, focusing on introduction-body conclusion, thesis statement, rhetorical modes, and will be able to identify, analyze, and apply the principles of essay coherence in others' and own writing.
4. Student will identify logical fallacies and apply the principles of the nature of evidence, as well as identify and analyze, essay coherence, especially in relation to tone, purpose, and audience.
5. Student will develop text interpretation supported by citations, synthesized with the study and application of research documentation and library skills to produce a research paper.
6. Student will practice connotative and figurative language, while writing for an academic audience requiring carefully edited sentences.
7. Student will write a series of at least 4 essays, incorporating the rhetorical modes, along with a persuasive research paper, composing a total of 8,000-10,000 words. Expository and argumentative papers constitute the bulk of student writing. However, revisions, summaries, journals or other assigned writing may be used to meet the requirement.
8. Student will participate in a number of activities and areas of study as deemed appropriate by the instructor.

V. CORE CONTENT TO BE COVERED IN ALL SECTIONS:

CORE CONTENT	APPROX. % OF COURSE
1. Development of discovery techniques in writing in conjugation with response to, and interpretation of, reading.	30%
2. Development of supporting detail in own writing; identification and evaluation of supporting detail in own and other's writing.	22%
3. Analysis and application of principles of essay structure, focusing on introduction-body-conclusion, thesis, and rhetorical modes in identification, analysis, and application of the principles of coherence.	11%
4. Study and identification of logical fallacies and study and application of the principles of the nature of evidence in composition; in other and own writing, especially in relation to tone, purpose, and audience.	10%
5. Development of text interpretation supported by citations, synthesized with the study and application of coherency devices with research documentation (from library skills) for the production of a research paper.	11%
6. Study and practice of skillful sentencing and use of connotative and figurative language with special attention to proofreading of academic prose.	11%
7. Other activities as deemed appropriate by the instructor for individual classes to achieve course goals.	5%
NOTE: For specific details, see instructor's syllabus	
Total:	100%

VI. METHOD OF EVALUATION TO DETERMINE IF OBJECTIVES HAVE BEEN MET BY STUDENTS: (check all that apply)

Essay	☒	**Class Activity**	☒	**Written Assignments**	☒
Problem Solving Exercise	☒	**Final Exam**	☒	**Oral Assignments**	☒
Skill Demonstration	☒	**Objective**	☒	**Quizzes**	☒
Other	☐ _____				

VII. INSTRUCTIONAL METHODOLOGY: (Check all that apply)

Lecture	☒	**Discussion**	☒	**Demonstration**	☒
Audio Visual	☒	**Group Activity**	☒	**Lab Activity**	☒
Computer Assisted Instruction	☒	**Individual Assistance**	☒	**Simulation/ Case Study**	☒

Two (2) hours of independent work done out of class per each hour of lecture or class work, or 3 hours lab, practicum, or the equivalent per unit.

Other ☐ _____

VIII. TEXTBOOK(S) AND SUPPLEMENT(S):

Miller. Harbrace College Handbook. 15th ed. ITP, 2004.

Kirszner. Patterns for College Writing. 8th ed. STMAR, 2001.

Morehead, D. New American Roget's College Thesaurus. 3rd ed. Signet, 2002.

Strunk, W., White, E.B., Angell, R. Elements of Style. 4th ed. Pearson Allyn & Baron, 2000.

Gould. Contemporary American Essays. Houghton-Mifflin, 2002.

Webb, S., Thompson, L.A. The Resourceful Writer. 6th ed. Heinke, 2003.

Short Essays

Kane. The New Oxford Guide to Writing. Oxford University Press, 1988.

Elbow. A Community of Writers. 3rd ed. McGraw-Hill, 2000.