

**IMPERIAL VALLEY COLLEGE
CURRICULUM AND INSTRUCTION COMMITTEE MEETING
ADOPTED MINUTES
REGULAR MEETING
THURSDAY, JANUARY 15, 2009
3:05 P.M. – BOARD ROOM**

Present:	Kathy Berry Ted Ceasar David Drury Suzanne Gretz	Melani Guinn Gonzalo Huerta Victor Jaime Carol Lee	Chantilee Mendenhall Tina Aguirre Val Rodgers Lianna Zhao	Taylor Ruhl
Consultants:	Kathie Westerfield Efrain Silva	Frances Beope	Jose Lopez	Michael Heumann
Absent:	David Zielinski	Norma Nunez		
Guests:	Frank Rapp	Jessica Waddell		
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 3:05 p.m. on Thursday, January 15, 2009.

B. Approval of the Minutes of December 4, 2008

*M/S/C Zhao/Guinn to approve the C & I Committee meeting minutes of December 4, 2008, as presented.
The motion carried.*

II. Action Items

A. Credit Courses

1. Deleted Courses

- a. **CIS/ART 134 – Web Publishing with Dreamweaver 1 (1.0)**
- b. **CIS/ART 135 – Web Publishing with Dreamweaver 2 (1.0)**
- c. **CIS/ART 136 – Web Publishing with Dreamweaver 3 (1.0)**
- d. **CIS/ART 146 – Adobe Photoshop 1 (1.0)**
- e. **CIS/ART 147 – Adobe Photoshop 2 (1.0)**
- f. **CIS/ART 148 – Adobe Photoshop 3 (1.0)**
- g. **CIS 152 – Camtasia (1.0)**

*M/S/C Rodgers/Guinn to approve the deletion of CIS/ART 134, CIS/ART 135, CIS/ART 136, CIS/ART 146, CIS/ART 147, CIS/ART 148, and CIS 152 from the credit curriculum, effective 2009 - 2010, as presented.
The motion carried.*

Val Rodgers explained that CIS/ART 134, 135 and 136 would be replaced by CIS 137, Dreamweaver 1, 2 and 3, a combined three-unit course, and CIS/ART 146, 147 and 148 would be replaced by CIS 149, which is also a combined three-unit course. She further explained that the combined courses would not be cross-referenced with corresponding ART courses.

- h. **HIST 122 – History of the Imperial Valley (3.0)**
- i. **HIST 226 – Mexican American History, 1821 – 1930 (3.0)**
- j. **HIST 227 – Mexican American History, Since 1930 (3.0)**

M/S/C Gretz/Guinn to approve the deletion of HIST 122, HIST 226 and HIST 227 from the credit curriculum, effective 2009 - 2010, as presented. The motion carried.

Suzanne Gretz explained that HIST 226 and 227 would be replaced by a new one semester course, HIST 225.

2. Revised Courses

- a. **HE 102 – Health Education (3.0)**

M/S/C Drury/Rodgers to approve the revision of the course description and textbook upgrades for HE 102, effective 2009 – 2010, with corrections. The motion carried.

Corrections were made to the effective academic year (2009 – 2010) and the course repeatability (it is not repeatable). It was also noted that the class limit and the program affected by the revision of the course were not identified on Form 1.

- b. **HE 104 – First Aid (3.0)**

M/S/C Gretz/Drury to approve the revision of the course description, objectives and core content for HE 104, effective 2009 – 2010, with corrections. The motion carried.

Corrections were made to the effective academic year (2009 – 2010) and the course repeatability (it is not repeatable). It was also noted that the class limit and the program affected by the revision of the course were not identified on Form 1.

- c. **PE 127 – Tennis – Advanced (1.0)**
- d. **PE 128 – Volleyball (1.0)**
- e. **PE 155 – Intercollegiate Volleyball and P.E.**

M/S/C Drury/Guinn to approve the revision of the course description, objectives and core content for PE 127, PE 128 and PE 155, effective 2009 – 2010, with corrections. The motion carried.

Corrections were made to the effective academic year (2009 – 2010). It was also noted that the class limit and the program affected by the revision of the course were not identified on Form 1. David Drury stated his intention to decrease the class limit for PE 155 from 24 to 15 students, and Kathy informed him that it would be necessary to provide trend data to support the change.

3. New Courses

- a. **HIST 225 – Mexican American History (3.0)**

M/S/C Gretz/Drury to approve the addition of HIST 225, to the credit curriculum, effective 2009 – 2010, as presented. The motion carried.

A background on the development of HIST 225 was provided. Melani Guinn informed members that SPAN 262 would be eliminated and replaced with a Humanities course that Jose Ruiz is in the process of developing. Carol Lee noted the deadline to submit the new Humanities course for inclusion in the 2009 – 2010 general catalog (April 2, 2009). She also reminded the committee that although the curriculum paperwork reflected that HIST 225 is UC transferable, transferability is not automatic and requires approval by the UC system.

B. Majors and Certificates

1. Revised Majors and Certificates

a. History Major

*M/S/C Gretz/Drury to approve the revision of the History Major, effective 2009 – 2010, as presented.
The motion carried.*

III. Discussion Items

IV. Information Items

Prioritization of Replacement Faculty Positions. Kathy stated that it was important for the committee to review the prioritized list of faculty replacement positions at its next meeting and to develop a plan for replacement of the positions. It would be necessary to have this take place before the budget development process begins. In addition to the prioritized list, the committee would review the full-time faculty position vacancies created by resignations and retirements in fall 2008, and vacancies that would result from confirmed retirements at the end of the academic year. Discussion ensued regarding the number of existing full-time temp faculty and prospective retirees. The discussion included comments regarding the revised faculty replacement policy, the scope of the C & I Committee with regard to faculty positions, and the deadline for retirements under the 2 + 2. Members requested copies of the prioritized list of faculty positions and the revised policy before the next C & I meeting.

Budget. Kathy reported that efforts to reduce the cost of the winter intersession were not successful. Preliminary enrollment figures reflected an 11% increase with incredible fill rates; however, winter faculty pay was \$300,000 over budget. She surmised the reason for the budget shortfall was that the winter intersession budget was developed based on hourly pay when winter pay is based on pro rata pay. Kathy stated that she would conduct a preliminary analysis to determine the cost of the upcoming summer session. Frances Beope expressed concern regarding the possibility that the summer session would be canceled. She stated that if the summer would be canceled, Student Services needed to know now so that counselors could advise students. Frances also expressed concern that the District was unable to make a timely decision regarding whether to cancel the summer session. Kathy explained that it is very difficult for the District to know what to do without budget information from the state. If summer class offerings were reduced, the primary concern would be that enrollment does not fall below cap. Concern was expressed that if summer class offerings are drastically reduced, the District would lose adjunct faculty and it would be very difficult to get them back. Members acknowledged that a decision regarding the summer session could not be made until after the spring census date.

320 Report. Kathie Westerfield reported she had just completed the 320 report and had actual FTES for fall and positive attendance for summer, and projections for spring and summer that were based on a comparison of the previous year. She explained that if the estimates are accurate, the District experienced growth of 3.2% over last year. The report also reflected that the District was successful in providing access to GE courses to students in winter and summer.

Reimbursement for Online Classes With Lab. Kathy stated she recently learned that the District is reimbursed at a lower rate for online classes with a lab component. Kathie Westerfield explained the reimbursement process stating that online classes are considered to be independent student classes and are based on units. Online classes with a lab component generate less FTES and instructor costs are higher. Kathie urged divisions to consider the total ramifications and not only FTES in the mix when determining whether to offer online courses with a lab component.

Inmate Program. Efrain Silva reported that Dr. Gould was contacted by the correctional facility in Palo Verde to provide services. Dr. Gould requested that he analyze the proposal and set up site visits with Palo Verde and Coastline, which visits should include faculty participation. Efrain has tentatively scheduled a visit to Palo Verde on January 30 and a visit to Coastline on February 11 and requested that faculty interested in participating in the visit contact him directly. Efrain will send the inmate program proposal he wrote a few years ago electronically to members.

V. Other Items - None

**VI. Next Regular Meeting – 3:05 p.m., Thursday, January 29, 2009, Board Room
Materials Due: 5:00 p.m., Wednesday, January 21, 2009**

Carol Lee announced that Kathy Berry would chair the meeting as she would be on vacation.

VII. Adjournment

The meeting was adjourned at 4:05 p.m.