# IMPERIAL VALLEY COLLEGE CURRICULUM COMMITTEE ADOPTED MINUTES REGULAR MEETING THURSDAY SEPTEMBER 1, 2011 3:05 p.m. – Board Room

Present:	Tina Aguirre	Kathy Berry	Krista Byrd	David Drury
	Daniel Gilison	Michael Heumann	Carol Lee	Rick Castrapel
	Eric Lehtonen	Valerie Rodgers	Bruce Seivertson	David Zielinski
	Norma Nunez	Carol Hegarty	Kseniya Gregory	Jose Ruiz

Consultants: Ted Cesar Alfredo Cuellar Jan Magno Brian McNeece

Frank Rapp Toni Pfister

Absent: Jose Lopez Norma Nava Daniel Bermudez Cathy Zazueta

Visitors:

**Recorder:** Dixie Krimm

# I. Opening of the Meeting

# A. Call to order

Kathy Berry called the regular meeting of the Imperial Valley College Curriculum Committee to order at 3:05 p.m. on Thursday, September 1, 2011. She announced that James Patterson resigned from the Academic Senate and therefore is no longer co-chair of the Curriculum Committee.

# B. Approval of the Minutes

# 1. Regular Meeting of June 2, 2011

**M/S (Lee/Heumann)** to approve the minutes of the June 2, 2011 regular meeting of the Curriculum Committee, as presented. The motion carried.

### II. Action Items

### A. Technical Review Items

**M/S (Aguirre/Heumann)** to approve the authorization of the Curriculum Specialist to move forward, after Division Dean review, action items that only involve the inclusion of SLO's, assignment(s), and/or textbook revisions, to the voting committee members, effective September 1, 2011. The motion carried.

### III. Curriculum Committee Action Report – Summer 2011

### A. Sociology AA-T

**M/S (Berry/Lee)** to approve the new Associate Degree for Transfer in Sociology as required under SB1440, the Student Transfer Achievement Reform (STAR) Act, effective 2011-2012, as presented. The motion carried via electronic vote August 3, 2011.

### B. Child Development AA-T

**M/S (Berry/Lee)** to approve the new Associate Degree for Transfer in Child Development as required under SB1440, the Student Transfer Achievement Reform (STAR) Act, effective 2011-2012, as presented. The motion carried via electronic vote August 6, 2011.

Note: Both TMC's were approved by the Academic Senate on August 16, 2011, by the Board on August 17, 2011, and have been submitted to the Chancellor's Office.

### IV. Discussion Items

# A. TBA Classes (Auditing Requirements) - Kathy Berry

Kathy discussed the requirement for TBA classes to report the amount of contact time each week that students attended. Auditors have cautioned that the next time they return they would be looking for solid documentation in accounting for TBA hours. It was also suggested to reduce or eliminate as much as possible TBA class hours. Kathy recommended that when final grade rosters are submitted that instructors attach documentation on how a student passed the class (i.e. – log, timesheet).

David Drury asked if there was a standard way to account for this across the college.

Kathy will send the document that states how we look at TBA hours to the committee. She also mentioned that the committee needs to look at the schedule/calendar as it states that our last week is finals and since we are following a compressed calendar that statement should not be included. The committee was reminded that colleges are being looked at by federal guidelines as well.

# B. Clarification of Requirements - Carol Lee

IVC Majors – Associate Degrees are called Majors which include courses and GE requirements. Specializations are in addition to majors. Carol asked the committee if the intention of specialization certificates was to include GE requirements or just the courses. Discussion ensued, no specific solution provided.

IVC GE Pattern – Carol asked the committee's position on eliminating the institutional requirements. This would include moving Health and Physical Education to Area E under the General Education section. Committee members agreed that if the majority of students at our institution do not transfer then the college should retain institutional requirements. Kathy Berry mentioned that there is a movement to eliminate institutional requirements throughout the state within the next year or two. David Drury stated that we should wait until it is mandated but until then we should retain the institutional requirements to better serve the needs of our student population.

# C. Non-Traditional Credit Programs - Carol Lee

AP Credit – has been approved

CLEP Credit – CSU's are accepting CLEP. UC's are looking to begin accepting. Carol will be sending information out to faculty to review. IVC could possibly consider offering CLEP testing. DANTES Credit – Military credit

Carol discussed the above Credit options for students coming into IVC, asked committee to look at accepting CLEP and International Baccalaureate.

# D. ESL and Basic Skills unit issues - Jan Magno

Jan explained that the college would need to begin limiting enrollment of students with 30 units of Basic Skills, as per Title 5 CA Education Code § 55035. Remedial Coursework Limit. ESL and DSPS are exempt from the limitation. The development of a local waiver is an option under the Education Code that can be used to assist students who have come close or reached the maximum unit allowance. Federal regulations state 30 units attempted whereas the State regulation refers to units received.

The committee voiced concern over when students were notified of nearing the maximum unit allowance. Jan mentioned that in those cases the waiver could be used for those students that were close to reaching the limit.

ESL – data for ARCC report it being looked at for improvement rates for ESL. Improvement rate methodology, states that following a cohort starting at ESL 001 for two years should reach completion and be ready for transfer level. Our current plan will not allow a student to reach that goal. Kathy Berry mentioned that the ARCC report goes out to many different areas and we were warned that we need to show improvement in this area. Jan stated that there is only a 30% success rate for students in this program and we have built a system that will not allow them to reach the ideal completion goal. This issue should be considered when talking about changes to programs to accurately reflect success.

### E. Repeatability

Kathy noted that this issue would be discussed at the upcoming Curriculum Regional Meeting on September 23, 2001 and asked for volunteers to attend the meeting. David Drury and Carol Hegarty agreed to attend.

### F. Curriculum Calendar Deadlines

General Catalog Deadline – catalog issues were discussed. Deadline as noted on the curriculum calendar as the first meeting of April will be enforced.

Curriculum Submission Deadlines – calendar briefly reviewed.

### G. IVC Catalog Presentation Proposal – Carol Lee

Carol reviewed a sample template modeled after Irvine Valley College. This template would provide counselors a means of providing major and certificate information in a more comprehensive way. The major and certificate information along with other pertinent information such as Gainful Employment could be presented on a single document.

# V. Information Items

# A. Membership changes:

Victor Jaime – removed as consultant

Jan Magno – title revised to Interim Vice President for Student Services

Rick Castrapel – replaced Eric Lehtonen as Math/Engineering Department Chair

# B. Curriculum Regional Meeting: September 23, 2011

Covered under item IV.F. David Drury and Carol Hegarty to attend, one more participant to be determined.

### VI. Other Items

None

# VII. Next Regular Meeting: Thursday, September 15, 2011, 3:05pm

CurricUNET committee review deadline: Thursday, September 8, 2011, 5:00pm

VIII. The meeting adjourned at 4:10 p.m.