



IMPERIAL VALLEY COLLEGE
CURRICULUM COMMITTEE MINUTES
 Regular Meeting, Thursday, February 21, 2013
 3:05 p.m. – Administration Building Board Room

Present:	<input checked="" type="checkbox"/> Kathy Berry	<input checked="" type="checkbox"/> Craig Blek	<input type="checkbox"/> Susan Carreon	<input checked="" type="checkbox"/> Rick Castrapel
	<input checked="" type="checkbox"/> David Drury	<input checked="" type="checkbox"/> Daniel Gilison	<input checked="" type="checkbox"/> Carol Hegarty	<input checked="" type="checkbox"/> Michael Heumann
	<input checked="" type="checkbox"/> Jose Lopez	<input type="checkbox"/> Norma Nava	<input checked="" type="checkbox"/> Norma Nunez	<input type="checkbox"/> Leticia Pastrana
	<input checked="" type="checkbox"/> James Patterson	<input checked="" type="checkbox"/> Jose Ruiz	<input checked="" type="checkbox"/> Veronica Soto	<input checked="" type="checkbox"/> ASG Representative
	<input checked="" type="checkbox"/> Kevin White	<input checked="" type="checkbox"/> Cathy Zazueta	<input checked="" type="checkbox"/> David Zielinski	Sandra Solano
Consultants:	<input type="checkbox"/> Tina Aguirre	<input checked="" type="checkbox"/> Gloria Carmona	<input type="checkbox"/> Ted Cesar	<input checked="" type="checkbox"/> Becky Green
	<input type="checkbox"/> Todd Finnell	<input type="checkbox"/> Frank Rapp	<input checked="" type="checkbox"/> Sydney Rice	<input checked="" type="checkbox"/> Taylor Ruhl
	<input type="checkbox"/> Efrain Silva			
Visitors:	Melody Chronister	Paola Ranjel		
Recorder:	Dixie Krimm			

I. Opening of the Meeting

A. Call to order

Michael Heumann called the regular meeting of the Imperial Valley College Curriculum Committee to order at 3:07pm on Thursday, February 21, 2013.

B. Approval of the Minutes

1. Regular Meeting of February 7, 2013

M/S (Castrapel/Drury) to approve the minutes of the February 7, 2013, regular meeting of the Curriculum Committee, as presented. The motion carried.

C. Student Learning Outcomes – Sydney Rice

- SLO report is due soon – we are at proficiency level
- Institutional Learning Outcomes have been posted on Blackboard
- All courses have SLO's identified and are posted by discipline to the IVC Student Learning Outcomes website
- 128 programs have outcomes identifies and are posted to the SLO website
- Liberal Studies, CSU GE-B, IGETC, and University Studies – refer to GE Outcomes Grid
- Working on a student FAQ section
- Kevin asked about courses where SLO's were going to change
- Sydney explained that SLO's can change, this is a fluid process and as changes are made they will be updated on the website

II. Action Items

A. New Rubrics

READ (Reading)

FILM (Film Studies)

M/S (Patterson/Drury) to approve the addition of the course rubrics Reading (READ) and Film Studies (FILM), effective 2013 - 2014. The motion carried.

- James Patterson explained that the recommendation for the new rubrics came from the English Department. The FILM rubric would be included in the Humanities department under Carol Hegarty. The minimum qualifications for teaching Film Studies are different from ENGL/HUM.
- He will be developing a new freshman level course in Film Studies.
- Reading also has different minimum qualifications and will now align with the Chancellor's Office discipline list.

III. Discussion Items

1. DE Subcommittee

- David Zielinski – the plan is to redesign the current DE committee, they would advise or make recommendations to the curriculum committee. The DE committee would generate approvals and forward to the curriculum committee; the addendum process would remain mostly the same with an additional step.
- Kathy Berry – we must assure that there is quality and follow the course outline of record. The extra step will be to make sure we adhere to the quality.
- Michael Heumann – since the DE addendum is outdated we should consider using CurricUNET to hold the addendum data; the capacity to do it is in the system.
- James Patterson – The English department has been having discussions on offering hybrid courses, he asked if it would be appropriate to put together a separate addendum that would address hybrid specifically, or revise the document to cover hybrid more effectively.
- Kathy Berry – for hybrid courses, 51% of the course instruction must be in the classroom
- Michael Heumann – determination is that the DE committee will provide updates to the curriculum committee.

2. Course Caps

- Michael Heumann – one of the FCMAT recommendations talks about increasing caps. This committee will be the place to start discussion. What are the ways that we can increase caps that will not adversely affect the instruction in the classroom?
- Kathy Berry – there is also the issue of areas where caps are too high. Chairs were asked to look at their caps. Caps are sometimes set by what a room will hold; this will need to change. Caps must be set based on pedagogical reasons.
- Kevin White – suggested having chairs ask in their department meetings to determine where cap changes were appropriate; maybe do a survey of other colleges to see if there is a standard.
- Kathy Berry – the development of program pathways will help assure that courses are offered conducive to student completion.
- Kathy Berry – we are planning to bring in a portable that can seat 60-80 students
- Michael Heumann asked the committee to bring back reports from their department meetings to the next curriculum meeting.

IV. Information Items

- Veronica Soto – C-ID reviewers are needed. If interested please visit the website at http://www.c-id.net/view_final.html. Some of our courses have been returned as conditionally approved. We will need to make the necessary revisions and resubmit for approval. We are working on making sure the courses that have C-ID indicators on our currently approved TMCs are submitted, to meet the requested deadline of June 2013.
- Kathy Berry explained that due to our upcoming accreditation visit there is an issue with getting approvals from ACCJC from Chancellor's Office approved TMC's. It states on the recent approval of the Kinesiology TMC that colleges are not eligible to collect state apportionment or federal support for granting this award without first receiving approval from the Chancellor's Office and the ACCJC. Kathy is awaiting a response from ACCJC regarding their acceptance of TMC's at this time.

V. Other Items

None.

VI. Next Regular Meeting: MARCH 7, 2013, 3:05pm in the Board Room.

VII. The meeting adjourned at 3:56 p.m.