IMPERIAL VALLEY COLLEGE
CURRICULUM COMMITTEE MINUTES
Regular Meeting, Thursday, April 18, 2013
3:30 p.m. – Administration Building Board Room

Present:	☑Kathy Berry	☑Craig Blek	☑Susan Carreon	☑Rick Castrapel
	☑David Drury	☑Daniel Gilison	☑Carol Hegarty	☑Michael Heumann
	☑Jose Lopez	☐Norma Nava	☑Norma Nunez	☑Leticia Pastrana
	☑James Patterson	☐Jose Ruiz	☑Veronica Soto	☑ASG Representative
	☑Kevin White	☑Cathy Zazueta	☑David Zielinski	Manuel Reyes
Consultants:	☑Tina Aguirre	☐Gloria Carmona	☑Ted Cesar	☐Becky Green
	☐Todd Finnell	☐Frank Rapp	☐Sydney Rice	☐Taylor Ruhl
	☑Efrain Silva			
Visitors:	John Fahim	Patrick Pauley	Martha Garcia	Paola Rangel
	Edward Wells			
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 3:34 pm on Thursday, April 18, 2013.

B. Approval of the Minutes

1. Regular Meeting of March 21, 2013

M/S (Patterson/Castrapel) *to approve the minutes of the March 21, 2013, regular meeting of the Curriculum Committee, as presented. The motion carried.*

II. Action Items

A. <u>Credit Courses</u>

1. Deleted Courses

a. ENGL 101 – Composition and Rhetoric (3)
b. HUM 230 – Introduction to Film History and Criticism (3)
c. **MUS 154 – Chamber Singers (1)**

M/S (Hegarty/Drury) *to approve the deletion of ENGL 101, HUM 230 and MUS 154, effective 2013-2014, as presented. The motion carried.*

2. Revised Courses

a. ADS 150 – Sociology of Minority Groups (3)
b. SOC 150 – Sociology of Minority Groups (3)

M/S (Castrapel/Drury) *to approve the revision of the description, objectives, and core content for ADS/SOC 150, effective 2013-2014, as presented. The motion carried.*

c. ART 262 – Gallery Display I (3)

M/S (Patterson/Hegarty) *to approve the removal of repeatability, addition of level number, and increase of cap from 18 to 24, for ART 262, effective 2013-2014, as presented.*
The motion carried.

d. ART 280 – Career Preparation in the Visual Arts (3)
e. ESL 010 – ESL Language Laboratory (1)
f. MATH 060 – Math Lab (1)
g. MUS 171 – Chamber Orchestra (1)
h. MUS 172 – College-Community Band (1)
i. MUS 177 – Stage Band (1)
j. MUS 178 – Symphony Orchestra (1)
k. NURS 089 – Individual Studies: Nursing AS (1)
l. VN 089 – Individual Studies: Vocational Nursing (1)

M/S (Hegarty/Gilison) *to approve the removal of repeatability, for items d. through l., effective 2013-2014, as presented. The motion carried.*

m. BUS 063 – Essential in Workplace Communication (3)

M/S (Blek/Patterson) *to approve the renumbering of BUS 063 (was BUS 060), effective 2013-2014, as presented. The motion carried.*

n. BUS 260 – Business Communications (3)

M/S (Blek/Drury) *to approve the addition of the prerequisite (ENGL 009) for BUS 260, effective 2013-2014, as presented. The motion carried.*

o. MUS 102 – Introduction to Music Literature & Listening (3)

M/S (Hegarty/Drury) *to approve the cap increase (from 25 to 30) for MUS 102, effective 2013-2014, as presented. The motion carried.*

p. MUS 156 – Beginning College Chorus (1)

M/S (Hegarty/Drury) *to approve the removal of repeatability and title revision for MUS 156, effective 2013-2014, as presented. The motion carried.*

q. MUS 163 – Applied Music I (1)

M/S (Hegarty/Drury) *to approve the removal of repeatability and course renumbering for MUS 156 (was MUS 179), effective 2013-2014, as presented. The motion carried.*

r. MUS 175 – Instrumental Ensemble I (1)

M/S (Hegarty/Drury) *to approve the removal of repeatability, revision to title, description, SLOs, and core content for MUS 175, effective 2013-2014, as presented. The motion carried.*

s. RNEW 118 – Alternative Energies (4)

M/S (Castrapel/Drury) *to approve the revision of course rubric and number (was EWIR160), revision to lecture and lab hours, update to description, recommended prep, objectives, core content, and textbooks, for RNEW 118, effective 2013-2014, as presented. The motion carried.*

t. RNEW 150 – Solar Energy Systems PV1 (3)

M/S (Castrapel/Blek) *to approve the revision of course rubric and number (was EWIR150), update to title, description, recommended prep, SLOs, objectives, core content, and textbooks, for RNEW 150, effective 2013-2014, as presented. The motion carried.*

u. SOC 102 – Contemporary Social Problems (3)
v. SOC 110 – Marriage and the Family (3)

M/S (Patterson/Blek) *to approve the update to description, SLOs, and textbooks, for SOC 102 and SOC 110, effective 2013-2014, as presented. The motion carried.*

w. SPAN 110 – Elementary Spanish II (5)

M/S (Castrapel/Drury) *to approve the revision to the description for SPAN 110, effective 2013-2014, as presented. The motion carried.*

- This revision addresses complaints received regarding native speakers enrolling in elementary classes
- It can be a problem with transferring for students with native speaking abilities

x. WT 105 – Computational Procedures Operator I (3)

M/S (Blek/Nunez) *to approve the revision of course number (was WT 120), effective 2013-2014, as presented. The motion carried.*

y. WT 110 – Water Treatment Plant Operator I (4)
z. WT 130 – Wastewater Treatment Operator I (4)
aa. WT 140 – Water Distribution Systems (4)
bb. WT 150 – Wastewater Collection Systems (4)

M/S (Blek/Castrapel) *to approve the addition of WT 105 as the prerequisite for WT 110, 130, 140, and 150, effective 2013-2014, as presented. The motion carried.*

cc. WT 205 – Computational Procedures Operator II (3)

M/S (Blek/Castrapel) *to approve the revision of course number (was WT 220), effective 2013-2014, as presented. The motion carried.*

dd. WT 210 – Water Treatment Plant Operator II (4)

M/S (Patterson/Blek) *to approve the addition of WT 205 as the prerequisite for WT 210, effective 2013-2014, as presented. The motion carried.*

3. New Courses

a. ADS 240 – Ethics and Legal Standards in Addiction Counseling (3)
b. AG 142 – Introduction to Biofuel Input and Production (3)
c. ART 263 – Gallery Display II (3)
d. ART 264 – Gallery Display III (3)
e. MUS 157 – Intermediate College Chorus (1)
f. MUS 164 – Applied Music II (1)
g. MUS 176 – Instrumental Ensemble II (1)
h. RNEW 151 – Solar Electrical Systems PV2 (3)
i. RNEW 152 – Solar Heating (SH) (3)
j. RNEW 165 – NABCEP Entry Level Exam Preparation (1)

M/S (Hegarty/Drury) *to approve the addition of ADS 240, AG 142, ART 263, ART 264, MUS 157, MUS 164, MUS 176, RNEW 151, RNEW 152, and RNEW 165, to the credit curriculum, effective 2013-2014, as presented. The motion carried.*

B. <u>Degrees and Certificates</u>

1. Revised Degree

a. Agricultural Science

M/S (Gilison/Patterson) *to approve the addition of AG 142 to the acceptable courses for the Agricultural Science Degree, effective 2013-2014, as presented. The motion carried.*

C. <u>General Catalog (Textual, Degree and Certificate Items)</u>

1. Courses of Instruction (2012-2013 General Catalog, p. 226)

M/S (Blek/Drury) *to approve the addition of the textual statement regarding online homework for face-to-face classes, effective 2013-3014, as presented. The motion carried.*

III. Discussion Items

1. Faculty prioritization – Instructional Council and Student Services Reports

- Kathy – talked to Victor Jaime; went over board approved policy, if a faculty member retires the chair, Academic Senate president, and CIO recommend replacement.
- Instructional Council recommendation chart (attached), positions in green have full-time temps, are budgeted for and therefore should not be prioritized, and they went out internally. The middle section (orange) are authorized but not funded, replacement positions that have been in a state of suspension due to budget crisis; blue column are new positions, Instructional Council decided not to mix the blue and orange.
- Ted Cesar – prioritized new positions only, not replacements; #1 – FT Mental Health Counselor will be fully categorical funded, therefore will not be added to the list, #2 – PT Transfer Center Counselor will not be added to the list since it is part time. No other recommendation was made for Student Services at this time.
- The prioritization list needs to be approved by this committee so that the staffing committee can finish their resource plan; EMPC needs the information as soon as possible.

M/S (Gilison/ Castrapel) to suspend Roberts rules in order to provide the approval of the prioritization list as an action item. The motion carried.
1 – No (James Patterson), 1 – Abstained (Norma Nunez)

M/S (Blek/White) to approve the Instructional Council and Student Services prioritization recommendation to move forward to the Staffing Committee. The motion carried.

IV. Information Items

1. CIO Conference Update – Kathy Berry

- The Chancellor's Office has a real problem with repeatability. There are issues with music, dance, art, and exercise science regarding leveling.
- We were cautioned about leveling, the Chancellor's Office inventory has grown significantly and they do not have personnel to police. Auditors may disallow these types of courses and it will affect apportionment.
- Warned colleges that if we do not take care of it ourselves, the State will.

- There is concern about showing the difference between the courses. Each COR must be independent; there will be legislation if we are not careful.
- Curriculum Institute coming up; Michael, Kathy and Dixie will be attending; contact Dixie if you would like information.

V. Other Items

- AP 4025 revision needed. Would like to remove the long list of degrees and courses and refer to the updated catalog.
- This document will be revised by Michael, Veronica, and Dixie, and be brought back to the committee for vote at the May 2nd meeting.
- Also at the next meeting we will be talking about the calendar. Most colleges catalog cutoff is end the of the Fall semester. We will be making our catalog cutoff much sooner for next year.
- Kathy cautioned on new programs; they will take a while to get through the system, there is language on the approval letters sent from the Chancellor's Office that you must first get ACCJC approval before offering the program. We also cannot create new programs if we do not have full accreditation.

VI. Next Regular Meeting: MAY 2, 2013, 3:05pm in the Board Room.

VII. The meeting adjourned at 4:24 p.m.

Curriculum Committee Faculty Prioritization – APRIL 18, 2013
(Instructional Council Recommendation – March 28, 2013, Student Services – no recommendation)

New Faculty Positions	Rank	Comments	Replacement Positions (Funding Status = Authorized but Not Funded [FNB] but Prioritization of Which is Essential	Rank	Rank: 1 = Critical for Program Continuance 2 = Needed for Program Stability 3 = Will need within next 3 yrs.	Replacement Positions (Faculty Replacement and Request to Hire Forms Completed; Not in Rank Order)	Funds in Budget Approval by Exec Council
CHEM x1	1	Course sections fill within 2 hours current faculty are at maximum overload	NURS x1 (Stroud – 2 yr.)	1	• 1- Specialty area content expert (BRN requirement)	AJ x1 (Marcuson -1 yr.)	
MATH/ENG x1	2	Engineering is an 'orphan' program & no champion Math high demand, difficult to obtain PT & many w limited qualifications (teach only lower level math)	Welding x 1 (Morales - 3 yr.)	2	• 1 – PT instructor may really retire	Business Office Tech x1 (Rodgers -1 yr.)	
AJ x1	3	• If move to Level 1 POST, must have meet standards • Coordinator role is conflict with 'testing' & at MAX overload • Closest Level 1 POST is 2 hours away – Industry wants one	Fine Arts x1 (Gilbertson – 1 yr.)	3	• 1 – MOU required for Carol's overload and other faculty have high overload	Geography x1 (Seivertson -1 yr.)	
BIOL x1	4	• Course sections fill within 4 hours • Current faculty are at maximum overload	Speech & Drama x1 (Patterson- 5 yr.)	4	• 2 – if EC funds the other Speech	NURS x1 (Williams -2 yr.)	
ELET/RENEW x1	5	• Program growing, but PT only available in evening / need champion • Solar instruction requires day courses – jobs of future	Psychology x1 (Suzchek -10 yr.)	5	• 2 – High overload and PT are covering for past 10 yr.	NURS x1 (Higgins -1 yr.)	
LIBR x1	6	• Do not meet standard for FTES • Minimum / basic needs only	AJ x1 (Kelly-6 yr.)	6	• 1 – Program growing, POST needs, high overload	Math x1 (Nelipovich – 1 yr.)	
Anat/Phys x1	7	• Course sections fill within 4 hours • Current faculty are at maximum overload	Physical Ed x1 (Pfister -1 yr.)	7	• 1 – No one for aquatics, lifeguarding, or DSPS and 2 – High overload and 3 – Repeatability may factor in on position	Speech Comm x1 (1 FT Temp; Guinn-4 yr.)	
SOC x1	8	Relieve overload 'pressure' on FT faculty High demand courses / hi fill rates	NURS x1 (Meek – 1 yr.)	8	• 2 – If the others are funded		
POLS x1	9	• Relieve overload 'pressure' on FT faculty • High demand courses / hi fill rates	Environ. Sci. x1 (Higginson -1 yr.)	9	• 3 – GE class, all PT faculty right now with a few sections by Pauley; could reduce # sections		
Water Tech x1	10	• Orphan program	Business x1 (Santisteven - 1 yr.)	10	• 2 – if EC funds the other Bus Office Tech		
ANTH x1	11	• 1 FT faculty & 1 PT will no longer teach ANTH • Need program stability	Business x1 (Kroft- 10 yr.)	11	• 3 – With labs increasing, will be able to get by for 1 more yr.		
EMS x1	12	• Current faculty are at high overload					
FIRE x1	13	• Orphan program					
ESL x1	14	Relieve overload 'pressure' on FT faculty					