



**IMPERIAL VALLEY COLLEGE**  
**CURRICULUM COMMITTEE MINUTES (Adopted)**  
 Regular Meeting, Thursday, September 19, 2013  
 3:05 p.m. – Administration Building Board Room

<b>Present:</b>	<input checked="" type="checkbox"/> Kathy Berry	<input checked="" type="checkbox"/> Craig Blek	<input checked="" type="checkbox"/> Susan Carreon	<input checked="" type="checkbox"/> Rick Castrapel
	<input checked="" type="checkbox"/> David Drury	<input checked="" type="checkbox"/> Daniel Gilison	<input type="checkbox"/> Carol Hegarty	<input checked="" type="checkbox"/> Michael Heumann
	<input checked="" type="checkbox"/> Jose Lopez	<input checked="" type="checkbox"/> Norma Nava	<input checked="" type="checkbox"/> Norma Nunez	<input checked="" type="checkbox"/> Ed Scheuerell
	<input checked="" type="checkbox"/> James Patterson	<input 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"/> Allyn Leon	Jonathan Carrillo
<b>Consultants:</b>	<input checked="" type="checkbox"/> Tina Aguirre	<input checked="" type="checkbox"/> Gloria Carmona	<input type="checkbox"/> Ted Cesar	<input type="checkbox"/> Becky Green
	<input checked="" type="checkbox"/> Todd Finnell	<input type="checkbox"/> Frank Rapp	<input type="checkbox"/> Sydney Rice	<input checked="" type="checkbox"/> Brian McNeece
	<input checked="" type="checkbox"/> Efrain Silva			
<b>Visitors:</b>	Eric Lehtonen	Scott Sheppard		
<b>Recorder:</b>	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 3:06 pm on Thursday, September 19, 2013.

**B. Approval of the Minutes**

**1. Regular Meeting of September 5, 2013**

*M/S (Patterson/Castrapel) to approve the minutes of the September 5, 2013, regular meeting of the Curriculum Committee, as presented. The motion carried.*

**II. Action Items**

**A. Credit Courses**

**1. Revised Courses**

- a. CHEM 204 – Organic Chemistry I (5)
- b. CHEM 206 – Organic Chemistry II (5)

*M/S (Gilison/Soto) to approve the revision of textbooks and methods of evaluation for CHEM 204 and CHEM 206, effective 2013-2014, as presented. The motion carried.*

**B. Curriculum Policies and Procedures**

**1. AP 4025 Philosophy and Criteria for Associate Degree and General Education**

*M/S (Castrapel/Leon) to approve the revisions to Academic Procedures (AP) 4025, Philosophy and Criteria for Associate Degree and General Education, effective as of this date of September 19, 2013. The motion carried. (3 no's – Ed Scheuerell, Kevin White, and James Patterson)*

Discussion:

- Michael explained that AP 4025 was revised to provide a more accurate procedure by removing information that changed frequently and referenced the appropriate location in the general catalog.
- James Patterson – concerned that the document appears to create a conflicting policy of our current Institutional Learning Outcomes (ILOs); appears to rewrite ILOs.
- Michael explained that this document is not intended to set policy but rather is a procedure for determining the Degree and General Education Criteria. This revision is a result of guidelines provided by the Community College League of California legal advisory and adheres to Title 5 guidelines as well.
- Daniel Gilison proposed to list the current ILOs in connection to the area of concern (third paragraph under “Associate Degree Graduation Requirements”)
- Committee members agreed and the document was revised to include reference to the bullet points.
- The revised document is attached.

## 2. AP 5055 Enrollment Priority

*M/S (Castrapel/Leon) to provide Academic Senate with the recommendation to adopt AP 5055 Enrollment Priority, as presented/revised/amended. The motion was amended as follows:*

*M/S (White/Blek) to amend the above motion to recommend moving group 5 to group 3; group 3 to 4; and group 4 to 5. The motion was then amended as follows:*

*M/S (White/Drury) to recommend moving the current priority group 5 to group 3; and the current group 3 to group 5. The motion carried. (1 abstention – James Patterson)*

Discussion:

- Todd Finnell – explained the process for updating the administrative procedure; CCLC is used as a basis for revision. There was a revision due to recent regulations from the State regarding CalWORKs priority; Category 1 was revised to include CalWORKs. The wording that referred to summer was replaced with “any other” session.
- David Drury provided data in support of moving Group 5 to a higher priority
- Committee members discussed the impact of moving the groups which resulted in the recommendation to switch group 3 with group 5.
- Revised document attached.

## III. Discussion Items

### 1. AP 4101 Independent Study

Michael Heumann explained that this AP would be brought to the Distance Education Committee for input and then brought back to this committee for final approval.

Kathy Berry informed the committee that Administrative Procedures (AP) documents will be coming through this committee for approval as part of the process to get several of the procedures updated.

## IV. Information Items

None

## V. Other Items

None

## VI. Next Regular Meeting: OCTOBER 3, 2013, 3:05pm in the Board Room.

## VII. The meeting adjourned at 4:05 p.m.



## **AP 4025 Philosophy and Criteria for Associate Degree and General Education**

*Reference:*

*Title 5, Section 55061;*

*Accreditation Standard II.A.3*

The Board of Trustees, on recommendation of the CEO and faculty of the college, is authorized in accordance with the California Administrative Code, Title 5, Section 55805, to confer the Associate in Arts (A.A.), the Associate in Science (A.S.), the Associate in Arts for Transfer (AA-T) or Associate in Science for Transfer (AS-T) degrees. Conditions under which the degrees are granted are outlined in the Degree's, Certificates and Transfer Planning section of the General Catalog.

The community college degree is awarded to a student who fulfills a two-year organized program of work, either occupational-vocational-technical or lower-division four-year college. A student who wishes to transfer to the upper division of a four-year college must satisfy the course, unit, and grade requirements of the college he/she wishes to enter.

### **ASSOCIATE DEGREE GRADUATION REQUIREMENTS**

#### **Associate in Arts (AA) or the Associate in Science (AS) Degrees**

The awarding of an associate degree at Imperial Valley College represents more than an accumulation of units. The General Education program is a series of courses designed to lead students through patterns of learning experiences that will allow them to develop a breadth of knowledge to gain a command of subject areas and methods of inquiry that characterize the liberally educated person.

Through general education, students are encouraged to increase their skill level and expand their understanding of the physical world and the complex inter-relationships of individuals and groups within their social environments; understand the various modes of inquiry of the major and certificate disciplines; deepen appreciation of artistic and cultural heritages, and become aware of other cultures and times; strengthen their ability to communicate, reason, and critically evaluate information both orally and in writing; acquire a positive attitude toward learning, and develop self-understanding. As a result, they are better able to recognize, understand, and act upon the complex personal, social, scientific, and political issues that confront them daily.

After successfully completing the general education curriculum at Imperial Valley College, students will have a broad understanding of mathematics, science, social science, humanities, and the arts. In addition, students will demonstrate ability to:

- Communicate effectively and analytically in writing, listening and speaking.
- Develop critical and constructive thinking for problem solving and value discrimination.
- Understand social interaction by learning of other cultures and times and the complex interrelationships of individuals and groups within their social environments.
- Develop the ability to adapt to new environments and technologies.
- Develop responsibility for individual actions and respect for diverse people and cultures.

The above bullet points are abilities that correspond to IVC's Institutional Learning Outcomes:

- Communication Skills
- Critical Thinking Skills
- Personal Responsibility
- Information Literacy
- Global Awareness

### **Requirements for the Associate in Arts (AA-T) or Associate in Science for Transfer (AS-T)**

California Community Colleges are now offering associate degrees for transfer to the CSU. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses.

Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester or 90 quarter units.

To view the most current list of Imperial Valley College Associate Degrees for Transfer and to find out which CSU campuses accept each degree, please go to <http://www.sb1440.org/Home.aspx>. Current and prospective community college students are encouraged to meet with a counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.

Graduation from Imperial Valley College with one of the Associate degrees is based upon the completion of 60 units of lower division college work, including the requirements listed in the graduation requirements section of the General Catalog.

Effective for all students admitted to a community college for fall 2009 or thereafter, each course counted toward the unit requirement for the major or area of emphasis must be completed with a grade of "C" or better.

## AP 5055 Registration Priorities

*Reference: Education Code Sections 66025.8, 66025.9, and 78212;  
Title 5, Section 58108*

Enrollment in specific courses or programs may be limited as follows:

- A. Students may enroll in no more than 19 credit units per semester and no more than 9 credit units in any other session. Concurrently enrolled high school students may enroll in no more than 11 credit units per semester and no more than 6 credit units in any other session as defined in Administrative Procedure 5011. Students who have extenuating circumstances and who need to enroll in more than the allowed limit must meet with a counselor to discuss their options.
- B. Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites. [See BP and AP 4260 - Prerequisites and Co-requisites]
- C. Enrollment may also be limited due to the following legal or practical considerations:
  - 1. Health-and-safety considerations
  - 2. Facility limitations
  - 3. Faculty workload
  - 4. Availability of qualified instructors
  - 5. Funding limitations
  - 6. Regional planning constraints
  - 7. Legal requirements imposed by statutes, regulations, or contracts.
- D. With respect to students on probation or subject to dismissal, the college may limit enrollment to a total number of units or to selected courses for students who have appealed and been granted permission to set aside their dismissal as determined by the Admissions, Registration, and Petition (ARP) Committee.

The District will provide priority registration for students who enroll in a community college for the purpose of degree or certificate attainment, transfer to a four-year college or university, or career advancement.

Students will have the following registration priority, in the order of priority listed below:

1. (Category 1) - Students who have completed orientation, assessment, and developed student education plans and are eligible as a member of the armed forces or a veteran pursuant to Education Code section 66025.8 or as a foster youth or former foster youth pursuant to Education Code section 66025.9, or are eligible for CalWORKS pursuant to Education Code section XXXXXX;
2. (Category 2) - Students who have completed orientation, assessment, and developed student education plans and are eligible and receiving services through Disabled Student Programs and Services or Extended Opportunity Programs and Services;
3. (Category 3) - Students who are continuing students, not on academic or progress probation for two consecutive terms as defined in these policies and procedures, and first time students who have completed orientation, assessment, and developed student education plans.

These registration priorities apply to courses offered during summer or intersessions.

Registration priority specified above shall be lost at the first registration opportunity after a student:

- Is placed on academic or progress probation or any combination thereof as defined in Board Policy and Administrative Procedure 4250 for two consecutive terms; or
- Has earned ninety (90) or more degree-applicable semester or quarter equivalent units at the district.

For purposes of this section a unit is earned when a student receives a grade of A, B, C, D or P as defined in Board Policy and Administrative Procedure 4230. This 90-unit limit does not include units for non-degree applicable English as a Second Language (ESL) or basic skills courses, or to students enrolled in high unit majors or programs as defined by the Chief Instructional Officer (CIO).

The District shall notify students who are placed on academic or progress probation, of the potential for loss of enrollment priority. The district shall notify the student that a second consecutive term on academic or progress probation will result in the loss of priority registration as long as the student remains on probation.

The District shall notify students who have earned more than 67 units, that enrollment priority will be lost when the student reaches the unit limit of 90.

### **Appeal of Loss of Enrollment Priority**

Students may appeal the loss of enrollment priority when the loss is due to extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student, or when a student with a disability applied for, but did not receive a reasonable accommodation in a timely

manner. The Chief Student Services Officer (CSSO) or his/her designee will determine the appeal in his/her sole discretion.

The District will ensure that these procedures are reflected in course catalogs and that all students have appropriate and timely notice of the requirements of this procedure.

### Registration Priority Groups

Group 1 (Category 1)	Military and veterans up to 15 years after date of honorable discharge; current and former foster youth up to age 24; and CalWORKS eligible students <b>AND</b> who have completed orientation, assessment, and developed student education plans.
Group 2 (Category 2)	Students who are eligible and are receiving services through DSPS and/or EOPS, <b>AND</b> who have completed orientation, assessment, and developed student education plans.
Group 3 (Category 3)	Groups designated as performing college service, to include the following: Associated Student Government (ASG), Ambassadors, and eligible Athletes <b>AND</b> who have completed orientation, assessment, and developed student education plans.
Group 4 (Category 3)	College-ready upon entry based on participation in ASPIRE or IVUP Programs (2-year eligibility provided student is not on academic or progress probation) <b>AND</b> who have completed orientation, assessment, and developed student education plans.
Group 5 (Category 3)	Continuing students with 45-90 IVC degree-applicable units <b>AND</b> who have completed orientation, assessment, and developed student education plans.
Group 6 (Category 3)	Continuing students with 30 or more units, but not more than 44.5 IVC degree-applicable units <b>AND</b> who have completed orientation, assessment, and developed student education plans.
Group 7 (Category 3)	Recently graduated high school students and first-time to college students who have completed orientation, assessment, and developed student education plans.
Group 8 (Category 3)	Continuing students with 0.5 – 29.5 units <b>AND</b> who have completed orientation, assessment, and developed student education plans.
Group 9	New applicants who have applied but have not completed orientation, assessment, and developed student education plans.
Group 10	Open enrollment – includes students with 90 or more IVC degree-applicable units and students on academic or progress probation.

Students in Groups 1 through 8, in order to receive priority registration status, must not be on academic or progress probation. All students on academic or progress probation will be placed in Group 10.