

**IMPERIAL VALLEY COLLEGE  
CURRICULUM AND INSTRUCTION COMMITTEE MEETING  
ADOPTED MINUTES  
REGULAR MEETING  
THURSDAY, SEPTEMBER 17, 2009  
3:05 P.M. – ROOM 213**

<b>Present:</b>	Tina Aguirre Victor Jaime Lianna Zhao	Ted Ceasar Carol Lee David Zielinski	Suzanne Gretz Val Rodgers	Melani Guinn Taylor Ruhl
<b>Consultants:</b>	Frances Beope Efrain Silva	Gloria Carmona	Michael Heumann	Norma Nunez
<b>Absent:</b>	Kathy Berry	David Drury	Gonzalo Huerta	Steven Sciaky
<b>Visitors:</b>	Jose Lopez	Jessica Waddell		
<b>Recorder:</b>	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 3:07 p.m. on Thursday, September 17, 2009.

To accommodate Efrain Silva's need to depart the meeting early, item III. B., Age Restriction for Non-Credit and Community Service Classes, was moved up on the agenda. The discussion regarding this item is reflected below under Discussion Items.

**B. Approval of the Minutes of September 3, 2009**

*M/S/C Jaime/Zhao to approve the C & I Committee minutes of September 3, 2009, with corrections to the meeting attendees. The motion carried.*

**II. Action Items**

**A. Credit Courses**

**1. Deleted Courses**

**a. PE 132 – Group Sports for People With Disabilities (1.0)**

*M/S/C Zhao/Gretz to approve the deletion of PE 132, effective 2010 – 2011, as presented. The motion carried.*

**2. Revised Courses**

**a. PE 107 – Aquatic Exercise (1.0)**

*M/S/C Jaime/Guinn to approve the deletion of the prerequisite; and the revision of the method of evaluation, 2004 course number, and textbook upgrades, for PE 107, effective 2010 – 2011, as*

presented. **THE MOTION CARRIED BUT WAS THEN RESCINDED, AND THE ITEM WAS TABLED ALONG WITH THE FOLLOWING PE COURSES IDENTIFIED AS ITEMS b – tt.**

- b. PE 111 – Aerobics, Step (1.0)
- c. PE 112 – Basketball, Men (1.0)
- d. PE 113 – Basketball, Women (1.0)
- e. PE 114 – Dance Theatre (2.0)
- f. PE 118 – Golf, Advanced (1.0)
- g. PE 119 – Self-Defense (1.0)
- h. PE 122 – Lifeguarding (2.0)
- i. PE 126 – Tennis (1.0)
- j. PE 128 – Volleyball (1.0)
- k. PE 129 – Volleyball, Advanced (1.0)
- l. PE 130 – Adapted Physical Exercise (1.0)
- m. PE 131 – Adapted Sports (1.0)
- n. PE 142 – Swimming, Advanced (1.0)
- o. PE 150 – Intercollegiate Baseball and PE (2.0)
- p. PE 151 – Intercollegiate Basketball and PE (2.0)
- q. PE 152 – Intercollegiate Soccer and PE (2.0)
- r. PE 153 – Intercollegiate Softball and PE (2.0)
- s. PE 154 – Intercollegiate Tennis and PE (2.0)
- t. PE 161 – Pre-season Conditioning for Athletes (1.5)
- u. PE 200 – Theory of Baseball (2.0)
- v. PE 201 – Theory of Basketball (2.0)
- w. PE 202 – Theory of Softball (2.0)
- x. PE 203 – Theory of Volleyball (2.0)
- y. PE 211 – Physical Education in the Elementary School (3.0)
- z. PE 220 – Introduction to Athletic Training (2.0)
- aa. PE 222 – Sports Officiating (3.0)
- bb. PE 224 – Physical Education for Special Olympics (3.0)
- cc. PE 115 – Dance, Jazz (1.0)
- dd. PE 116 – Dance, Modern (1.0)
- ee. PE 117 – Golf (1.0)
- ff. PE 120 – Softball (1.0)
- gg. PE 121 – Swimming (1.0)
- hh. PE 123 – Water Safety Instructor Training (2.0)
- ii. PE 124 – Team Sports (1.0)
- jj. PE 125 – Sports Activity, Advanced (2.0)
- kk. PE 140 – Baseball, Advanced (1.0)
- ll. PE 141 – Softball, Women (1.0)
- mm. PE 143 – Advanced Basketball, Men (1.0)
- nn. PE 144 – Advanced Basketball, Women (1.0)
- oo. PE 155 – Intercollegiate Volleyball and PE (2.0)
- pp. PE 162 – In-Season Conditioning for Athletes (1.5.)
- qq. PE 163 – Song and Cheer (2.0)
- rr. PE 212 – The History and Appreciation of Dance (3.0)
- ss. PE 221 – Psychology of Coaching (2.0)
- tt. PE 223 – Structuring Intramurals (2.0)

**ITEMS b – tt WERE TABLED.**

Carol Lee explained that she had proofed all documentation submitted for the courses and prepared a report outlining the problems discovered. The report was provided to David Drury, PE Division Chair; however, corrected documentation has not been submitted.

It was noted that the Form 1 and Course Outline of Record for each PE course had not been revised to reflect the Title 5 change from “credit/no credit” to “pass/no pass.” It was recommended that the variances in class limits for the PE courses be reviewed.

### **III. Discussion Items**

#### **A. SLOs – General Education**

Toni Pfister was unable to attend the meeting, but Carol Lee reported that Toni is currently working on this item.

#### **B. Age Restriction for Non-Credit and Community Service Classes**

Efrain Silva sought the committee’s recommendation regarding whether to establish an age restriction for community service classes. The discussion that followed and the concerns raised included the following: CA Education Code provides that adults and minors that the board deems would benefit or profit from a community service class can enroll in the class. An age restriction is not recommended. A petition is available for admission to credit classes. Is the issue a question of age or a child’s ability to be with the group? There are some young individuals, such as advanced and gifted students, for whom this class would be their only outlet. Who will have supervisory authority over the students? What is the possible liability to the district? Recommendations made by the committee included the following: Admission of minors should require a letter from school authorities. A determination of whether to admit minors should be made on an individual basis. Efrain was asked to write a policy and motion for action at the next C & I Committee meeting.

#### **C. Non-Compliant Degrees**

The committee reviewed a report prepared by Carol Lee that reflected the status of non-compliant majors and certificates. Carol explained that the terminated programs included in the report were terminated by either the college and/or the Chancellor’s Office due to non-action, i.e., the process to make the programs compliant was not initiated, or the process was started but the additional information requested by the Chancellor’s Office was not submitted by the deadlines imposed by the Chancellor’s Office. Carol expressed concern that the Electrical Trades program had been terminated, especially since the program is linked with the apprenticeship training programs.

#### **D. CurricUNET Training**

The committee agreed that instructional and student services faculty and staff should be trained.

#### **E. ARCC Report**

Tina Aguirre reported that since she has only seen the memo regarding the ARCC cohort review she is concerned that changes to the ARCC course data could impact other datasets. She recommended that a correlation of the datasets must first be made and any ramifications ascertained before any changes are made to the ARCC course data. Tina further recommended that a small group be established to review the data. She suggested that the ad hoc committee consist of Linda Amidon, Dawn Chun, Frances Beope, Bettsie Montero, and Patty Robles. Val stated that the original intention was to update current and active courses, not to change old data.

#### **F. Credit by Exam**

The committee reviewed the current form and the proposed new form, which Carol Lee explained would be submitted to Academic Senate for referral to the divisions and presentation to faculty. Questions raised by the committee included whether high school students would be subject to the credit by exam fee; who would process the petitions; and the maximum number of units that a student could earn through credit by exam. A brief description of the current process was provided. It was noted that a majority of the District’s courses are

ineligible for credit by exam, and that most of the eligible courses are vocational. It was proposed that a list of eligible courses be established. Carol Lee will provide a list of currently eligible courses to the divisions for review and input.

**G. Low-Unit Certificates**

Carol Lee summarized the contents of Kathie Westerfield's memo and stated that the low-unit certificates could be posted in Banner. She recommended that members review the memo in detail and that the issue be returned to the C & I Committee for resolution. She further recommended that the ad hoc committee established to review the ARCC data also review the memo and make a recommendation.

**H. Distance Education Class Scheduling Concerns (ADDED ITEM)**

Michael Heumann reported that the Distance Education Committee met today and agreed that offering BIOL 100 as a distance education class in the format currently provided is acceptable and appropriate. It was also the consensus of the DE Committee that offering SPCH 100 as a distance education class is appropriate as long as students have the opportunity to present a minimum of 22 minutes of face-to-face speeches throughout a term.

**IV. Information Items**

**A. CSU GE Breadth and IGETC Certificates of Achievement**

Carol Lee shared with the committee the Chancellor's Office notification to the college regarding the process for approval of new variations of the existing IGETC and CSU-GE Certificates. Carol will submit the paperwork for the new certificates.

**V. Other Items - None**

**VI. Next Regular Meeting – THURSDAY OCTOBER 1, 2009, 3:05 P.M.  
Materials Due: WEDNESDAY SEPTEMBER 23, 2009, 5:00 P.M.**

**VII. ADJOURNMENT**

The meeting was adjourned at 4:25 p.m.