

**IMPERIAL VALLEY COLLEGE
CURRICULUM AND INSTRUCTION COMMITTEE MEETING
ADOPTED MINUTES
SPECIAL MEETING
THURSDAY, OCTOBER 29, 2009
3:05 P.M. – BOARD ROOM**

Present:	Tina Aguirre Melani Guinn Lianna Zhao	Kathy Berry Victor Jaime David Zielinski	David Drury Carol Lee	Suzanne Gretz Val Rodgers
Consultants:	Frances Beope	Michael Heumann	Gloria Carmona	
Absent:	Ted Ceasar Norma Nunez	Gonzalo Huerta Efrain Silva	Taylor Ruhl	Steven Siacky
Visitors:	Jose Lopez Frank Rapp	Becky Green	Deirdre Rowley	Kevin White
Recorder:	Linda Amidon			

I. Opening of the Meeting

A. Call to Order of Special Meeting of the C & I Committee Meeting – Kathy Berry, Co-Chair

Kathy Berry, Co-Chair, called the special meeting of the Imperial Valley College Curriculum and Instruction Committee to order at 3:08 p.m. on Thursday, October 29, 2009.

Kathy stated that a question arose as to the reason for today's meeting. She explained that the single item on the agenda, reorganization of Academic Services and specifically the corresponding revisions to the instructional divisions and departments, required the C & I Committee's recommendation to the Academic Senate. She also explained that the reorganization proposal had changed since the division chairs and instructional deans first reviewed the organizational chart. She also noted that some departments were missing from the proposal and explained this was unintentional and merely due to oversight.

II. Action Items

A. ACADEMIC SERVICES REORGANIZATION

*M/S/C Aguirre/Guinn to approve the reorganization of Academic Services including the revisions to the instructional divisions and departments, effective July 1, 2010, as presented. **THE MOTION WAS WITHDRAWN.***

M/S/C JAIME/GUINN TO TABLE THIS ITEM. THE MOTION CARRIED.

Withdrawal of the initial motion and the motion to table this item were the result of discussion by committee members, which discussion is outlined below. Kathy explained that faculty came up with the proposals for the academic structure reflected in the chart. Under the reorganization three new departments would be created: Nursing; Language Studies; and Mathematics and Engineering. She emphasized that the proposed reorganization does not indicate that programs will be eliminated, as has been rumored. She stated that division secretaries have also expressed concern regarding this issue, and consequently a meeting with the secretaries has been scheduled to hear their concerns.

Suggested Changes

- Move the Business Department from Division I (Business, Science, Math and Technology) to Division V (Economic Development).

- Suzanne distributed a chart reflecting three revised versions of the reorganization, which she had reviewed with Kathy earlier. She explained the rationale for the changes and stated the primary reason was to balance the FTES under each of the five divisions. Members reviewed each version and agreed to eliminate Version 1 as a possible option, and vote on Version 2 and 3 only. Version 2 was approved by a majority vote of the committee. Although Version 1 received only one vote, some division chairs requested the opportunity to present both Version 2 and 3 to faculty in their divisions.

Questions

- Would Division 4 involve faculty? (It was noted that faculty would continue to be tied to departments.)
- Is the noncredit program going to disappear? (Offering noncredit basic skills classes is acceptable, but all other existing noncredit courses would be designated as community service courses.)

General

- A Distance Education department head under Division 4 (Learning Services and Instructional Technology) is envisioned.
- With the consolidation of the labs under Division 4, all lab coordinators should report to the Dean of Division 4. This format would streamline lab services and eliminate duplication of site license costs, allow for better coordination of software, and phase out the lab facilitators over time.
- The California fiscal crisis has forced the California Community Colleges system to change its mission from “being everything to everyone” and accommodating life-long learning, to transfer, career technical education (CTE), and basic skills.
- Placing the English and Humanities departments under the same division is a good fit.
- Provide an updated flow chart that includes clerical support staff.
- Faculty could qualify as a dean for any of the divisions except for Division III (Public Safety, health and Human Services). PE faculty would like an equal opportunity to apply for the Dean III position should it become vacant in the distant future. (It was noted that Dean of Division I and Dean of Division II would be opened for recruitment.)

Committee members were asked to review the proposal and to note any other corrections needed. After making the corrections and revising the structure to include the changes discussed, Kathy will submit the chart to the Academic Senate president for discussion at the Senate’s next meeting. In determining whether or not to approve the proposed structure, Kathy urged members to not be too concerned with department chair compensation issues as these issues are negotiable and would be addressed accordingly.

Kathy explained that department chairs would be voting members of the C & I Committee and that the deans would serve as consultants and would not have voting rights. She described some of the duties of the deans and department chairs as follows:

Deans

- evaluations of both tenured and tenure-track faculty
- student complaints (first level)
- discipline
- budgets
- broker peace between faculty

Department Chairs

- facilitate curriculum development
- schedules
- department meetings
- program review
- textbook orders
- SLOs

III. Discussion Items

Schedule Blocks. Kathy reminded members of the reason for schedule blocks, explaining that apportionment hinges on maximizing reimbursement rates. She stated the current schedule blocks were approved by the Chancellor's Office when the District converted to 16-week semesters.

Recoding of Courses. Kathy also reminded members to attend one of the Webinars on the CB 21 and TOP Recoding project. She related the discussion at the CCCIO fall conference regarding this issue: The ARCC data is incorrect and the Chancellor's Office has determined that recoding of basic skills courses would help to make sense of the data. The ARCC currently doesn't reflect student progress the way the courses are currently coded. Frances Beope informed the committee that Title 5 imposes a 30-unit limit for basic skills courses, excluding ESL courses. IVC is over this limit and can't claim FTES for students that have taken over 30 units. Kathy informed the committee that the Chancellor also cautioned districts that their transfer unit requirements are too high, and that graduation requirements are even higher. The Chancellor's Office of Finance is now looking at districts schedules. Kathy cautioned committee members about offering courses that are not required for transfer or graduation. Since normally only two courses per subject area are acceptable for transfer to CSU's, IVC needs to tighten up its course offerings. Further, we must ensure that our courses are college level courses. Kathy reassured the committee that IVC is not the only community college struggling with these issues, several other districts are facing the same issues..

IV. Information Items

Kathy reported that she had attended the annual fall conference of CCCIO's last week and shared some of the items discussed at the conference.

Val Rodgers reported that the Multimedia and Web Development certificate and major were approved and official written notice is pending.

V. Other Items

**VI. Next Regular Meeting – THURSDAY NOVEMBER 5, 2009, 3:05 P.M.
Materials Due: WEDNESDAY OCTOBER 28, 2009, 5:00 P.M.**

VII. Adjournment

The meeting was adjourned at 3:55 p.m.