

**IMPERIAL VALLEY COLLEGE  
CURRICULUM COMMITTEE  
ADOPTED MINUTES  
REGULAR MEETING  
THURSDAY OCTOBER 21, 2010  
3:00 p.m. – Board Room**

<b>Present:</b>	Kathy Berry Carol Lee Val Rodgers	Krista Byrd Eric Lehtonen Jose Ruiz	Daniel Gilison Norma Nunez Bruce Seivertson	Carol Hegarty James Patterson David Zielinski
<b>Consultants:</b>	Gloria Carmona Brian McNeece Lianna Zhao	Alfredo Cuellar Toni Pfister	Becky Green Frank Rapp	Jan Magno Efrain Silva
<b>Absent:</b>	Tina Aguirre Jose Lopez	David Drury Norma Nava	Michael Heumann Joe Trejo	Kseniya Kareva Cathy Zazueta
<b>Visitors:</b>	Trinidad Argüelles	Laura Mosier		
<b>Recorder:</b>	Dixie Krimm			

**I. Opening of the Meeting**

**A. Call to order**

Kathy Berry called the regular meeting of the Imperial Valley College Curriculum Committee to order at 3:06p.m. on Thursday, October 21, 2010.

**B. Approval of the Minutes**

**1. Regular Meeting of October 7, 2010**

*M/S/C Seivertson/Lehtonen to approve the minutes of the October 7, 2010 regular meeting of the Curriculum Committee, as presented. The motion carried.*

**C. Student Learning Outcomes**

Toni asked to have clarification as to whether the SLO's should be included on the course outlines or as an attachment. Toni provided samples of lead in statements as discussed in the previous meeting. Val Rodgers asked if they could be done as an attachment until it became a requirement, then they could be inserted into the outline at that time. Krista suggested that since the assignments were being required, the SLO's should just be entered at the same time. There was a question as to whether a course revision could be denied due to SLO's. Kathy mentioned that courses would not be denied due to SLO's and that they would most likely be required by 2012. Kathy set the tentative deadline to include SLO's, assignments, and textbook updates for June 30, 2011.

Toni mentioned that even though SLO's would be included on the course outline that she would still need the form that links the various aspects of SLO development. Carol Lee suggested looking at other colleges that use CurricUNET to see examples of how they show SLO's. Becky Green mentioned that she had some samples as well. Kathy added Toni to the handbook development committee to be the lead in SLO issues.

## II. Action Items

### A. Credit Courses

#### 1. New Courses

##### a. SPCH 130 – Small Group Communication (3.0)

*M/S/C Ruiz/Rodgers to approve the addition of SPCH 130 to the credit curriculum, effective Spring 2011, as presented. The motion carried.*

Carol Lee questioned why the course was requested for Spring 2011. Laura Mosier explained that she had submitted the course for approval in 2009 and would like to provide this opportunity for students to have an optional course within the discipline. Kathy explained that in the future there would be policy written that would provide clarification as to when courses could be implemented to meet appropriate deadlines. Krista expressed that due to the circumstances behind this course that it should be approved as others have since this policy is not currently in effect. Norma Nunez commented that items should not be approved until everything within the item is ready. Carol Lee mentioned that our deadline has been April 1<sup>st</sup> and items submitted after that date would not be effective until the next academic year. This deadline has been extended for special circumstances. Kathy assured the committee that this issue should be resolved once policy has been developed.

### B. Approval of 2010 – 2011 Meeting Calendar

*M/S/C Lee/Seivertson to approve the Curriculum Committee meeting calendar for the 2010-2011 academic year with revision as noted below. The motion carried.*

Revision – Add additional meeting day in January 2011. Remove reference to Technical Review. Committee agreed that the calendar would be subject to change if necessary. (See Attachment A)

## III. Discussion Items

### A. Course out-of-class reading and writing assignments.

At the October 7<sup>th</sup> meeting the committee discussed having a blanket motion to add assignments to the course outlines of record. Kathy discussed concerns that since it is something that affects the course outline of record that the committee should look at them and approve them even as a mass approval or consent agenda item to show that the committee is aware and to verify that the requirement is met. Kathy gave a tentative deadline of June 30 to get the assignments added. Daniel commented that there was concern over what was considered appropriate documentation for this section. Kathy recommended that training be conducted at the January meeting to assist with questions regarding assignments.

### B. Curriculum Handbook Development (Curriculum development policies and procedures).

Kathy – we currently use State guidelines for course and program development but now that we have CurricUNET it would be a good idea to create our own handbook. Dr. Patterson will work on the development with the committee in the coming year to provide clarification on issues that have been problematic for the committee. Carol Lee suggested that a subcommittee be formed to assist with the development. Kathy called for volunteers. Volunteers were determined as follows: Carol Lee, Michael Heumann (via Kathy Berry), Eric Lehtonen, and James Patterson.

**C. Development of a Technical Review Committee**

Kathy researched community colleges and discovered that most consultants were in the makeup of Technical Review committees. Carol Lee suggested that for this committee it should be key people such as matriculation, library and those directly involved with items such as TOP coding, Basic Skills, SAM codes, hours, etc. Kathy proposed that the committee vote on a recommendation at the next meeting. The following were suggested positions for the Technical Review Committee: Dean of Learning Services, Dean of Economic and Workforce Development, Matriculation, Articulation, Curriculum Specialist/Instruction Office, and one Co-chair.

**D. Website Content Review/Comments**

Revision by Val Rodgers of first paragraph presented. Carol Hegarty agreed to help with revising opening webpage committee description.

**E. Skill Certificate Issuance**

The issue brought to the committee was to determine what to call the "Skill Certificate". According to the Chancellor's Office the word "certificate" could not be used on transcripts for those certificates that were under 12 units. The question raised was who would track and issue the award. Jan stated that it was originally discussed that they would not be posted to transcripts but be given by the institution. Gloria mentioned that this had been discussed in the past and Kathie Westerfield had suggested the title "Skill Specialization Award", and students would complete a petition to receive the award. Efrain stated that there were a few low unit certificates under the Non-Credit program that could go on transcripts. Efrain will work with Gloria to present for approval at the November 4th meeting.

**F. SB 1440 – Transfer Reform**

Discussion – Kathy stated that there was a committee working on the implementation of SB 1440. Carol Lee stated that Child Development and Psychology were going to be the first revisions. Becky mentioned that the template should be available in January. Krista asked if there should be concern for students and Carol stated that she did not foresee problems for psychology students. One major issue pertained to institutional requirements no longer being required for transfer students. Ongoing updates will be provided at the next meeting.

**IV. Information Items**

None.

**V. Other Items**

None.

**VI. Next Regular Meeting: THURSDAY, NOVEMBER 4, 2010, 3:00 P.M.**

**VII. The meeting adjourned at 4:02 p.m.**

