

**IMPERIAL VALLEY COLLEGE
CURRICULUM COMMITTEE
ADOPTED MINUTES
REGULAR MEETING
THURSDAY OCTOBER 4, 2012
3:05 p.m. – Board Room**

Present:	Kathy Berry	Craig Blek	David Drury	Daniel Gilison
	Carol Hegarty	Michael Heumann	Jose Lopez	Norma Nava
	Norma Nunez	Leticia Pastrana	Veronica Soto	Kevin White
	Cathy Zazueta	David Zielinski		
Consultants:	Gloria Carmona	Ted Cesar	Frank Rapp	Taylor Ruhl
	Efrain Silva			
Absent:	Tina Aguirre	Rick Castrapel	James Patterson	Jose Ruiz
	Lisa Tylenda			
Visitors:	Trinidad Argüelles			
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 3:06p.m. on Thursday, October 4, 2012.

B. Approval of the Minutes

1. Regular Meeting of September 20, 2012

M/S (Zazueta/Blek) to approve the minutes of the September 20, 2012, regular meeting of the Curriculum Committee, as presented. The motion carried.

II. Action Items

A. Curriculum Policies and Procedures

1. AP 4020, Program, Curriculum and Course Development

M/S (Nunez/Berry) to approve the revision to Academic Procedures (AP) 4020, Program, Curriculum and Course Development, to reflect the revised curriculum committee composition, effective as of this date of October 4, 2012, as presented. The motion carried.

Kathy Berry reviewed the added statement from commission guidelines regarding credit hour. The corresponding BP that was previously approved at the April 26, 2012 curriculum meeting and the May 2, 2012 Academic Senate meeting will go to the IVC Board for approval at the October 17, 2012 meeting.

B. Credit Courses

1. Revised Courses

- a. ~~BUS 132 – Business Management (3)~~ (Item removed)

- b. **BUS 154 – Beginning Keyboarding and Document Formatting (3)**
- c. **BUS 164 – Microsoft Word for the Workplace (3)**
- d. **BUS 169 – Records Management (2)**
- e. **BUS 176 – Office Transcription (1)**
- f. **BUS 220 – Principles of Managerial Accounting (4)**
- g. **BUS 230 – Introduction to Governmental Accounting (3)**
- h. **CIS 100 – Computer Literacy (1)**
- i. **CIS 124 – EXCEL I (1)**
- j. **CIS 125 – EXCEL II (1)**
- k. **CIS 137 – Web Development Tools (3)**
- l. **CIS 149 – Photoshop (3)**
- m. **CIS 155 – Flash (3)**
- n. **CIS 202 – Programming in Visual Basic (3)**
- o. **CIS 210 – Programming in C++ (3)**
- p. **CIS 212 – XHTML, CSS, and JavaScript (3)**
- q. **CIS 214 – PHP and MySQL (3)**
- r. **ECON 101 – Introduction to Micro Economics (3)**
- s. **ECON 102 – Introduction to Macro Economics (3)**

M/S (Blek/Berry) to approve the revision of the textbooks for ~~BUS 132~~, BUS 154, BUS 164, BUS 169, BUS 176, BUS 220, BUS 230, CIS 100, CIS 124, CIS 125, CIS 137, CIS 149, CIS 155, CIS 202, CIS 212, CIS 214, ECON 101, and ECON 102, effective 2012-2013, as presented. The motion carried.

Item a. (BUS 132) was removed as the proposal was not ready for approval. It will be sent back to the originator for additional revision and resubmitted at a future meeting.

- t. **CIS 160 – CISCO IT Essentials: Hardware and Software (4)**

M/S (Nunez/Blek) to approve the removal of the prerequisite (CIS 101) and addition of recommended preparation statements, effective 2012-2013, as presented. The motion carried.

Craig Blek explained that when the CISCO program was developed it was thought that CIS 101 would be an appropriate requirement. It has since been determined that most of the students that are in the program already have basic computer knowledge. It has been determined not necessary as a prerequisite for the program.

III. Discussion Items

1. ~~Honors Program (Robert Baukholt)~~ – Moved to next meeting.
2. **Developing Prerequisites via Content Review**
 - **AP 4260**
 - **IVC Prerequisite Matrix Document**

AP 4260 briefly reviewed. It was determined that the documents (AP 4260 and the IVC Matrix) needed to be reviewed and updated. Michael Heumann asked for volunteers to be part of a team to review, make changes, and provide a recommendation to the committee.

Review Team: Michael Heumann, Kevin White, Norma Nunez, and Gloria Carmona.

IV. Information Items

1. Program Learning Outcomes

CurricUNET is available to input PLS's. Contact Dixie Krimm at ext. 6344 for assistance if needed.

V. Other Items

1. Volunteers needed for Accreditation Self Evaluation

Kathy Berry – Standards should be done tomorrow, October 5th; will need people to help with introductions; Brian McNeece sent messages; Efrain Silva has volunteered; evidence will be needed to prove items. If you know anyone who is a good writer, proofer, etc. please refer them to Kathy or Brian.

VI. Next Regular Meeting: OCTOBER 18, 2012, 3:05pm in the Board Room.

VII. The meeting adjourned at 3:35 p.m.