

**IMPERIAL VALLEY COLLEGE
CURRICULUM COMMITTEE
ADOPTED MINUTES
REGULAR MEETING
THURSDAY OCTOBER 18, 2012
3:05 p.m. – Board Room**

Present:	Tina Aguirre	Kathy Berry	Craig Blek	David Drury
	Daniel Gilison	Michael Heumann	Jose Lopez	Norma Nunez
	Leticia Pastrana	James Patterson	Jose Ruiz	Veronica Soto
	Kevin White	Cathy Zazueta	David Zielinski	
Consultants:	Frank Rapp			
Absent:	Rick Castrapel	Carol Hegarty	Norma Nava	Lisa Tylenda
Visitors:	Trinidad Argüelles	Robert Baukholt	Eric Lehtonen	
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 3:05pm on Thursday, October 18, 2012.

B. Approval of the Minutes

1. Regular Meeting of October 4, 2012

M/S (Drury/Pastrana) to approve the minutes of the October 4, 2012, regular meeting of the Curriculum Committee, as presented. The motion carried.

C. Student Learning Outcomes

Kathy Berry reminded the committee to put PLO's in CurricUNET for Majors and Certificates. The deadline for them to be entered into the system is in December, by the end of the Fall semester. The clarification that the PLO's needed to be entered, not necessarily approved, was made.

II. Action Items

1. AP 4020, Program, Curriculum and Course Development

M/S (Blek/Berry) to approve the revision to Academic Procedures (AP) 4020, Program, Curriculum and Course Development, to reflect the inclusion of the Basic Skills Coordinator to the curriculum committee composition, effective as of this date of October 18, 2012, as presented. The motion carried.

2. AP 4105, Distance Education

M/S (Zazueta/Drury) to approve the revision to Academic Procedures (AP) 4105, Distance Education, to reflect the regulation updates, effective as of this date of October 18, 2012, as presented. The motion carried.

David Zielinski explained that this document was approving only the updates to regulations and that the document was being reviewed for other changes that would be brought to the committee at a future meeting. Kathy Berry confirmed that the regulation update was required to be compliant with accreditation.

B. Credit Courses

1. Revised Courses

- a. **AG 220 – Irrigation and Drainage (3)**
- b. **AJ 100 – Introduction to the Administration of Justice (3)**

M/S (Gilison/Patterson) to approve the revision of the textbooks for AG 220 and AJ 100, effective 2012-2013, as presented. The motion carried.

III. Discussion Items

1. Honors Program (Robert Baukholt)

Robert Baukholt presented the background and information about the honors program via Power Point. He discussed things he thought the curriculum committee should be aware of and asked for any input the committee may have.

Some key points:

- Students must qualify
 - Completed 12 units of UC transferable courses with a C or higher
 - Overall GPA of 3.5 or higher/UC transferable courses
 - Completed ENGL 101 or UC transfer equivalent with a grade of B or higher or 3 or higher on the AP test
- Students will sign contracts with the instructors
- Instructors receive no additional compensation
- Instructor must create a supplemental honors syllabus in the term prior to the term they would like to offer the honors course

Honors Committee reviewed: three teaching faculty (Robert Baukholt, Daniel Gilison, Eric Lehtonen, Krista Byrd (alternate)), two counseling faculty (Veronica Soto and Beatriz Avila). Robert asked the committee if they felt a mandatory presence of a curriculum committee member was necessary and if there should be a policy to include it. It was determined that as long as the Honors Committee provided an update to the curriculum committee once per semester that curriculum member presence would not be necessary.

The following courses are slated to be offered with an honors section: BIOL 182, ENGL 226, MATH 220, and PSY 208.

The committee discussed whether a student who failed an honors section of a course would be allowed to repeat a regular section. It was determined that an action item could be placed on the next agenda to allow students who fail an honors section of a course to retake the course as a regular section offering.

Committee members discussed the benefits for students at this time. We currently have no transfer contracts with UC's. Eric Lehtonen explained that this is a pilot program; an opportunity to test and decide if it is a good program.

2. Program Creation – Chancellor's Office and Accreditation Process (Kathy Berry)

Kathy Berry – we may need to revise our policy on new program development. Due to the process of approving programs through the Chancellor's Office and Accreditation it would be prudent to bring the idea to the committee prior to fully developing the courses and/or program. Before the courses are input into CurricUNET the idea should come to the committee for discussion in meeting the following criteria as

determined by the commission on accreditation: is there a measure of rigor; is it college level; relevant; if CTE what jobs are available; if general education where is it transferable; is it consistent with the mission of the college; is it appropriate; are there enough resources to sustain it.

Cathy Zazueta reaffirmed that library resources need to be considered when developing new courses and programs.

IV. Information Items

None

V. Other Items

None

VI. Next Regular Meeting: NOVEMBER 1, 2012, 3:05pm in the Board Room.

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