

**IMPERIAL VALLEY COLLEGE  
CURRICULUM AND INSTRUCTION COMMITTEE MEETING  
ADOPTED MINUTES  
REGULAR MEETING  
THURSDAY, SEPTEMBER 18, 2008  
3:05 P.M. – BOARD ROOM**

**Present:** Tina Aguirre                      Suzanne Gretz                      Carol Lee                                      Lianna Zhao  
                 Kathy Berry                      Melani Guinn                      Joe Trejo *(for C. Mendenhall, ASG Pres.)*                      Dave Zielinski  
                 Ted Ceasar                      Gonzalo Huerta                      Val Rodgers  
                 Dave Drury                      Victor Jaime                      Taylor Ruhl

**Consultants:** Frances Beope                      Norma Nunez                      Kathie Westerfield                                      Efrain Silva  
                 Michael Heumann

**Absent:**

**Visitors:** Frank Rapp                      Robin Ying                      Jessica Waddell                                      Becky Green

**Recorder:** 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 3:08 p.m. on Thursday, September 18, 2008.

Since a student was in attendance in the place of ASG President Chantilee Mendenhall, formal introductions of all members, consultants, visitors and guests were made.

**B. Approval of the Minutes of August 28, 2008**

*M/S/C Huerta/Drury to approve the C & I Committee meeting minutes of August 28, 2008, as presented. The motion carried.*

**II. Action Items**

**A. Credit Courses**

**1. (NEW) ENGL/HUM 226 – Introduction to Mythology (3.0)**

*M/S/C Guinn/Zielinski to approve the addition of ENGL/HUM 226, INTRODUCTION TO MYTHOLOGY, to the credit curriculum, effective with the 2009 – 2010 academic year, as presented. The motion carried.*

David Zielinski provided a brief explanation of the two proposed validation matrices attached to the course outline. He indicated that of the two proposals, validation matrix #1 is the more appropriate one to use.

**B. Distance Education Courses – Addendum Documentation**

**1. PE 210 – Introduction to Physical Education (2.0)**

*M/S/C Drury/Rodgers to approve the Distance Education Addendum for PE 210, INTRODUCTION TO PHYSICAL EDUCATION, to provide greater access and allow the inclusion of all modalities of learning, effective spring 2009, as presented. The motion carried.*

**C. Noncredit**

**1. Noncredit Courses**

- a. **(REVISED)** PE 804 – Balance and Mobility **for Older Adults** (48.0 Seat Hours)

*M/S/C Drury/Guinn to approve the revision of the course title for PE 804, BALANCE AND MOBILITY FOR OLDER ADULTS, effective spring 2009, as presented. The motion carried.*

**2. Noncredit Certificates of Completion**

- a. **(NEW)** ESL Civics Noncredit Certificate of Completion

*M/S/C Zhao/Jaime to approve the new ESL CIVICS NONCREDIT CERTIFICATE OF COMPLETION, effective spring 2009, as presented. The motion carried.*

- b. **(NEW)** ESL Survival Skills Noncredit Certificate of Completion

*M/S/C Rodgers/Jaime to approve the new ESL SURVIVAL SKILLS NONCREDIT CERTIFICATE OF COMPLETION, effective spring 2009, as presented. The motion carried.*

**D. Majors and Certificates**

- 1. (REVISED) English Major**

*M/S/C Zielinski/Drury to approve the revision of the English Major to add ENGL/HUM 226 to Section II, acceptable courses for the major, effective with the 2009 – 2010 academic year, as presented. The motion carried.*

- 2. (REVISED) Humanities Major**

*M/S/C Guinn/Zielinski to approve the revision of the Humanities Major to add ENGL/HUM 226 to Section V, effective with the 2009 – 2010 academic year, as presented. The motion carried.*

**III. Discussion Items**

**A. Prioritization of Faculty Positions**

Although the committee had previously agreed to discuss the prioritization of faculty positions in the fall, members concurred with Kathy Berry’s proposal to postpone this discussion until January to allow sufficient time for divisions and departments to conduct program reviews. It was suggested that Dawn Chun, Institutional Research, could begin gathering program data beginning in October.

**B. Division Reorganization**

Kathy Berry noted that the last time discussion regarding division organization took place was three and a half years ago; the district is a year behind on this required evaluation. If after evaluating the current organization the committee agrees that no changes are needed, the evaluation and outcome must be documented.

**C. Course Credit Status of ENGL 100 – Basic English Composition (3.0)**

The designation of ENGL 100 as a non-degree applicable basic skills course, or as a degree-applicable non-basic skills course was discussed at length by the committee. The discussion included the following:

- The course is degree-applicable as an elective course only, but for institutional purposes it should be coded as non-degree applicable basic skills.
- With the recent revisions to Title 5, the basic skills designations for courses now available are “N” for non-basic skills, and “B” for basic skills. The designation of “P” for pre-collegiate basic skills is no longer applicable, which has created the current issue. ENGL 100 classes were included as non-degree applicable basic skills in the latest 320 Report, and the District received basic skills funding for these classes. If the course should indeed be designated as degree-applicable, transferable, and non-basic skills it will be necessary to recalculate and submit an amendment to the report. The deadline to submit an amendment is one month.
- The course is equivalent to 11<sup>th</sup> grade English. In order to help students strengthen their basic skills, the course should be viewed from a pedagogical standpoint not as a funding issue.
- A degree-applicable course is defined in Title 5 as a college-level course. It is important that the committee understand what ENGL 100 should be; if it’s not a college-level course, it can’t be designated as degree-applicable. Dave Zielinski pointed out that it was just for this reason that ENGL 101 was made a degree-applicable course.

Since there appeared to be no opposition to designating ENGL 100 as a basic skills course, Carol Lee suggested that this issue be brought back as an action item at the next C & I meeting. Two items would be addressed at that time: (1) designating ENGL 100 as a basic skills course; and (2) renumbering the course (99 can’t be used since this number is preserved for special topic courses), and designating it as non-degree applicable effective 2009 – 2010.

#### **IV. Information Items**

**National University 2008 Regional Articulation Roundtable**(handout). Carol Lee described the seminar as a liaison, “faculty-to-faculty” meeting between National University and San Diego area community colleges. She noted the Roundtable conflicted with the Education Summit on October 9, which she considered to be more important for IVC faculty to attend. She stated that an articulation counselor would be attending the Roundtable.

**C-ID Project** (handout). Carol Lee informed members that with the demise of CAN, C-ID (Course Identification Number System) will be the course numbering system for community colleges. She explained that colleges are required by law to maintain a numbering system. The Academic Senate for California Community Colleges is seeking assistance from faculty in designated disciplines to review the course descriptors that have been developed, and to serve on Faculty Discipline Review Groups as part of the two-phase C-ID project. Carol stated that costs associated with participation in the C-ID project would be covered by the sponsor.

#### **V. Other Items - None**

**VI. Next Regular Meeting – 3:05 p.m., Thursday, October 2, 2008, Board Room**  
**Materials Due: 5:00 p.m., Wednesday, September 24, 2008**

#### **VII. ADJOURNMENT**

The meeting was adjourned at 3:43 p.m.