

MINUTES
VICTOR VALLEY COLLEGE

August 30, 2018
2:48 PM

1. CALL TO ORDER

The meeting was called to order at 2:48 p.m. by, Chairperson.

MEMBERS PRESENT: Debra Blanchard, Chairperson, Patty Golder, Jeanine Speakman, Sandy Visser, Scott Jones, Lisa Harvey, Richard Cerreto, Leslie Huiner, Pam James, Jackie Stahlke, and Joe Pendleton

MEMBERS ABSENT: Gregory Jones

GUESTS: Natasha Schumacher and Starlie Luna

2. ANNOUNCEMENT OF ADDITIONS/DELETIONS/CORRECTIONS TO AGENDA:

None

3. ANNOUNCEMENT COURSE DEVELOPERS MAY COMMENT OR EXPLAIN AGENDA ITEMS.

None

4. MINUTES:

4.1 Minutes from May 31, 2018

It was MSC (P. James/R. Cerreto, 10-0) to approve

4.2 Minutes from June 5, 2018

It was MSC (R. Cerreto/P. Golder, 10-0) to approve as corrected with Richard and Jackie added to Members Present, but keep the times that they arrived.

5. CONSENT AGENDA:

None

6. ACTION ITEMS:

PROGRAMS/CERTIFICATES

6.1 Nursing A.S. (04955)

It was MSC (J. Speakman/L. Harvey 10-0) to approve degree update

Discussion: Narratives for all certificates and degrees keep getting kicked back, even when following the templates. Pam mentioned that the Global Citizenship and Information Competency requirements listed in VVC graduation requirements are not listed on the Nursing degree requirements. The degree will be updated to include which classes meet the requirements for Global Citizenship and Information Competency.

6.2 Business A. S.

It was MSC (R. Cerreto/L. Huiner, 10-0) to approve degree update

Discussion: Degree was previously deactivated after Peter Maphumulo told the Chancellor's Office that issues with the degree were being addressed. The degree was approved by the regional consortia. Scott mentioned that the goal for the degree was not listed as CTE per the PCAH. Chair stated that Reba checks the box for CTE when adding it to the system. Pam received clarification from the Chair that the degree would be included in the catalog addendum.

6.3 Medical Office Certificate (07546)

It was MSC (P. James/J. Stahlke, 10-0) to approve Certificate update

Discussion: The number of units on the degree did not match what was at the Chancellor's Office

Motion to Bundle items 6.4 and 6.5 as Bundle #1

It was MSC (L. Huiner/R. Cerreto, 10-0) to approve bundling items

Motion to approve Bundle #1

It was MSC (P. James/G. Jones, 10-0) to approve Bundle #1

6.4 Escrow Secretarial Services

It was MSC (J. Stahlke/J. Speakman, 10-0) to approve Certificate deactivation

6.5 Real Estate Secretarial Services

It was MSC (J. Stahlke/J. Speakman, 10-0) to approve Certificate deactivation

Discussion: These certificates were so old that there was no paperwork on either of them

TABLED PROGRAMS/CERTIFICATES

None

COURSES

7.1 ANIM 260 3ds Max Advanced Modeling and Materials

It was MSC (R. Cerreto/P. James, 10-0) to approve discipline change, top code change, title update, instructional objectives, SLOs, course content, textbook update

Discussion: Changing CIDG to ANIM

7.2 ANIM 260 3ds Max Advanced Modeling and Materials

It was MSC (S. Visser/J. Pendleton, 10-0) to approve prerequisite ANIM 160

7.3 APE 183A Introduction to Adapted Walking for Fun Fitness

It was MSC (P. Golder/J. Stahlke, 10-0) to approve course update, instruction objectives, course content, textbook update, SLOs, assignments

7.4 APE 183A Introduction to Adapted Walking for Fun Fitness

It was MSC (L. Harvey/R. Cerreto, 10-0) to approve prerequisite: Physical condition limiting participation in regular physical education courses. Medical release applicable.

7.5 APE 183C Advanced Adapted Walking for Fun Fitness

It was MSC (S. Jones/S. Visser, 10-0) to approve course update, instructional objectives, course content, textbook update, SLOs, assignments

7.6 APE 183C Advanced Adapted Walking for Fun Fitness

It was MSC (R. Cerreto/S. Visser, 10-0) to approve prerequisite: Physical condition limiting participation in regular physical education courses. Medical release applicable.

7.7 ASL 126 Introduction to Interpreting

It was MSC (P. Golder/J. Pendleton, 10-0) to approve course update as corrected: instructional objectives, assignments, textbook update, distance education description update

Discussion: Lisa stated that the SLOs were entered wrong and need to be entered correctly. Chair updated the course to reflect the correct SLO format. Each one must be entered individually.

7.8 ASL 126 Introduction to Interpreting

It was MSC (P. Golder/J. Stahlke, 10-0) to approve co-requisite ASL-125 as corrected

Discussion: Course is being proposed as a co-requisite to allow students to take ASL 125 and ASL 126 concurrently or at separate times. Several members asked for clarification if the class would also remain as a co-requisite. Jackie stated that listing the class only as a co-requisite may cause issues with registration. Discussion about the two types of co-requisites: one-way and two-way. Chair looked up the definitions and a two-way co-requisite would allow students to take the classes together or at separate times, but ASL 125 would still remain a prerequisite for ASL 126. Chair updated the course to reflect the two-way co-requisite and Debbie Chesser will be notified of the update by the area rep.

7.9 AUTO 138 Cooperative Education Automotive

It was MSC (S. Jones/R. Cerreto, 10-0) to approve course update, course content, instructional objectives, and textbook update

Discussion: If information was added into CurricUNET before a certain point, the new charts will not show numbers in the min and max hours portion of the chart. Chair stated that this information will need to be added in a different area to update the chart.

7.10 AUTO 51C Advanced Engine Diagnosis and Replacement

It was MSC (L. Harvey/P. James, 10-0) to approve new course as corrected

Discussion: Lisa stated that the word “of” needed to be removed from SLO #2. Chair updated the course to reflect the change made to the SLO.

7.11 AUTO 51C Advanced Engine Diagnosis and Replacement

It was MSC (R. Cerreto/S. Jones, 10-0) to approve prerequisite AUTO 51B

7.12 AUTO 60.1 Automotive Suspension, Steering and Alignment

It was MSC (P. Golder/L. Harvey, 10-0) to approve new course

7.13 AUTO 60.1 Automotive Suspension, Steering and Alignment

It was MSC (J. Speakman/J. Stahlke, 10-0) to approve Prerequisite AUTO 50

Discussion: Chair asked if it should say “Intro” or “Introduction.” The consensus among members was that “intro” is common language and should not need to be changed.

7.14 AUTO 60.2 Advance Alignment

It was MSC (R. Cerreto/S. Visser, 10-0) to approve new course as corrected

Discussion: Lisa asked the Chair to bring the course up on the projector to review the IOs. The creator linked all of the information and also typed everything out. Chair removed the duplicate information from instructional objectives.

7.15 AUTO 60.2 Advance Alignment

It was MSC (R. Cerreto/L. Harvey, 10-0) to approve prerequisite AUTO 60.1

7.16 AUTO 80.2 Automotive Electrical & Electronics II

It was MSC (L. Harvey/P. James, 10-0) to approve new course

7.17 AUTO 80.2 Automotive Electrical & Electronics II

It was MSC (L. Huiner/S. Visser, 10-0) to approve prerequisite AUTO 80.1

7.18 CJ 138 Cooperative Education Criminal Justice

It was MSC (S. Jones/S. Visser, 10-0) to approve course update, catalog description, course content, SLOs, and instructional objectives

7.19 ECON 101 Principles of Economics: Macro

It was MSC (R. Cerreto/J. Stahlke, 10-0) to approve course update as corrected: catalog description, schedule description, SLOs textbook update

Discussion: Jackie stated that the course creator wanted to remove the wording “College Algebra” in the entrance skills. Chair removed “college algebra” from the entrance skills. Pam said that it would be a good idea to ask how prerequisites of certain math classes will work when the lower math classes are removed due to AB705.

7.20 ECON 101 Principles of Economics: Macro

It was MSC (L. Huiner/P. James, 10-0) to approve prerequisite: MATH 90

7.21 ECON 101 Principles of Economics: Macro

It was MSC (R. Cerreto/J. Stahlke, 10-0) to approve prerequisite: MATH 90S

7.22 FIRE 67 Trench Rescue

It was MSC (R. Cerreto/S. Visser 10-0) to approve Course update as corrected: catalog description, schedule description, SLOs, and textbook update

Discussion: Lisa asked Chair to pull the course up for review. The creator copied and pasted, so the formatting is off. Scott mentioned that the course shows a justification for a course size of 24, but the capacity is 40. Chair stated that they can't change the class size during a substantial revision only on a new course development and a class size revision. An update would need to be done specifically for the class size after being approved by Peter. Scott adjusted the formatting. Chair stated that FIRE 95 was listed as a prerequisite in the catalog, but it is not listed in CurricUNET. The prerequisite will need to be removed from the catalog by the Office of Instruction.

7.23 FIRE 67 Trench Rescue

It was MSC (R. Cerreto/S. Visser, 10-0) to approve prerequisite: FIRE 11A

7.24 FIRE 82C First Responder Operational Weapons of Mass Destruction

It was MSC (S. Visser/S. Jones, 10-0) to approve course update: course number change, catalog description, instructional objectives, SLOs

Discussion: Course used to be listed as 4B.

7.25 FIRE 82C First Responder Operational Weapons of Mass Destruction

It was MSC (R. Cerreto/L. Huiner, 10-0) to approve prerequisite as corrected: FIRE 82A

Discussion: Jackie asked if the previous CSTI HAZMAT prerequisite was removed. Scott stated that CSTI is a certification class not offered by the college and that the same necessary skills would need to be added as an “either/or” in the entrance skills instead of all of them listed together in the prerequisite. It will say “CSTI or 82A.” Scott adjusted the course to reflect the changes. Chair stated that the catalog description is listed correctly regarding this issue.

Motion to Bundle items 7.26, 7.27, 7.28, 7.29, 7.30, 7.31, 7.32, 7.33 as Bundle #2

It was MSC (J. Stahlke/P. James, 10-0) to approve bundling items

Motion to approve Bundle #2

It was MSC (R. Cerreto/S. Visser, 10-0) to approve Bundle #2

7.26 PHIL 101 Introduction to Philosophy

It was MSC (R. Cerreto/S. Visser, 10-0) to approve SLO revision only

Discussion: Lisa asked why SLOs are no longer on the consent agenda. Chair stated that textbook, SLOs, DE, and class size should be listed under consent agenda if they are individual changes.

7.27 PHIL 109 Introduction to Logic

It was MSC (R. Cerreto/S. Visser, 10-0) to approve SLO revision only

- 7.28 PHIL 120 History of Ancient Philosophy**
It was MSC (R. Cerreto/S. Visser, 10-0) to approve SLO revision only
- 7.29 PHIL 207 Introduction to Critical Thinking**
It was MSC (R. Cerreto/S. Visser, 10-0) to approve SLO revision only
- 7.30 RLST 105 Religions of the Old Testament, Hebrews Scriptures, and Ancient Near East**
It was MSC (R. Cerreto/S. Visser, 10-0) to approve SLO revision only
- 7.31 RLST 110 Religions of the Middle East & the West**
It was MSC (R. Cerreto/S. Visser, 10-0) to approve SLO revision only
- 7.32 RLST 113 Religion and Society**
It was MSC (R. Cerreto/S. Visser, 10-0) to approve SLO revision only
- 7.33 RLST 207 Introduction to Critical Thinking**
It was MSC (R. Cerreto/S. Visser, 10-0) to approve SLO revision only

TABLED COURSES

None

8. INFORMATION/DISCUSSION

8.1 Certificates of Achievement approval by State at 8 units and up

It was MSC (/, 10-0) to approve

Discussion: Chair stated that the Chancellor's Office is now accepting 8 and 12 credit certificates. This will allow the certificates to be included in VVC's success rate. This will also be beneficial to students. Chair stated that this discussion will be taken to the Academic Senate. Pam asked when the effective date will be and that the language will need to be included in the catalog addendum.

AP4225 – Repeatability for job related requirements

Discussion: AP 4225 documents from multiple colleges were provided to the committee. Each one required a petition for repeating state mandated courses.

Pam stated that students are required to fill out a petition and turn it in to Admissions and Records which is mandated in VVC's AP 4225. Scott stated the importance of students being registered for the course instead of auditing the course because it would impact funding. Chair asked Scott find documentation from other institutions to satisfy Admissions and Records requirements, as well as Title V. Scott stated that it is automatic at Citrus (see four documents attached) and does not require a petition. Leslie highlighted information that states students are required to certify the course they are repeating is legally mandated. Scott argued that the EMT program should have 99 repeatability because it is legally mandated. Chair stated "legally mandated" refers to a class being required to keep a license or certification current. Pam said that if a student repeated a class four times that they are notified the course should be repeated at a different school. Chair stated she would call Tim Capehart for more information regarding Bakersfield College where Tim came from.

9. PUBLIC COMMENTS RELATED TO NON-AGENDA ITEMS:

AB705 will allow students to self-place into ENGL 101.0 and various MATH classes. Amy Azul wants to offer some new classes under Basic Skills. Chair mentioned creating a new prefix for tutoring classes or creating a new discipline. These would be credit courses versus ACOM non-credit classes. Patty mentioned the new discipline being called Tutoring and Academic Support. These courses would be for training tutors. AB705 was created because prerequisites were not being validated. Chair stated that notifications should be sent to instructors describing how to make sure their prerequisites are being validated. Lisa recommended that the Chair offer a class or workshop to show instructors how to make sure they are validating their prerequisites. Chair stated the importance of course updates and prerequisite updates at scheduled times.

Chair mentioned AUTO classes for car detailing do not have an LMI. Scott stated that there are codes for detail and porter. The question is whether or not it is an actual program.

Lisa stated that Michael Butros is adding two new PHYS classes and one will be a prerequisite for the other. Chair stated to put the courses in without the prerequisites for approval and then do an update for the prerequisite.

There will be a meeting on September 13, 2018 in building 33-113.

10. ADJOURNMENT

The meeting was adjourned at 4:23 p.m.

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