

CURRICULUM COMMITTEE MINUTES
ZOOM Meeting
<https://vvc-edu.zoom.us/j/92288981352>

MARCH 25, 2021

2:45 PM

Announcement: This meeting is being recorded and audio will be posted on the Academic Senate website under the Curriculum Committee.

1. CALL TO ORDER

The meeting was called to order at 2:48 pm.

ANNOUNCEMENT OF ITEMS DELETED OR CORRECTED FROM THE AGENDA

None

MEMBERS PRESENT: Debra Blanchard, Chairperson, Patty Golder, Richard Cerreto, Leslie Huiner, Pamela James, Lisa Harvey, Joseph Pendleton, and Christa White

MEMBERS ABSENT: Scott Jones, Jackie Stahlke and Sandy Visser

GUESTS: Reba Pugliese

ADMINISTRATOR: Todd Scott

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

None

- 3. CONSENT AGENDA:** All matters listed under Consent agenda are considered by the Curriculum Committee to be routine. There will be no separate discussion on these items prior to the time the committee votes on them unless a Committee member requests a specific item be removed from the Consent Agenda for discussion and separate vote. Public comment on consent items from anyone completing a written request will be heard prior to the Committee's vote on the Consent Agenda.

4. PUBLIC COMMENTS RELATED TO ACTION AGENDA ITEMS:

The complete written request to address the Committee shall be submitted at the beginning of the meeting. Individuals who want to comment on action items may do so after being recognized by the Committee Chair and before Committee discussion of the particular item during the meeting. Comments are limited to three minutes per individual and a total of 15 minutes per topic. Speakers will be timed electronically, and all speakers will be required to address the Committee from a designated place. Only those who have been recognized by the Committee Chair will be permitted to speak.

None

5. ACTION ITEMS

NON-COURSE ACTION ITEMS:

5.1 Course substitution form update

It was MSU (L. Harvey/C. White, 7-0) to approve

Discussion

Updating the form by removing Mike McCracken and adding email addresses to the other signatories. Also add example after replacement course just like it is shown on the certificate course and the certificate name.

Signatories are on the form to make sure that the substitute course is a valid substitution. The form was created by the curriculum committee so that they could keep track of what certificates needed updated.

5.2 Standardized non-credit spelling and usage in all curriculum and catalog

It was MSU (L. Harvey/P. Golder, 7-0) to approve using noncredit as one word no hyphen or space.

Discussion

For the catalog and other documents, a consistent way of spelling noncredit needs to be agreed on. Noncredit is also spelled multiple ways in Meta. The chancellor's office uses it as one word, the Vision Resource Center spells it as one word, and Title 5/Ed Code spells it as one word. It was also noted that in some cases the correct spelling would be with a hyphen but will not be used for curriculum and catalog purposes.

MINUTES:

5.3 Minutes from February 25, 2021

It was MSU (R. Cerreto/P. Golder, 7-0) to approve

Course Substitution forms

None

DEGREES:

5.4 Biology AD-T

It was MSU (R. Cerreto/C. White, 7-0) to approve new degree

5.5 Kinesiology AA-T

It was MSU (L. Harvey/R. Cerreto, 7-0) to approve degree update

CERTIFICATES:

None

TABLED DEGREES/CERTIFICATES:

None

COURSES:

5.6 ALDH 176 Athletic Training III

It was MSU (R. Cerreto/C. White, 7-0) to approve course deactivation bundle #1
It was MSU (R. Cerreto/P. James, 7-0) to bundle 5.6, 5.7, 5.10, 5.11, and 5.12

5.7 ALDH 177 Athletic Training IV

It was MSU (R. Cerreto/C. White, 7-0) to approve course deactivation bundle #1

5.8 ESL 012A Computer Literacy Skills Level 3

It was MSU (P. Golder/R. Cerreto, 7-0) to approve new course

5.9 ESL 012A Computer Literacy Skills Level 3

It was MSU (P. Golder/R. Cerreto, 7-0) to approve distance education

5.10 KIN 176 Athletic Training III

It was MSU (R. Cerreto/C. White, 7-0) to approve course deactivation bundle #1

5.11 KIN 177 Athletic Training IV

It was MSU (R. Cerreto/C. White, 7-0) to approve course deactivation bundle #1

5.12 RMGT 3 Host/Hostess

It was MSU (R. Cerreto/C. White, 7-0) to approve course deactivation bundle #1

5.13 SOC 217 Introduction to Social Science Research Methods

It was MSU (R. Cerreto/P. Golder, 7-0) to approve new course

Discussion

Make sure that on both courses COR's has what course it is cross listed with.

5.14 SOC 217 Introduction to Social Science Research Methods

It was MSU (R. Cerreto/P. Golder, 7-0) to approve recommended preparation: MATH 120

5.15 SOC 217 Introduction to Social Science Research Methods

It was MSU (P. Golder/R. Cerreto, 7-0) to approve prerequisite: SOC 101

5.16 SOC 217 Introduction to Social Science Research Methods

It was MSU (C. White/P. Golder, 7-0) to approve distance education

6. CURRICULUM TRAINING

6.1 CI-D Numbering on Course Outline of Record

Discussion

Same information as last time, email was sent out to see if it could be pulled by colleague. If it goes at the end of the course description, then Reba would have to enter the information. We are still waiting for a response from Courseleaf.

6.2 How to on META

Discussion

When they set up Meta, all curriculum committee members were set up in an order as "required". This caused a bottleneck and slowed the approval process. This has now been fixed and now all members are optional which means the approval process can flow more quickly and not be held up by one committee member.

7. ADJOURNMENT

The meeting was adjourned at 3:29 pm.

This document has been edited according to Accessibility Best Practices.