

MINUTES
VICTOR VALLEY COLLEGE

FEBRUARY 22, 2018

2:55 PM

1. CALL TO ORDER

The meeting was called to order at 2:54 p.m. by, Chairperson.

MEMBERS PRESENT: Debra Blanchard, Chairperson, Patty Golder, Scott Jones, Leslie Huiner, Pamela James, Gregory Jones, Scott Jones, Jackie Stahlke, Jeanine Speakman and Sandy Visser

MEMBERS ABSENT: Richard Cerreto and Lisa Harvey

GUESTS: Reba Pugliese, Neville Slade, Thomas Miller

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

ADDITION

Deletion of 7.3 was double listed and is also located on the tabled certificates

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

4. MINUTES:

4.1 Minutes from November 30, 2017 with corrections

It was MSC (J. Stahlke /P. Golder, 9/0) to approve.

4.2 Minutes from December 14, 2017

It was MSC (G. Jones /P. James, 9/0) to approve.

5. CONSENT AGENDA:

None

6.0 ACTION ITEM:

6.1 Review of Curriculum Committee charge with regard to the following

It was MSC (S. Visser /J. Speakman, 9/0) to approve.

Number 2 Curriculum Handbook statement with correction of changing "Victor Valley Curriculum Committee to "the curriculum committee"

Charge

The purpose of the Curriculum Committee is to approve new and revised curriculum, programs and degrees, credit and non-credit and academic policies prior to submission to the District Governing Board for final approval to ensure compliance with Title 5 and California Education Code. In addition, the Curriculum Committee provides guidance and oversight to ensure that all students as well as the academic, business, and local communities.

Review of Curriculum Committee charge with regard to the following:

-relevance

-adherence

-need revision

1. Academic Senate website statement

The purpose of the Curriculum Committee is to approve new and revised curriculum and academic prior to submission to the District Governing Board for final approval. In addition, the Victor Valley College Curriculum Committee provides guidance and oversight to ensure that all curriculum is sound, comprehensive and responsive to the evolving needs of our students as well as the academic, business, and local communities.

2. Curriculum Handbook statement

The purpose of the Curriculum Committee is to approve new and revised curriculum, programs and degrees, credit and non-credit and academic policies prior to submission to the District Governing Board for final approval to ensure compliance with Title 5 and California Education Code. In addition, the Victor Valley College Curriculum Committee provides guidance and oversight to ensure that all curriculum is sound, comprehensive and responsive to the evolving needs of our students as well as the academic, business, and local communities.

6.2 **Meeting time and dates: 2nd, 4th, and 5th Thursdays at 2:45-5:00**

It was MSC (Jackie Stahlke/Patty Golder, 9 -0) to Approve

6.3 Meeting Location: CFIE

It was MSC (Greg Jones/Jeanine Speakman, 9 -0) to Approve

The V.P. of instruction is not allowing any standing meetings to be scheduled in the CFIE. The committee discussed 32-5 (Allied Health) and a Child Development classroom instead of going back to the SAC quiet room. The committee would like a quiet area without interruptions.

The Curriculum and Scheduling coordinator will look into both of these options to see if they are available for future curriculum committee meetings.

The meetings will stay in the CFIE until a new meeting place has been arranged.

6.4 **Membership:**

It was MSC (Jackie/Patty, 9 -0) to Approve

Chairperson - Debby Blanchard x2266, 760 964-6868

A.D.A. (Americans with Disabilities Act) - Jacqueline Stahlke, x2765

- Reviews all A.D.A. compliance requirements and issues
- Non-voting position

Articulation - Pamela James x2550

- Reviews transfer proposals for all areas
 - ADT Review
 - Technical Review

Business & Industry - Scott Jones x2338, Sandy Visser x2771

- Administration of Justice/Criminal Justice
- Agriculture and Natural Resources
- Automotive
- Aviation
- Business Administration
- Business Education Technologies/Business Office Technology
- Business Escrow
- Business Real Estate
- Construction & Manufacturing Technology
- Emergency Medical Services
- Fire Technology
- Welding

Counseling - Jacqueline Stahlke x2765

- Guidance
- Developmental Studies
- Adult/Non-Credit
- Technical Review

Health Sciences - Jeanine Speakman x2416

- Adapted PE
- Allied Health
- Athletics
- Kinesiology
- Kinesiology Dance
- Kinesiology Health
- Nursing
- Respiratory Therapy

Humanities & Arts - Patty Golder x2540, Greg Jones x2566

- Art
- American Sign Language
- Basic Skills
- Commercial Art
- Communication Studies
- English
- English as a Second Language
- Foreign Languages - Spanish, French, German
- Journalism
- Music
- Photography
- Theatre Arts

Library - Leslie Huiner x2321

- Technical Review
- Reviews proposals from all areas for library holdings

Math & Science - Lisa Harvey x2658

- Astronomy
- Biology (Anatomy, Microbiology, Physiology)
- Biotechnology
- Chemistry
- Computer Information Science/Systems
- Cooperative Education
- Economics
- Electronics and Computer Technology
- Engineering/Drafting
- Geology
- Mathematics
- Media Arts
- Physical Science
- Physics
- Restaurant Management

- Anthropology
- Child Development
- Education
- Geography
- History
- Philosophy
- Political Science
- Paralegal Studies
- Psychology
- Religious Studies
- Sociology

Student Learning Outcomes – Lisa Harvey x2658

- Reviews all student learning outcomes on the student learning outcome only revision
- Non-voting position

The Academic Senate President sent a directive effective 2.12.18 that SLO's will no longer be handled by the curriculum committee but by the SLOAC committee.

Discussion by committee on possible solutions, problems and issues. SLOAC is responsible for developing a process so the curriculum committee will wait.

6.5 Course substitution

1. Cisco Networking Academy Level VII – ELCT 110 for ELCT 80 (signed May/June 2017, rcvd January 2018) for Kyle Hare

It was MSC (P. James/J. Stahlke, 9 -0) to Approve

2. Cisco Networking Academy Level VII – ELCT 7 for ELCT 69 (signed May/June 2017, rcvd January 2018) for Kyle Hare

It was MSC (S. Visser/P. James, 9 -0) to Approve

3. Animal Science Specialist Certificate – BIOL 100 for AGNR 107 (signed December 2017, rcvd January 29, 2018) for Yesenia Perez It was MSC (J. Stahlke/L. Huiner, 9 -0) to Approve

It was noted that two of the 3 forms were signed and dated in May/June of 2017 but were received by the chair in December 2017.

COURSES

6.6 **AENG 10.6 Low Intermediate Reading and Writing**

It was MSC (P. Golder/P. James, 9 -0) to Approve hour change from 48-54 to 96-108, course update, description change

Discussion

The committee discussed the doubling of hours in a non-credit course. Consensus was to honor the experts' decision.

Non-credit does not need to increase the rigor in order to add hours – administration has the option to offer the class for less hours than the maximum.

- 6.7 AENG 10.6 Low Intermediate Reading and Writing**
It was MSC (P. Golder/S. Jones, 9 -0) to approve recommended prep AENG 10.4
- 6.8 AENG 10.6 Low Intermediate Reading and Writing**
It was MSC (/ 8 -0) to be remove from agenda not on COR correctly
- 6.9 AGNR 122 Plant Propagation and Green House Production**
It was MSC (S. Jones/S. Visser, 9 -0) to approve course update, description change, instructional objectives, assignments, methods of instruction and textbook update
- 6.10 AGNR 178 Agriculture Economics**
It was MSC (S. Jones/S. Visser, 9 -0) to approve
- 6.11 AUTO 58 Automotive Lubrication Technician**
It was MSC (S. Visser/S. Jones, 9 -0) to approve course update: course content and 48 – 54 out of class hours
- 6.12 AUTO 59 Automotive Tire Technician**
It was MSC (G. Jones/S. Visser, 9 -0) to approve textbook update and 45-54 out of class hours
- 6.13 AUTO 61 Automotive Brakes**
It was MSC (P. James/J. Stahlke, 9 -0) to approve course update: 96-108 out of class hours
- Out-of-class hours need to be on all COR's – state will only approve courses that have out of class hours
- 6.14 AUTO 61 Automotive Breaks**
It was MSC (Patty Golder /Sandy Visser, 9 -0) to approve recommended prep: AUTO - 57
- 6.15 AUTO 77 Automotive Service Writing and Shop Management**
It was MSC (Scott Jones /Leslie Huiner, 9 -0) to approve course update: 96-108 out of class hours
- 6.16 AUTO 77.1 Automotive Leadership and Team Building**
It was MSC (Patty Golder/Jeanine Speakman, 9 -0) to approve course update: 96-108 out of class hours
- 6.17 AUTO 77.2 Automotive Safety Training for Managers**
It was MSC (Greg Jones /Jeanine Speakman, 9 -0) to approve course update: 96-108 out of class hours
- 6.18 AUTO 77.3 Automotive Workplace Professionalism**
It was MSC (/, 9 -0) to approve
It was MSC Sandy Visser/Patty Golder to bundle 6.18, 6.19, 6.20, 6.22, 6.25, 6.26, 6.27, 6.29, 6.30, 6.31, 6.32, 6.34 and 6.37 it was MSC Sandy Visser/Patty Golder (9-0) to approve bundle
- 6.19 AUTO 77L Automotive Service Writing and Shop Management Laboratory**
It was MSC (/, 9 -0) to approve textbook update (bundle)
- 6.20 AUTO 79 Auto Tune Up/Emission control & Fuel systems**
It was MSC (Scott Jones /Patty Golder, 9 -0) to approve course update: textbook update, methods of instruction, entrance skills update and 48-54 out of class hours (bundle)
- 6.21 AUTO 79 Auto Tune Up/Emission control & Fuel systems**
It was MSC (Jeanine Speakman /Patty Golder, 9 -0) to approve prerequisite AUTO 50

- 6.22 AUTO 79A Auto Tune-up/Emission Control and Fuel Systems**
It was MSC (/, 9 -0) to approve course update: 48-54 out of class hours, entrance skills
- 6.23 AUTO 79A Auto Tune-up/Emission Control and Fuel Systems**
It was MSC (Pam James/Greg Jones, 9 -0) to approve prerequisite: AUTO 50
- 6.24 AUTO 79B Ignition and Fuel Systems**
It was MSC (Patty Golder/Pam James, 9 -0) to approve prerequisite: AUTO 50
- 6.25 AUTO 79B Ignition and Fuel Systems**
It was MSC (/, 9 -0) to approve course update: instructional objectives, methods of instruction, textbook update, activity 96-108 out of class hours, SLO's (bundle)
- 6.26 AUTO 80 Automotive Computers, Electronics and Electrical Systems**
It was MSC (/, 9 -0) to approve course update: activity content 256-288 out of class hours, SLO's textbook update (bundle)
- 6.27 AUTO 80F Ford Diagnostic and Repair Strategies**
It was MSC (/, 9 -0) to approve activity 96-108 out of class hours, SLO's, textbook update, (bundle)
- 6.28 AUTO 80F Ford Diagnostic and Repair Strategies**
It was MSC (Sandy Visser/Jackie Stahlke, 9 -0) to approve prerequisite: AUTO 50
- 6.29 AUTO 95A Automotive Laboratory**
It was MSC (/, 9 -0) to approve course update: unit change
- 6.30 AUTO 96 Applied Technical Air Conditioning and Heating Systems**
It was MSC (/, 9 -0) to approve course update: activity content 96-108 out-of-class hours (bundle)
- 6.31 AUTO 97 Automotive Air Conditioning and Heating Systems**
It was MSC (/, 9 -0) to approve course update: activity content 96-108 out-of-class hours (bundle)
- 6.32 AUTO 99.1 Light Duty Diesel Systems 1**
It was MSC (/, 9 -0) to approve course update: activity content 96-108 out-of-class hours (bundle)
- 6.33 AUTO 99.1 Light Duty Diesel Systems 1**
It was MSC (Leslie Huiner/Scott Jones, 9 -0) to approve prerequisite: AUTO 50
- 6.34 AUTO 99.2 Light Duty Diesel Systems 2**
It was MSC (/, 9 -0) to approve course update: activity content 96-108 out-of-class hours (bundle)
- 6.35 AUTO 99.2 Light Duty Diesel Systems 2**
It was MSC (Sandy Visser/Patty Golder, 9 -0) to approve prerequisite: AUTO 50
- 6.36 AUTO 99.3 Light Duty Diesel Systems 3**
It was MSC (Jeanine Speakman/Patty Golder, 9 -0) to approve prerequisite: AUTO 50
- 6.37 AUTO 99.3 Light Duty Diesel Systems 3**
It was MSC (/, 9 -0) to approve course update: activity content 96-108 out-of-class hours (bundle)
- 6.38 BADM 101 Financial Accounting**
It was MSC (/, 9 -0) to approve course deactivation (bundle)

Jackie Stahlke/Pam James motion to bundle all deactivation courses 6.38, 6.39, 6.41, 6.42, 6.43, 6.49 and 6.50

Patty Golder/Pam James motion/second to approve (9/0 to approve bundle)

Discussion

The committee discussed about the notification to other departments of deactivated courses that affect their programs. The committee agreed that the minutes were the best indicator to chairs. Curriculum chair will send reminder to department chairs.

6.39 BADM 102 Managerial Accounting

It was MSC (/, 9 -0) to approve course deactivation (bundle)

6.40 BIOL 221 General Microbiology

It was MSC (Jackie Stahlke/Greg Jones, 9 -0) to approve course update: activity content 96-108 out-of-class hours, description update, instructional objectives, SLO's, course content, assignments, textbook update and methods of instruction

6.41 BRE 60 Advanced RE Appraisals: Compliance and Review Procedures

It was MSC (/, 9 -0) to approve course deactivation (bundle)

6.42 BRE 61 Advanced RE Appraisals: Land Valuations

It was MSC (/, 9 -0) to approve course deactivation (bundle)

6.43 BRE 61 Advanced RE Appraisals: Narrative Report

It was MSC (/, 9 -0) to approve course deactivation (bundle)

6.44 CHDV 111 Care and Education for Infants and Toddlers

It was MSC (Sandy Visser/Pam James, 9 -0) to approve course title change, activity content 96-108 out-of-class hours, description change, instructional objectives, SLO's, course content, assignments, methods of instruction and textbook update.

6.45 CHDV 220 The Mentor Teacher/Adult Supervision

It was MSC (Sandy Visser/Jackie Stahlke, 9 -0) to approve course update: catalog description, entrance skills, instructional updates, SLO's, course content, assignments and textbook update.

6.46 CHDV 220 The Mentor Teacher/Adult Supervision

It was MSC (Sandy Visser/Jeanine Speakman, 9 -0) to approve recommended prep: ENGL 101 or ENGL 101H

6.47 CHDV 50 Working with Young Children

It was MSC (Sandy Visser/Greg Jones, 9 -0) to approve course update: instructional objectives, methods of instruction and textbook update.

6.48 CHDV 50 Working with Young Children

It was MSC (Sandy Visser/Patty Golder, 9 -0) to approve recommended prep: ENGL 45

6.49 CIS 164 Computer Mathematics

It was MSC (/, 9 -0) to approve course deactivation (bundle)

6.50 CIS 262 UNIX System Administration B

It was MSC (/, 9 -0) to approve course deactivation (bundle)

6.51 GUID 56 Self-Esteem

It was MSC (Jackie Stahlke/Pam James, 9 -0) to approve SLO revision only

6.52 JOUR 108LB

It was MSC (Greg Jones/Pam James, 9 -0) to approve course update: instructional objectives, assignments and entrance skills.

Discussion

The committee would like to see automatic variable range hours that match variable units in curricunet. Chair will check with Governet.

6.53 PHOT 54 Portfolio Design

It was MSC (Patty Golder/Sandy Visser, 9 -0) to approve course update: entrance skills, instructional objectives, SLO's, assignments, methods of instruction and textbook update.

6.54 PHOT 54 Portfolio Design

It was MSC (Jackie Stahlke/Patty Golder, 9 -0) to approve recommended prep: PHOT 100

6.56 PHOT 54 Portfolio Design

It was MSC (Greg Jones/Pam James, 9 -0) to approve recommended prep: PHOT 101

TABLED COURSES

None

7. PROGRAMS/CERTIFICATES

7.1 Automotive Technology A.S. (04946)

It was MSC (/, 9-0) to approve for curricunet only (bundle)

Motion to bundle 7.1, 7.2, 7.4, 7.5, 7.6, 7.7, 7.8, 7.9, 7.10, 7.12, 7.13, 7.14 and 7.16 Jackie Stahlke/Leslie Huiner (9/0)

Motion to approve bundle (Pam James/Sandy Visser, 9/0)

7.2 Business A. S.

It was MSC (/, 9-0) to approve for entering into curricunet only (bundle)

~~7.3 California State University (CSU) General Education (GE) Requirements Certificate~~

~~It was MSC (/, 9-0) Deleted already listed 7.17~~

7.4 Computer Information Science A.S. (07547)

It was MSC (/, 9-0) to approve for entering into curricunet only (bundle)

7.5 Computer Technology (7560) Certificate of Career Preparation

It was MSC (/, 9-0) to approve for entering into curricunet only (bundle)

7.6 Construction Technology A. S. (07564)

It was MSC (/, 9-0) to approve for entering into curricunet only (bundle)

7.7 Digital Electronics (7561) Certificate of Achievement

It was MSC (/, 9-0) to approve for entering into curricunet only (bundle)

7.8 Electronics & Computer Technology (07558) A.S. Associate of Science

It was MSC (/, 9-0) to approve for entering into curricunet only (bundle)

7.9 Electronics Engineering Technology: Electronics (07557) A.S. Associate of Science

It was MSC (/, 9-0) to approve for entering into curricunet only (bundle)

7.10 Environmental Horticulture A.S. (04938)

It was MSC (/, 9-0) to approve for entering into curricunet only (bundle)

7.11 Fire Fighter Certificate of Achievement

It was MSC (Scott Jones/Leslie Huiner, 9-0) to approve for updates

- 7.12 Fire Technology (10809) A.S. Associate of Science**
It was MSC (/, 9-0) to approve for entering into curricunet only (bundle)
- 7.13 MATH/Science Emphasis (18594) A.A. Associate of Arts**
It was MSC (/, 9-0) to approve for entering into curricunet only (bundle)
- 7.14 Nursing (04955) A.S Associate of Science**
It was MSC (/, 9-0) to approve for entering into curricunet only (bundle)
- 7.15 Productivity Software Specialist (07550)**
It was MSC (Jackie Stahlke/Leslie Huiner, 9-0) to approve for deactivation
- 7.16 Restaurant Management A.S. (04974)**
It was MSC (/, 9-0) to approve for entering into curricunet only (bundle)

TABLED PROGRAMS/CERTIFICATES

- 7.17 California State University General Education Requirements Certificate of Achievement (COA)**
It was MSC (Jackie Stahlke/Patty Golder, 9/0) to table Chair and counselor will be working on the revision of the certificate
- 7.18 Intersegmental GE Transfer Curriculum (IGETC) Certificate of Achievement (COA)**
It was MSC (Leslie Huiner/Patty Golder, 9/0) to table Chair and counselor will be working on the revision of the certificate
- 7.19 Music Associate Degree for Transfer (ADT)**
It was MSC (Jeanine Speakman/Leslie Huiner, 9/0) to approve with corrections.
The spelling in MUSC 204(intermediate was misspelled) 204 was listed as 104 and it was change to 204, total units for major updated, elective (CSU Transferable) Units updated.

8. INFORMATION/DISCUSSION

- 8.1 SLOs/PLOs to SLOAC from Curriculum Committee**
The Academic Senate President sent a directive effective 2.12.18 that SLO's will no longer be handled by the curriculum committee but by the SLOAC committee.
Discussion by committee on possible solutions, problems and issues. SLOAC is responsible for developing a process per the directive so the curriculum committee will wait for SLOAC.
- 8.2 Restaurant Management Certificate – 51 units – proposal removed from approval process**
Chair removed the proposal from curricunet – Tyler Busch the restaurant management chair will be revising the certificates.

9. PUBLIC COMMENTS RELATED TO NON-AGENDA ITEMS: None

10. ADJOURNMENT

The meeting was adjourned at 4:42 p.m.