

ADOPTED
MINUTES
VICTOR VALLEY COLLEGE

FEBRUARY 23, 2017

2:54 PM

8. INFORMATION/DISCUSSION:

Chairperson started the meeting with Information items while waiting for quorum.

8.1 Reports available on CurricUNET

Discussion:

The chairperson went over some reports available in CurricUNET

- 6-Year Report – it shows the list of courses and curriculum approval date. It is an easy way to check if the courses are out of compliance
- Degrees and Certificates without Outcomes – it shows what degrees need SLOs
- Course CB Codes – this report shows the Top Codes and SAM Codes (Y should be used only for Stand Alone Courses and nothing else)
- State Approval Dates – it helps to look for the date the course was approved by the state
- Curricular Changes Report Proposed Start Dates – it shows when changes are effective (by clicking on the course, it takes you to the Course Comparison screen)

There are a variety of reports. If the committee would like a different report, the chairperson will see if she can get it.

8.2 Progress on META

Discussion:

Chairperson shared that the college is going to go forward with META, but more faculty members are needed to be part of the implementation committee. She mentioned that Curriculum Committee members should be part of the META Implementation Committee. Most likely implementation is going to happen during the summer.

1. CALL TO ORDER

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

MEMBERS PRESENT: Debra Blanchard, Chairperson, Richard Cerreto, Patty Golder, Lisa Harvey, Leslie Huiner, Pamela James, Gregory Jones, and Jackie Stahlke.

MEMBERS ABSENT: Scott Jones, Jeannine Speakman and Sandy Visser

GUESTS: Reba Pugliese, Manuel Rodriguez and Melina Rodriguez

2. ANNOUNCEMENT OF ADDITIONS/DELETIONS/CORRECTIONS TO AGENDA

None

Additions:

- Item 6.60 – CIS 202L Programming Concepts and Methods II Lab – Distance Education as a Method of Instruction

Deletions: Due to Error Listing

- Item 6.19 – CIS 201 Programming Concept and Methods I – Two-Way Co-Requisite: UCR-CS 10
- Item 6.20 – CIS 201 Programming Concept and Methods I – Two-Way Co-Requisite: UCR-CS 12

- Item 6.24 – CIS 201L Programming Concept and Methods I Lab– Two-Way Co-Requisite: UCR-CS 10
- Item 6.25 – CIS 201L Programming Concept and Methods I Lab – Two-Way Co-Requisite: UCR-CS 12
- Item 6.30 – CIS 202 Programming Concept and Methods II – Two-Way Co-Requisite: UCR-CS 10
- Item 6.31 – CIS 202 Programming Concept and Methods II – Two-Way Co-Requisite: UCR-CS 12
- Item 6.34 – CIS 202L Programming Concept and Methods II Lab– Two-Way Co-Requisite: UCR-CS 10
- Item 6.35 – CIS 202L Programming Concept and Methods II Lab – Two-Way Co-Requisite: UCR-CS 12

Corrections:

- Item 6.45 FIRE 105 - Course Title; Building Construction for Fire Protection (correct title)

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

4. MINUTES:

It was MSC (R Cerreto/L Harvey 7/0) to approve the minutes from December 8, 2016 as corrected.

- 6.3 needs to change Jackie Stahlke’s email address to Jacqueline.Stahlke@vvc.edu

5. CONSENT AGENDA

None

6.0 ACTION ITEM

6.1 Curriculum Handbook – 3rd Read

It was MSC (G. Jones/P. Golder, 7/0) to approve the Curriculum Handbook as corrected

Discussion:

- Page 11 – The Chairperson explained that we used to have two reps in this area, but when John Sweet left the committee moved areas over to Lisa Harvey such as CIS, ELCT, Engineering and Drafting, and Media Arts. Restaurant Management was also moved over
- A question was raised in regards to areas previously moved to Lisa going back to Scott Jones and Sandy Visser who are overseeing the CTE areas. Currently Sandy is only over the automotive area; as soon as she gets up to par, she will split the other CTE areas with Scott
- CIS should be moved back to Scott and Sandy
- Scott will keep COOP Ed, Business and Economics
- Chairperson will move Restaurant Management back to Scott Jones
- Page 15 – Global change--the name of the Dean of Curriculum to Dean of Instruction
- Page 42 – Methods of Evaluation – Delete the word outcomes.
- Page 40 - Grade option should match CurricUNET as “letter grade only, pass/no pass, no grade (non-credit), grade option”
- Page 39 – delete “must” for general ed
- Page 55 – “A corequisite can be waived if space is not made available” is the law and cannot be changed
- Page 48 to page 56 will be removed and replaced with AP 4260

6.2 Class Cap List from December 8, 2016 to January 19, 2017

It was MSC (J Stahlke/ P. James, 7/0) to approve the Class Cap List from December 8, 2016 to January 19, 2017

6.3 Certificate Substitution Form – Second Read

It was MSC (P. Golder/ J. Stahlke, 7/0) to approve the Certificate Substitution Form

Discussion

The form has already been reviewed and approved by Mike McCracken.

6.4 CMST 129 Independent Study – Discuss Procedure and Approve Syllabus

It was MSC (G. Jones/ L. Huiner, 7-0) to discuss

Discussion:

Currently, there is no process for Independent Study courses. Lisa Harvey shared that she has worked with Independent Study courses for some time now, and when Ruby was in the Office of Instruction she used to submit the completed contract (filled out by the students) and the syllabus to her. However, the problem on following this procedure is that instructors are unable to see the students not until the first week of class. They complete the contract; then the instructors take them to the Dean and then go to the Office of Instruction. If for any reason, the class cannot meet the first day of class, and the Office of Instruction cannot build the sections, then there is a possibility that the students have to petition for late enrollment.

It was MSC (G. Jones/ R. Cerreto, 7/0) to remove the Contract and Syllabus for CMST 129 Independent Study from the agenda.

Committee removed this item from the agenda because it was decided that it was not in the committee's approval process. The process for approval for Independent Study courses is; instructor to the appropriate dean to the Office of Instruction.

COURSES

6.5 BET 143 Business English

It was MSC (R. Cerreto/ L. Harvey, 7/0) to approve the Course Update: corrected typos on CNET for BET 143 Business English

Discussion:

This course was launched as an SLO Revision and a software problem took place and the slos were lost after approval. The SLOs have been in use since original approval.

6.6 BET 145 Communication for Business

It was MSC (L. Harvey/L. Huiner, 7/0) to approve the Course Update: corrected typos on CNET for BET 145 Communication for Business

Discussion:

This course was launched as an SLO Revision and a software problem took place and the slos were lost after approval. The SLOs have been in use since original approval.

6.7 CHDV 240 Administration of Children's Program II

It was MSC (R. Cerreto/ J. Stahlke, 7/0) to approve the Course Update: Description Change for CHDV 240 Administration of Children's Program II

6.8 CHDV 240 Administration of Children's Program II

It was MSC (J. Stahlke/P. James, 7/0) to approve the Prerequisite: CHDV 100 with a minimum grade of "C" for CHDV 240 Administration of Children's Program II

6.9 CHDV 240 Administration of Children's Program II

It was MSC (P. James/G. Jones, 7/0) to approve the Prerequisite: CHDV 106 with a minimum grade of "C" for CHDV 240 Administration of Children's Program II

- 6.10 CHDV 240 Administration of Children's Program II**
It was MSC (G. Jones/P. Golder, 7/0) to approve the Prerequisite: CHDV 110 with a minimum grade of "C" for CHDV 240 Administration of Children's Program II
- 6.11 CHDV 240 Administration of Children's Program II**
It was MSC (P. Golder/L. Huiner, 7/0) to approve the Prerequisite: CHDV 142 with a minimum grade of "C" for CHDV 240 Administration of Children's Program II
- 6.12 CHDV 240 Administration of Children's Program II**
It was MSC (L. Huiner/ L. Harvey, 7/0) to approve the Prerequisite: CHDV 150 with a minimum grade of "C" for CHDV 240 Administration of Children's Program II
- 6.13 CHDV 240 Administration of Children's Program II**
It was MSC (L. Harvey/R. Cerreto, 7/0) to approve the Prerequisite: CHDV 160 with a minimum grade of "C" for CHDV 240 Administration of Children's Program II
- 6.14 CHDV 240 Administration of Children's Program II**
It was MSC (R. Cerreto/J. Stahlke, 7/0) to approve the Prerequisite: CHDV 200 with a minimum grade of "C" for CHDV 240 Administration of Children's Program II
- 6.15 CHDV 240 Administration of Children's Program II**
It was MSC (J. Stahlke/P. James, 7/0) to approve the Prerequisite: CHDV 210 with a minimum grade of "C" for CHDV 240 Administration of Children's Program II
- 6.16 CHDV 240 Administration of Children's Program II**
It was MSC (J. Stahlke/P. James, 7/0) to approve the Distance Education as a Method of Instruction for CHDV 240 Administration of Children's Program II
- 6.17 CIS 201 Programming Concept and Methods I**
It was MSC (J. Stahlke/P. James, 7/0) to approve Course Update: Changing from Lecture/Lab to Lecture only, description change, unit change and ADT for CIS 201 Programming Concept and Methods I
- 6.18 CIS 201 Programming Concept and Methods I**
It was MSC (P. James/G. Jones, 7/0) to approve Recommended Preparation: CIS 101 for CIS 201 Programming Concept and Methods I
- 6.19 CIS 201 Programming Concept and Methods I- Delete**
Error Listing
- 6.20 CIS 201 Programming Concept and Methods I-Delete**
Error Listing
- 6.22 CIS 201L Programming Concept and Methods I Lab**
It was MSC (R. Cerreto/L. Harvey, 7/0) to approve the CIS 201L Programming Concept and Methods I Lab as a New Course
Taken out of order to approve course before it is approved as a co-requisite
- 6.21 CIS 201 Programming Concept and Methods I**
It was MSC (S. Jones/ P. Golder, 7/0) to approve Two-Way Co-Requisite: CIS 201L for CIS 201 Programming Concept and Methods I
- 6.23 CIS 201L Programming Concept and Methods I Lab**
It was MSC (G. Jones/ P. Golder, 7/0) to approve the Co-Requisite: CIS 201 for CIS 201L Programming Concept and Methods I Lab
- 6.24 CIS 201L Programming Concept and Methods I Lab – Delete**
Error Listing

- 6.25** **CIS 201L Programming Concept and Methods I Lab** – Delete
Error Listing
- 6.26** **CIS 201L Programming Concept and Methods I Lab**
It was MSC (P. Golder/ L. Huiner, 7/0) to approve Distance Education as of Method of Instruction for CIS 201L Programming Concept and Methods I Lab
- 6.27** **CIS 202 Programming Concept and Methods II**
It was MSC (R. Cerreto/J. Stahlke, 7/0) to approve Course Update: Changing from Lecture/Lab to Lecture only, description change, unit change and ADT for CIS 202 Programming Concept and Methods II
- 6.28** **CIS 202 Programming Concept and Methods II**
It was MSC (L. Harvey/L. Huiner, 7/0) to approve the Prerequisite: CIS 201 with a minimum grade of “C” for CIS 202 Programming Concept and Methods II
- 6.32** **CIS 202L Programming Concept and Methods II Lab**
It was MSC (L Harvey/ R. Cerreto, 7/0) to approve CIS 202L Programming Concept and Methods II Lab as a New Course
Taken out of order because course has to be approved before being approved as as a co-requisite
- 6.29** **CIS 202 Programming Concept and Methods II**
It was MSC R. (Cerreto/J. Stahlke, 7/0) to approve the Co-Requisite of CIS 202L for CIS 202 Programming Concept and Methods II
- 6.30** **CIS 202 Programming Concept and Methods II** – Delete
Error Listing
- 6.31** **CIS 202 Programming Concept and Methods II** – Delete
Error Listing
- 6.33** **CIS 202L Programming Concept and Methods II Lab**
It was MSC (P. James/ G. Jones, 7/0) to approve the Co-Requisite: CIS 202 for CIS 202L Programming Concept and Methods II Lab
- 6.34** **CIS 202L Programming Concept and Methods II Lab** – Delete
Error Listing
- 6.35** **CIS 202L Programming Concept and Methods II Lab** – Delete
Error Listing
- 6.60** **CIS 202L Programming Concept and Methods II Lab**
It was MSC (L. Harvey/ J. Stahlke, 7/0) to approve the Distance Education as a Method of Instruction for CIS 202L Programming Concept and Methods II Lab
- 6.36** **CMST 128 Special Topic**
It was MSC (G. Jones/P. James 7/0) to approve the corrected typos on CNET for CMST 128 Special Topics
- Discussion:
Special topics should be zero units because the units will be determined by the COR.
The syllabus needs to be filled out in full; nothing should be empty. The student, the Dean, and the Curriculum Committee need to know.
- 6.37** **DVST 4A Basic Math Reasoning**

It was MSC (J. Stahlke/R. Cerreto 7/0) to approve the course update for DVST 4A Basic Math Reasoning
Changed cap size because the dean asked for it

6.38 DVST 4B Developmental Algebra

It was MSC (J. Stahlke/R. Cerreto 7/0) to approve the course update for DVST 4B Developmental Algebra

6.39 DVST 4B Developmental Algebra

It was MSC (J. Stahlke/R. Cerreto 7/0) to approve the Prerequisite: DVST 4A as Pass/No Pass for DVST 4B Developmental Algebra

6.40 ESL 23 Pre-Intermediate Reading and Vocabulary

It was MSC (P. Golder/R. Cerreto 7/0) to approve the course update for ESL 23 Pre-Intermediate Reading and Vocabulary

6.41 ESL 27A Pre-Intermediate Writing and Grammar I

It was MSC (P. Golder/L. Huiner 7/0) to approve the Course Update and Title Change for ESL 27A Pre-Intermediate Writing and Grammar I

6.42 FIRE 10D Hand Crew Skills Maintenance

It was MSC (R. Cerreto/J. Stahlke 7/0) to approve the Course Update, Change in Units and Description Change for FIRE 10D Hand Crew Skills Maintenance

6.43 FIRE 55C Incident Management of the Firefighter Emergency

It was MSC (R. Cerreto/P. James 7/0) to approve the Course Update, Title Change and Description Change for FIRE 55C Incident Management of the Firefighter Emergency

6.44 FIRE 65 Basic Wildland Fire Control

It was MSC (P. Golder/L. Huiner 7/0) to approve the Course Update, Change in Units and Description Change for FIRE 65 Basic Wildland Fire Control

6.45 FIRE 105 Building Construction for Fire Protection

It was MSC (R. Cerreto/G. Jones 7/0) to approve the Course Update and Description Change for FIRE 105 Building Construction for Fire Protection

6.46 KIN 101 Introduction to Exercise Science and Kinesiology

It was MSC (L. Harvey/R. Cerreto 7/0) to approve the Course Update and ADT Degree for KIN 101 Introduction to Exercise Science Kinesiology.

Discussion:

Title should say Exercise Science and Kinesiology

6.47 KIN 102 First Aid, AED and CPR

It was MSC (J. Stahlke/L. Harvey 7/0) to table the Course Update and ADT Degree for KIN 102 First Aid, AED and CPR

Discussion:

The committee was unable to understanding a the 4th SLO and how it can be measured. SLO number 4 is not clear and too close to the related objective; it is also too close to the related content. The statement itself is not clear.

TABLED COURSES

6.48 AENG 10.5 ESL Level 3 Low Intermediate Listening and Speaking

Table because work was not done – wording taxonomy. SLO wording needs to match the Blooms Taxonomy

It was MSC (P. Golder /G. Jones, 5/2, R. Cerreto/L. Harvey) to table the Course Update for AENG 10.5 ESL Level 3 Low Intermediate Listening and Speaking because no changes have been made yet. The work is still not done.

It was MSC (L. Harvey/ G. Jones, 7/0) to bundle agenda items 6.49, 6.55, 6.57, 6.58, 5.59 for Course Revisions

It was MSC (L. Harvey/G. Jones, 7/0) to approve the bundle in one motion

6.49 NURS 220 Pharmacology and Nursing Management

Course Revision – previously tabled due to class cap not being approved.

6.55 NURS 222 Nursing Process 2

Course Revision – previously tabled due to class cap not being approved.

6.57 NURS 223 Nursing Process 3

Course Revision – previously tabled due to class cap not being approved.

6.58 NURS 224 Nursing Process 4

Course Revision – previously tabled due to class cap not being approved.

6.59 NURS 246 Assessment for Nursing Skills

Course Revision – previously tabled due to class cap not being approved.

6.50 NURS 220 Pharmacology and Nursing Management

It was MSC (L. Harvey/R. Cerreto, 7/0) to approve the Prerequisite: BIOL 211 with a minimum grade of “C” for NURS 220 Pharmacology and Nursing Management previously tabled due to class cap not being approved.

6.51 NURS 220 Pharmacology and Nursing Management

It was MSC (L. Harvey/G. Jones, 7/0) to approve the Prerequisite: BIOL 221 with a minimum grade of “C” for NURS 220 Pharmacology and Nursing Management previously tabled due to class cap not being approved.

6.52 NURS 220 Pharmacology and Nursing Management

It was MSC (R. Cerreto/J. Stahlke, 7/0) to approve the Prerequisite: BIOL 231 with a minimum grade of “C” for NURS 220 Pharmacology and Nursing Management previously tabled due to class cap not being approved.

6.53 NURS 220 Pharmacology and Nursing Management

It was MSC (L. Huiner/G. Jones, 7/0) to approve the Prerequisite: TEAS V or TEAS score 62% or better for NURS 220 Pharmacology and Nursing Management previously tabled due to class cap not being approved.

6.54 NURS 220 Pharmacology and Nursing Management

It was MSC (L. Huiner/L. Harvey, 7/0) to approve the Prerequisite: Admission to Nursing Program as required by BRN for NURS 220 Pharmacology and Nursing Management previously tabled due to class cap not being approved.

6.56 NURS 222 Nursing Process 2

It was MSC (R. Cerreto/P. James, 7/0) to approve removing the prerequisite of NURS 220 for NURS 222 Nursing Process 2 previously tabled due to class cap not being approved.

PROGRAMS/CERTIFICATES

7.1 ENGLISH ADT

It was MSC (P. Golder/P. James, 7/0) to approve the corrected typos on the English ADT Certificate

7.2 AS-T Math

It was MSC (L. Harvey/R. Cerreto, 7/0) approved the Certificate Update for AS-T Math

TABLED PROGRAMS/CERTIFICATES

7.3 Medical Assistant Certificate

Tabled because it needed attachments

It was MSC (R. Cerreto / G. Jones, 7/0) to approve the New Certificate Medical Assistant Certificate previously tabled because it needed attachments.

Discussion:

Attachments are available in CurricUNET now

7.4 Horticulture Specialist Certificate

It was MSC (R. Cerreto/G. Jones 7/0) to approve the CNET Only for Horticulture Specialist Certificate previously tabled because BIOL 104 has been deactivated, so the certificate had to be updated and submitted to the CCCC

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

10. ADJOURNMENT

The meeting was adjourned at 5:15 p.m.

Respectfully submitted,

Debra Blanchard
Chairperson