

MINUTES
VICTOR VALLEY COLLEGE

MARCH 8, 2018

2:45 PM

1. CALL TO ORDER

The meeting was called to order at 2:45 p.m. by, Chairperson.

MEMBERS PRESENT: Debra Blanchard, Chairperson, Patty Golder, Lisa Harvey, Richard Cerreto, Gregory Jones, Jeanine Speakman, Jackie Stahlke, Pam James and Sandy Visser

MEMBERS ABSENT: Leslie Huiner and Scott Jones

GUESTS: Reba Pugliese, Natasha Schumacher

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 February 22, 2018

It was MSC (Patty Golder/Lisa Harvey, 8-0) to approve as corrected

6.52 Discussion corrected to – The committee would like to see automatic variable range hours that match variable units in Curricunet. Chair will check with Governet.

8.1 Last sentence corrected to – SLOAC is responsible for developing a process per the directive, so the curriculum committee will wait for SLOAC.

8.2 Discussion corrected to - Chair removed the proposal from Curricunet.

5. CONSENT AGENDA:

None

6.0 ACTION ITEMS:

COURSES

6.1 ARCH 138 Cooperative Education - Architecture

It was MSC (Jackie Stahlke/Sandy Visser, 8 -0) to approve as corrected, course update: course content, SLO's, description, assignments, methods of instruction, and methods of evaluation

Discussion

It was discussed that the catalog description for COOP was not favored by a committee member. He would rather see the use of the schedule description. It was noted by the committee that all of the COOP classes have the same description throughout the catalog. COOP classes are about teaching work experience and not subject matter. Committee recommended changing the COOP catalog description to state "1-8 units" instead of "1-8" to provide clarification. Committee also suggested adding a note in all COOP course descriptions to include the page number for the Cooperative Education section in the catalog.

6.2 AUTO 99.4 Light Duty Diesel Systems 4

It was MSC (Richard Cerreto/Pam James, 8 -0) to approve course update: 96-108 out-of-class hours

Discussion

There was an email sent out by the Deans stating that courses needed to be updated. Some disciplines are doing textbook only updates even though the courses have not been updated in years.

6.3 AUTO 99.4 Light Duty Diesel Systems 4

It was MSC (Jeanine Speakman/Gregory Jones 8 -0) to approve prerequisite AUTO 50

6.4 BADM 112 Introduction to Marketing

It was MSC (Richard Cerreto/Lisa Harvey, 8 -0) to approve course update: 96-108 out-of-class hours, instructional objectives, SLO's, activity content, assignments, methods of instruction, textbook update, and distance education description update

6.5 BET 74 Office Machine Calculations

It was MSC (Richard Cerreto/Patty Golder, 8 -0) to approve course update: catalog description, instructional objectives, course content, assignments, methods of instruction, textbook update, distance education description update

6.6 BIOL 201 Biology of Cells

It was MSC (Lisa Harvey/Richard Cerreto, 8-0) to approve course update: 96-108 out-of-class hours, instructional objectives, SLO's, assignments, methods of instruction, methods of evaluation, textbook update

6.7 BIOL 201 Biology of Cells

It was MSC (Lisa Harvey/Richard Cerreto, 8 -0) to approve prerequisite MATH 90S

6.8 BRE 100 Real Estate Principles

It was MSC (Jackie Stahlke/Sandy Visser, 8 -0) to approve course update: 96-108 out-of-class hours, instructional objectives, course content, assignments, textbook update, and distance education description update

6.9 BRE 110 Legal Aspects of Real Estate I

It was MSC (Sandy Visser/Jeanine Speakman, 8 -0) to approve course update: 96-108 out-of-class hours, instructional objectives, course content, assignments, methods of instruction, methods of evaluation, textbook update, and distance education description update

6.10 BRE 127 Real Estate Office Administration

It was MSC (Sandy Visser/Richard Cerreto, 8 -0) to approve course update: 96-108 out of class hours, instructional objectives, course content, assignments, methods of instruction, methods of evaluation, textbook update, and distance education description update

6.11 CHDV 137 Introduction to Children with Special Needs

It was MSC (Sandy Visser/Jackie Stahlke, 8 -0) to approve course update: title change, catalog description, schedule description, SLO's, course content, assignments, methods of instruction, textbook update, and distance education description update

6.12 CHDV 137 Introduction to Children with Special Needs

It was MSC (Sandy Visser/Richard Cerreto 8 -0) to approve recommended preparation ENGL 45

TABLED COURSES

None

7. PROGRAMS/CERTIFICATES

None

TABLED PROGRAMS/CERTIFICATES

7.17 California State University General Education Requirements Certificate of Achievement (COA)

It was MSC (Lisa Harvey/Pam James, 8-0) to approve

ILO's are on the certificate instead of SLO's since the certificate encompasses many disciplines.

7.18 Intersegmental GE Transfer Curriculum (IGETC) Certificate of Achievement (COA)

It was MSC (Pam James/Jackie Stahlke, 8-0) to approve

Discussion

When courses are updated and need to be added to the certificate, the certificate also needs to be updated with a new narrative and sent through the curriculum committee for approval.

8. INFORMATION/DISCUSSION

9. PUBLIC COMMENTS RELATED TO NON-AGENDA ITEMS:

None

10. ADJOURNMENT

The meeting was adjourned at 4:03 p.m.