

ADOPTED MINUTES
VICTOR VALLEY COLLEGE

MARCH 9, 2017

2:53 PM

1. CALL TO ORDER

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

MEMBERS PRESENT: Debra Blanchard, Chairperson, Richard R. Cerreto, Scott Jones, Jeanine Speakman, Gregory Jones, Leslie Huiner, Jackie Stahlke

MEMBERS ABSENT: Patty Golder, Lisa Harvey

GUESTS: Reba Pugliese, Mark Clair

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

ADDITION

- Add item 6.18 – AENG 10.5 ESL Level 3 Low Intermediate Listening and Speaking
Tabled from 2/23/17 meeting – to tabled courses

Information Discussion

- Add 8.3 Top Codes

- Add 8.4 Mid-year curriculum changes

**3. ANNOUNCEMENT COURSE DEVELOPERS MAY COMMENT OR EXPLAIN AGENDA ITEMS.
None**

4. MINUTES:

4.1 Minutes from February 23, 2017 –

It was MSC (Richard Cerreto/Pam James) 7-0 to approve.
No Discussion

5. CONSENT AGENDA:

5.1 GUID 101 First Year Experience – SLO Only Revision
It was MSC (7-0) to approve

6.0 ACTION ITEM:

6.1 None

COURSES

6.2 CMST 180 Survey of Visual Communications Technologies

It was MSC (Gregg Jones /Jackie Stahlke), 7-0: to Approve Course update: Prefix and number change, catalog/schedule description, entrance skills, ~~rec prep~~, instructional assignments, textbook, ~~distance education~~
Discussion – rec prep and distance ed are not being changed so they are not being reapproved separately.

Remove distance ed and rec prep

6.3 DVST 1 Language Analysis Development 1

It was MSC (Jackie Stahlke /Leslie Huiner), 7 -0: to Approve Course update: Textbook update

6.4 DVST 2 Language Analysis Development 2

It was MSC (Jackie Stahlke / Scott Jones) 7 -0: Class cap was 30 but justification was from 20 to 30, no change in class cap.

6.5 DVST 3 Language Analysis Development 3

It was MSC (Jackie Stahlke / Richard Cerreto), 7 -0: to approve Class Cap – Increasing class cap from 20 to 30 (no approval for cap increase).

6.6 DVST 10 Learning Disability Assessment

It was MSC (Jackie Stahlke /Pam James), 7 -0: to approve New Course without the class cap. Class cap is being requested separately and will be brought back to committee. Many colleges offer a class for LD testing, we can offer this class to get funding. All testing is individual now and can take up to 10 hours. Class cap came from what other colleges have.

Pam motion to table and Jackie second

Discussion on tabling the course. (no vote) It was suggested to pass the class and come back for a class cap only revision, Scott to take the class cap to zero. Could not change on course outline of record. Committee agreed to pass the course and bring back the class cap.

6.7 DVST 52 Orientation to College for Students with Disabilities

It was MSC (Jackie Stahlke /Jeanine Speakman) , 7 -0: to approve New Course without class cap. Requesting class cap separately and will bring back to committee.

Influx of students coming in during the summer to catch the new high school students that need extra help with making sure they are taking the right classes and get them on track

6.8 EMS 50 Emergency Medical Responder

It was MSC (Scott Jones / Sandy Visser), 7 -0: to approve Manual update: EMS Education Standards attached to the course – required text book
How long do we need to keep formerly ADLH 70 in the catalog and the schedule description?
Pam said counseling stills needs it for the students also helps us to see that we can't use that number again.

6.9 EMS 61 Emergency Medical Technician

It was MSC (Scott Jones /Greg Jones), 7 -0: to approve Course update: Entrance skills, textbook update

6.10 EMS 61 Emergency Medical Technician

It was MSC (Scott Jones /Leslie Huiner), 7 -0: to approve Prerequisite Validation update

6.11 EMS 80 Paramedic Anatomy & Physiology

It was MSC (Pam James /Sandy Visser), 7 -0: to approve Course update: Added Entrance skills

6.12 EMS 80 Paramedic Anatomy & Physiology

It was MSC (Scott Jones /Leslie Huiner), 7 -0: to approve as corrected, New Prerequisite updates EMS 60 requires B or better. Committee discussed that they do not accept unless it is mandated. B or better was removed.

- 6.13 EMS 81 Paramedic Introduction to Emergency Medical Services**
It was MSC (Scott Jones / Pam James), 7 -0: to approve Course update: Entrance skills, textbook update
- 6.14 EMS 81 Paramedic Introduction to Emergency Medical Services**
It was MSC (Scott Jones /Sandy Visser), 7 -0: to approve Course Update: Requisites
Will take out B or better
- 6.15 EMS 81 Paramedic Introduction to Emergency Medical Services – Delete duplicate**
It was MSC (/ /), 7 -0: to Course Updated, Textbook change, Entrance skills
“This was a duplicate listing and technically deleted from agenda”
- 6.16 TA 120 Costuming for the Theatre**
It was MSC (Gregg Jones /Jackie Stahlke), 7 -0: to approve Course update: Unit change, SLO revision, instructional objectives, content, assignments

TABLED COURSES:

- 6.17 KIN 102 First Aid, AED and CPR**
It was MSC (Jackie Stahlke /Sandy Visser), 7-0: to table Course update, course was tabled due to the language used on the 4th slo, objective and content.
- 6.18 AENG 10.5 ESL Level 3 Low Intermediate Listening and Speaking**
It was MSC (Jeanine Speakman /Richard Cerreto), 7-0 to approve
Discussion: Has been on our agenda at least 3 times with no corrections (since September 2016)

Motion to deny: Jackie Stahlke/ Richard Cerreto (7-0 to deny)

7. PROGRAMS/CERTIFICATES

- 7.1 Expanded Animation Technician Softimage**
It was MSC (Jeanine Speakman /Richard Cerreto), 7-0; approve to deactivation
- 7.2 Management**
It was MSC (Scott Jones / Gregg Jones), 7-0: to approve for curricunet only- no changes
No update just putting it into CNET no board approval necessary. Catalog needs to say 31-32
- 7.3 Mental Health Worker**
It was MSC (Richard Cerreto /Jeanine Speakman), 7-0 to table. Check approval on all courses.
Motion to table: 7-0

TABLED PROGRAMS/CERTIFICATES

8. INFORMATION/DISCUSSION:

- 8.1** ACCJC meetings
The chair thought everything went well. Committee did a fantastic job of answering all the team’s questions.

They asked for Evidence for content review and we call it 6 year review. The report was sent to President's office. Evidence was sent to team to show the curriculum committee has established policy on units/hours.

- 8.2** How to check the status/request change/approve courses Skip requested by The Chair
Came back after 8.4 was done being discussed
Do they all know where to go to approve-go to my approvals go to member and then select action button.

Chair had 3 training session the week previous – Monday, February 27, 5:30 to 7:00pm.
Tuesday, February 28, 2:30-4:00pm. Friday, March 3, 11am-12:30pm.
Training went well and some of the new instructors attended.

- 8.3** Top codes-
Office of instruction assigns the T.O.P. codes and the chair would like the curriculum committee to review the T.O.P. codes- Making sure the top codes are correct for each of the classes, there is a big thing going on in the state that top codes are not matching SAM codes
The person launching the course could put it on the course outline of record (on the units/hours page and showing on the cover page).

As the course outline of record goes through the different reps if they feel it is wrong they can put in request for change.

The committee would like a list of top codes, the chair will email out the list
Richard Cerreto will send office of instruction the list of T.O.P. Codes to make copies for the committee

- 8.4** Mid-year curriculum changes-
Concern are we doing mid-year changes that are effecting the students?
Prerequisites will not get changed mid-year, units do not get changed mid-year, titles do not get changed midyear, textbooks do change. Need to add statement to curriculum handbook about mid-year changes, new courses do go into the addendum so you can add them mid-year.

9. PUBLIC COMMENTS RELATED TO NON-AGENDA ITEMS:

Scott asked about the curruncnet meta

The chair and Jackie will be representing the curriculum committee in the META implementation process.

10. ADJOURNMENT

The meeting was adjourned at 4:34 p.m.