

ADOPTED
MINUTES
VICTOR VALLEY COLLEGE

MARCH 10, 2016

2:45PM

1. CALL TO ORDER

The meeting was called to order at 2:48 p.m. by Debra Blanchard, Chairperson.

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

MEMBERS ABSENT: Christa White

GUESTS: Ed Heaberlin, Maria Ruiz, Trish Ellerson, Malia Carpenter

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

Add: Proposed language for the catalog that explains Units and Credits.

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

4. MINUTES:

It was MSC (P. James/L. Harvey, 7-0) to approve as presented the minutes of February 25, 2016.

5. CONSENT AGENDA: None

6. ACTION ITEMS
COURSES

It was MSC (R. Cerreto/G. Jones, 8-0) to move the tabled courses – agenda items 6.72, 6.73, 6.74, 6.75, 6.76, 6.77, 6.78, 6.79, and 6.80 before agenda item 6.1.

6.72 ESL 35B High Intermediate Listening and Speaking

It was MSC (P. Golder/J. Stahlke, 8-0) to approve the course update for ESL 35B High Intermediate Listening and Speaking.

6.73 ESL 35B High Intermediate Listening and Speaking

It was MSC (R. Cerreto/S. Jones, 7-0) to approve, as corrected, the recommended preparation of ESL 35A for ESL 35B High Intermediate Listening and Speaking.

6.74 ESL 37B High Intermediate Writing & Grammar

It was MSC (R. Cerreto/L. Harvey, 7-0) to approve the course update for ESL 37B High Intermediate Writing and Grammar.

6.75 ESL 37B High Intermediate Writing & Grammar

It was MSC (P. James/G. Jones, 7-0) to approve the recommended preparation of ESL 37A or appropriate score on ESL assessment for ESL 37B High Intermediate Writing and Grammar.

6.76 ESL 49A Bridge to College Success: Listening and Speaking and Pronunciation

It was MSC (S. Jones/P. Golder, 7-0) to approve ESL 49A Bridge to College Success: Listening and Speaking and Pronunciation as a new course.

6.77 ESL 49A Bridge to College Success: Listening and Speaking and Pronunciation

It was MSC (R. Cerreto/P. Golder, 7-0) to approve, as corrected, the recommended preparation of ESL 45 or successful completion of any advanced level ESL course or qualifying placement score for ESL 49A Bridge to College Success: Listening and Speaking and Pronunciation.

- 6.78 ESL 49A Bridge to College Success: Listening and Speaking and Pronunciation**
It was MSC (P. Golder/L. Harvey, 7-0) to approve distance education as a method of instruction for ESL 49A Bridge to College Success: Listening and Speaking and Pronunciation.
- 6.79 ESL 49B Bridge to College Success: Grammar, Reading, and Writing**
It was MSC (P. Golder/G. Jones, 7-0) to approve ESL 49B Bridge to College Success: Grammar, Reading, and Writing as a new course.
- 6.80 ESL 49B Bridge to College Success: Grammar, Reading, and Writing**
It was MSC (P. Golder/R. Cerreto, 7-0) to approve the recommended preparation of completion of any level four high intermediate ESL course equivalent or qualifying placement score for ESL 49B Bridge to College Success: Grammar, Reading, and Writing.

Leslie Huiner arrived at 3:06 p.m.

- 6.1 Computer Information Systems**
It was MSC (L. Harvey/S. Jones, 8-0) to approve the department name change from Computer Information Systems to Computer Information Science.
- 6.2 AMUS 21 Community Band**
It was MSC (R. Cerreto/H. Stahlke, 8-0) to approve AMUS 21 Community Band as a new course.
- 6.3 AMUS 24 Community Jazz Band**
It was MSC (L. Huiner, P. James, 8-0) to approve AMUS 24 Community Jazz Band as a new course.

It was MSC (L. Harvey/L. Huiner, 8-0) to bundle agenda items 6.4, 6.5, 6.6, 6.7, 6.8, 6.9, 6.10, 6.11, 6.12, 6.13, 6.14, 6.15, 6.16, 6.17, 6.18, 6.19, 6.20, 6.21, 6.22, 6.23, 6.24, 6.25, 6.26, 6.27, 6.28, 6.29, 6.30, 6.31, 6.32, 6.33, 6.34, 6.35, 6.36, 6.37, 6.38, 6.39, 6.40.
It was MSC (S. Jones/J. Stahlke, 8-0) to approve the bundle in one motion.

- 6.4 APE 185A Introduction to Adapted Sport/Games**
Course deactivation.
- 6.5 APE 185B Intermediate Adapted Sport/Games**
Course deactivation.
- 6.6 APE 185C Advanced Adapted Sport/Games**
Course deactivation.
- 6.7 BET 65 Speedwriting**
Course deactivation.
- 6.8 BET 103 Wordperfect for Windows ABC**
Course deactivation.
- 6.9 BET 103A Beginning Word Processing/Typing: Wordperfect for Windows A**
Course deactivation.
- 6.10 BET 103B Beginning Word Processing/Typing: Wordperfect for Windows B**
Course deactivation.
- 6.11 BET 103C Beginning Word Processing/Typing: Wordperfect for Windows C**
Course deactivation.
- 6.12 BET 103D Beginning Word Processing/Typing: Wordperfect for Windows D**
Course deactivation.

- 6.13 **BET 104A Word for Windows A**
Course deactivation.
- 6.14 **BET 104B Word for Windows B**
Course deactivation.
- 6.15 **BET 104C Word for Windows C**
Course deactivation.
- 6.16 **BET 107A Internet A**
Course deactivation.
- 6.17 **BET 107B Internet B**
Course deactivation.
- 6.18 **BET 107C Internet C**
Course deactivation.
- 6.19 **BET 112A Spreadsheet: Excel for Windows A**
Course deactivation.
- 6.20 **BET 112B Spreadsheet: Excel for Windows B**
Course deactivation.
- 6.21 **BET 112C Spreadsheet: Excel for Windows C**
Course deactivation.
- 6.22 **BET 118A Access A**
Course deactivation.
- 6.23 **BET 118B Access B**
Course deactivation.
- 6.24 **BET 118C Access C**
Course deactivation.
- 6.25 **BET 131A Presentation Software: Powerpoint A**
Course deactivation.
- 6.26 **BET 131B Presentation Software: Powerpoint B**
Course deactivation.
- 6.27 **BET 131C Presentation Software: Powerpoint C**
Course deactivation.
- 6.28 **BET 137A Desktop Publishing: MicroSoft Publisher A**
Course deactivation.
- 6.29 **BET 137B Desktop Publishing: MicroSoft Publisher B**
Course deactivation.
- 6.30 **BET 137C Desktop Publishing: MicroSOft Publisher C**
Course deactivation.
- 6.31 **BET 141A Windows A**
Course deactivation.

- 6.32 **BET 141B Windows B**
Course deactivation.
- 6.33 **BET 141C Windows C**
Course deactivation.
- 6.34 **CIS 211A Advanced VB Programming Module A: Advanced Topics**
Course deactivation.
- 6.35 **CIS 211B Advanced VB Programming Module B: Database Programming**
Course deactivation.
- 6.36 **CIS 211C Advanced VB Programming Module C: Web Programming**
Course deactivation.
- 6.37 **EMS 51 Emergency Medical Responder-Refresher**
Course deactivation.
- 6.38 **EMS 70 Advanced Emergency Medical Technician (AEMT)**
Course deactivation.
- 6.39 **EMS 71 Advanced Emergency Medical Technician (AEMT) Clinical**
Course deactivation.
- 6.40 **EMS 72 Advanced Emergency Medical Technician (AEMT) Field Internship**
Course deactivation.
- 6.41 **MATH 63 Pre-Statistics Mathematics**
It was MSC (R. Cerreto/G. Jones, 8-0) to approve the course update for MATH 63 Pre-Statistics Mathematics.
- 6.42 **MATH 63 Pre-Statistics Mathematics**
It was MSC (P. Golder/J. Stahlke, 8-0) to approve the prerequisite of MATH 12 or MATH 42 with a grade of "C" or better or placement by VVC assessment test for MATH 64 Pre-Statistics Mathematics.
- 6.43 **RLST 101 Introduction to Religious Studies**
It was MSC (R. Cerreto/P. Golder, 8-0) to approve the course update for RLST 101 Introduction to Religious Studies.
- 6.44 **RLST 101 Introduction to Religious Studies**
It was MSC (G. Jones/P. James, 8-0) to approve the recommended preparation of ENGL 50 or eligibility for ENGL 101.0 for RLST 101 Introduction to Religious Studies.
- 6.45 **RLST 101 Introduction to Religious Studies**
It was MSC (L. Huiner/L. Harvey, 8-0) to approve distance education as a method of instruction for RLST 101 Introduction to Religious Studies.
- 6.46 **RLST 105 Religion of the Old Testament, Hebrew Scriptures, and Ancient Near East**
It was MSC (P. Golder/J. Stahlke, 8-0) to approve the course update for RLST 105 Religion of the Old Testament, Hebrew Scriptures, and Ancient Near East.
- 6.47 **RLST 105 Religion of the Old Testament, Hebrew Scriptures, and Ancient Near East**
It was MSC (S. Jones/R. Cerreto, 8-0) to approve the recommended preparation of ENGL 50 or eligibility for ENGL 101.0 for RLST 105 Religion of the Old Testament, Hebrew Scriptures, and Ancient Near East.

- 6.48 RLST 105 Religion of the Old Testament, Hebrew Scriptures, and Ancient Near East**
It was MSC (G. Jones/R. Cerreto, 8-0) to approve distance education as a method of instruction for RLST 105 Religion of the Old Testament, Hebrew Scriptures, and Ancient Near East.
- 6.49 RLST 106 Introduction to the New Testament and Early Christian Literature**
It was MSC (G. Jones/P. James, 8-0) to approve the course update for RLST 106 Introduction to the New Testament and Early Christian Literature.
- 6.50 RLST 106 Introduction to the New Testament and Early Christian Literature**
It was MSC (P. James/L. Huiner, 8-0) to approve the recommended preparation of ENGL 50 or eligibility for ENGL 101.0 for RLST 106 Introduction to the New Testament and Early Christian Literature.
- 6.51 RLST 106 Introduction to the New Testament and Early Christian Literature**
It was MSC (L. Huiner/L. Harvey, 8-0) to approve distance education as a method of instruction for RLST 106 Introduction to the New Testament and Early Christian Literature.
- 6.52 RLST 111 Religions of South and East Asia**
It was MSC (L. Harvey/P. Golder, 8-) to approve the course update for RLST 111 Religions of South and East Asia.
- 6.53 RLST 111 Religions of South and East Asia**
It was MSC (P. Golder/J. Stahlke, 8-0) to approve the recommended preparation of ENGL 50 or eligibility for ENGL 101.0 for RLST 111 Religions of South and East Asia.
- 6.54 RLST 111 Religions of South and East Asia**
It was MSC (J. Stahlke, S. Jones, 8-0) to approve distance education as a method of instruction for RLST 111 Religions of South and East Asia.
- 6.55 RLST 113 Religion and Society**
It was MSC (S. Jones/R. Cerreto, 8-0) to approve the course update for RLST 113 Religion and Society.
- 6.56 RLST 113 Religion and Society**
It was MSC (R. Cerreto/G. Jones, 8-0) to approve the recommended preparation of ENGL 50 or eligibility for ENGL 101.0 for RLST 113 Religion and Society.
- 6.57 RLST 113 Religion and Society**
It was MSC (R. Cerreto/G. Jones, 8-0) to approve distance education as a method of instruction for RLST 113 Religion and Society.
- 6.58 RLST 115 Religion in America**
It was MSC (G. Jones/P. James, 8-0) to approve the course update for RLST 115 Religion in America.
- 6.59 RLST 115 Religion in America**
It was MSC (P. James/L. Huiner, 8-0) to approve the recommended preparation of ENGL 50 or eligibility for ENGL 101.0 for RLST 115 Religion in America.
- 6.60 RLST 115 Religion in America**
It was MSC (L. Harvey/L. Huiner, 8-0) to approve distance education as a method of instruction for RLST 115 Religion in America.
- 6.61 RLST 115 Religion in America**
It was MSC (R. Cerreto/S. Jones, 8-0) to approve the course update for RLST 115 Religion in America.

- 6.62 WELD 54 Preparation for Welder Certification**
It was MSC (S. Jones/J. Stahlke, 8-0) to approve the course update for WELD 54 Preparation for Welder Certification.
- 6.63 WELD 57A Gas Tungsten Arc Welding Basic**
It was MSC (P. Golder/R. Cerreto, 8-0) to approve the course update for WELD 57A Gas Tungsten Arc Welding Basic.
- 6.64 WELD 57B Gas Tungsten Arc Welding Advanced**
It was MSC (P. James/R. Cerreto, 8-0) to approve the course update for WELD 57B Tungsten Arc Welding Advanced.
- 6.65 WELD 58A Gas Metal Arc Welding Basic**
It was MSC (L. Huiner/P. James, 8-0) to approve the course update for WELD 58A Gas Metal Arc Welding Basic.
- 6.66 WELD 58B Gas Metal Arc Welding Advanced**
It was MSC (R. Cerreto/L. Harvey, 8-0) to approve the course update for WELD 58B Gas Metal Arc Welding Advanced.
- 6.67 WELD 59 Welding Symbols and Blueprint Reading**
It was MSC (R. Cerreto/S. Jones, 8-0) to approve the course update for WELD 59 Welding Symbols and Blueprint Reading.
- 6.68 WELD 60A Welding Laboratory Shield Metal Arc Welding**
It was MSC (L. Harvey/R. Cerreto, 8-0) to approve the course update for WELD 60A Welding Laboratory Shield Metal Arc Welding.
- 6.69 WELD 60B Welding Laboratory Gas Tungsten Arc Welding**
It was MSC (R. Cerreto/L. Harvey, 8-0) to approve the course update for WELD 60B Welding Laboratory Gas Tungsten Arc Welding.
- 6.70 WELD 60C Welding Laboratory Gas Metal Arc Welding**
It was MSC (G. Jones/P. James, 8-0) to approve the course update for WELD 60C Welding Laboratory Gas Metal Arc Welding.

PROGRAMS/CERTIFICATES:

- 6.81 Visual Basic Programming**
It was MSC (S. Jones/R. Cerreto, 8-0) to approve the certificate deactivation for Visual Basic Programming.
- 6.82 Digital Animation Artist 3ds Max**
It was MSC (R. Cerreto/J. Stahlke, 8-0) to approve the certificate update: first read for Digital Animation Artist 3ds Max.
- 6.83 Digital Animation Artist 3ds Max**
It was MSC (R. Cerreto/G. Jones, 8-0) to approve the certificate update: second read for Digital Animation Artist 3ds Max.
- 6.84 Digital Animation Artist Maya**
It was MSC (R. Cerreto/L. Harvey, 8-0) to approve the certificate update: first read for Digital Animation Artist Maya.
- 6.85 Digital Animation Artist Maya**
It was MSC (R. Cerreto/L. Harvey, 8-0) to approve the certificate update: second read for Digital Animation Artist Maya.

- 6.86 Digital Animation Tech I 3ds Max**
It was MSC (R. Cerreto/J. Stahlke, 8-0) to approve the certificate update: first read for Digital Animation Tech I 3ds Max.
- 6.87 Digital Animation Tech I 3ds Max**
It was MSC (R. Cerreto/S. Jones, 8-0) to approve the certificate update: second read for Digital Animation Tech I 3ds Max.
- 6.88 Digital Animation Tech I Maya**
It was MSC (P. Golder/R. Cerreto, 8-0) to approve the certificate update: first read for Digital Animation Tech I Maya.
- 6.89 Digital Animation Tech I Maya**
It was MSC (R. Cerreto/S. Jones, 8-0) to approve the certificate update: second read for Digital Animation Tech I Maya.
- 6.90 Spreadsheet Processor**
It was MSC (R. Cerreto/G. Jones, 8-0) to approve the certificate update: first read for Spreadsheet Processor.
- 6.91 Spreadsheet Processor**
It was MSC (R. Cerreto/S. Jones, 8-0) to approve the certificate update: second read for Spreadsheet Processor.
- 6.92 Word Processor**
It was MSC (R. Cerreto/S. Jones, 8-0) to approve the certificate update: first read for Word Processor.
- 6.93 Word Processor**
It was MSC (R. Cerreto/S. Jones, 8-0) to approve the certificate update: second read for Word Processor

7. INFORMATION/DISCUSSION

- 7.1** New CTE certificate requirements (handout): The requirements for developing a Certificate of Achievement (certificates requiring 18 or more units) are explained in Appendix D of the Chancellor's Office *Program and Course Approval Handbook, Fifth Edition, September 2013*. CTE Certificates of Achievement require additional documentation in order to obtain Chancellor's Office approval, including regional consortia approval meeting minutes and advisory committee recommendations, and labor market information. Debby Blanchard pointed out that these requirements are for certificates of achievement only, and do not apply to apprenticeships. An apprenticeship has different requirements. Debby asked Scott Jones to contact the Region 9 consortia to find out more information. Scott will report back any information at the next Curriculum Committee meeting on March 24, 2016.
- 7.2** Public Agency Notice 5c-5g (handout): This information was sent from the Chancellor's Office to our CIO, Dr. Maphumulo. Item 5g will need to be included on the Course Outline of Record for Advanced Public Safety Courses.
- 7.3** E-mail from Dr. Regino about course deactivations: the Committee recommends that Dr. Regino send out another e-mail asking faculty to update their certificates when they deactivate a course. If a course is deactivated that impacts another discipline's certificates, Malia will send notification to that department. Area reps. may want to send an e-mail to their disciplines encouraging them to deactivate any courses that they don't plan on offering. The Curriculum Area reps. agreed that they should send out a consistent message to their areas.

- 7.4 Change from the Chancellor's office on units and hours calculation: Debby shared that this information has been updated in CurricUNET, which now reflects the charts from the Chancellor's office.
- 7.5 FIRE 59 unit change: Original proposal for a unit change was submitted and approved, then the Dept. Chair realized that the new unit count was incorrect. There is now another pending proposal to change the units back to the original count. It was MSC (S. Jones/R. Cerreto, 8-0) to delete the unit change for the previously approved FIRE 59.
- 7.6 FIRE 63 course number change, status of old course: When a course goes through a number change, the old course needs to go through a course deactivation in CurricUNET.
- 7.7 Units and credits write-up for the 2016-2017 catalog (handout): Debby shared revised language that explains units and hours of work required. Greta Moon, Director of Admissions and Records, would like to include this language in next year's catalog. The committee reviewed the write-up and is in agreement that it should be included in the catalog.

8. PUBLIC COMMENTS RELATED TO NON-AGENDA ITEMS

9. ADJOURNMENT

The meeting was adjourned at 5:00 p.m.

Respectfully submitted,

Debra Blanchard
Chairperson