

ADOPTED
MINUTES
VICTOR VALLEY COLLEGE
CURRICULUM COMMITTEE MEETING

MARCH 13, 2014

2:45PM

1. CALL TO ORDER

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

MEMBERS PRESENT: Debra Blanchard, Chairperson, Carol Delong, Patty Golder, Leslie Huiner, Pamela James, Mike McCracken, John Sweet

MEMBERS ABSENT: Lisa Harvey, Scott Jones, Alice Ramming

GUESTS: Ruby Wikstrom

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

Correct agenda item 5.1 to GEOG 101L. Add discussion of Aviation Degree/Certificates

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

4. MINUTES: none

5. CONSENT AGENDA:

It was MSC (DeLong/Golder, 9-0) to approve the consent items in one action.

5.1 GEOG 101L Geography 1 Laboratory

Textbook revision

6. ACTION ITEMS

TABLED COURSES

6.1 AHOM 70 Hand Crafted Items

It was MSC (McCracken/Huiner, 6-0) to approve the course update AHOM 70 Hand Crafted Items.

It was MSC (McCracken/Delong, 6-0) to bundle agenda items 6.2 and 6.3. It was MSC (Sweet/Huiner, 9-0) to approve agenda items 6.2 and 6.3 in one motion.

6.2 AHOM 75 Machine Quilting

Course update.

6.3 AHOM 75.1 Machine Quilting II

Course update.

PROGRAMS/CERTIFICATES

6.4 Associate in Arts in Kinesiology for Transfer Degree

It was MSC (DeLong/McCracken, 6-0) to approve as corrected the Associate in Arts in Kinesiology for Transfer Degree.

7. INFORMATION/DISCUSSION

It was MSC (Huiner/Sweet, 6-0) to approve eliminating CIDG and creating separate program names as follows: 3D Animation (ANIM), Architecture (ARCH), and Drafting (DRAF).

Discussion regarding the status of the Aviation degree and certificates. The degree and certificates are at various stages of approval.

Discussion regarding the approval process for Associate Degree Transfers (AD-T). The following process for submitting AD-Ts for approval was developed:

1. Faculty/originator creates degree on appropriate form located at Chancellor's website.
2. Faculty/originator submits completed form to Pam James, Articulation Officer.
3. If requested by Pam James, faculty/originator makes necessary changes.
4. Faculty/originator resubmits corrected form to Pam James.
5. Pam James forwards completed degree to curriculum chair for placement on curriculum committee agenda.
6. Curriculum committee approves degree.
7. Curriculum secretary submits approved degree to Board of Trustees for approval.
8. Degree is then submitted to Chancellor's Office by Instruction Office.
9. If Chancellor's office requests revisions, Instruction Office sends revision request to faculty/originator and a copy to Pam James.
10. Once revisions are completed, faculty/originator resubmits to Pam James for review.
11. Pam James forwards revised degree to Instruction Office and curriculum chair.
12. Curriculum committee approves changes to degree and Instruction Office resubmits to Chancellor's Office.
13. Once Chancellor's Office approves degree, Instruction Office informs faculty/originator and Pam James.
14. Pam James enters approved degree into CurricUNET.

NOTE: The April 10th Curriculum Committee meeting will begin at 2:30 p.m.

8. PUBLIC COMMENTS RELATED TO NON-AGENDA ITEMS

9. ADJOURNMENT

The meeting was adjourned at 4:20 p.m.

Respectfully submitted,

Debra Blanchard
Chairperson