

MINUTES  
VICTOR VALLEY COLLEGE

MARCH 22, 2018  
2:52 PM

1. **CALL TO ORDER**

The meeting was called to order at 2:52 p.m. by Chairperson.

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

**MEMBERS ABSENT:** Scott Jones

**GUESTS:** Natasha Schumacher, Melanie Jones, and Tony Bonato

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

Pulled: PSYC 121 textbook only revision from the agenda (course must have content review by completing a course substantial revision)

**Discussion:** The course will be out of compliance if they do not do a substantial review with content review. We update courses within 5 years to meet articulation agreement requirements, ACCJC (Accrediting Commission for Community and Junior Colleges) requirements, and to meet local guidelines of six years.

Addition: Course Substitute Form AGNR 74A replacing AGNR 170L. Delgado, Steven. Signed 12-6-17.

**Discussion:** The course substitution was offered because the class was offered at an inconvenient time for the student, rather than it being a course that is not available for the student. Chair stated that the committee would not be voting on it because it was already signed by Mike McCracken, but that it was just being brought up for discussion. Several committee members stated that these substitutions are not a problem if a required class is cancelled and it is the student's last semester, however the class is being offered, so there shouldn't be a substitution just because of a time issue. It was also discussed that it does not correlate for a lecture class to be replacing a lab class.

Correction: 6.17 ENGL 120B to ENGL 210B

Addition: of 7.2 Construction Technology Certificate of Achievement

**Discussion:** Tony Bonato already had the Certificate of Achievement (COA) in CurricUNET. Chair unknowingly added a duplicate. After researching the COA, she noticed that hers was approved 2/22/18 and Tony's was approved in 2016. Chair deleted hers and Tony's was updated with narrative and course changes. The COA needs to go back to Board for approval. Tony removed CT 108 from the COA because the course is going to be deactivated.

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

None

4. **MINUTES:**  
4.1 **Minutes from March 8, 2018**  
It was MSC (P. Golder/P. James, 9-0) to approve

5. **CONSENT AGENDA:**  
None

- 6.0 **ACTION ITEM:**

**COURSES**

- 6.1 **ART 138 Cooperative Education - Art**  
It was MSC (L. Harvey/J. Stahlke, 9-0) to approve course update as corrected: instructional objectives, SLO's (Student Learning Outcomes), course content, assignments, methods of instruction, and methods of evaluation

Discussion: Catalog descriptions for COOP (Cooperative Education) classes (138) should reference back to the page for the Cooperative Education section of the catalog. Approved as corrected to include page number.

- 6.2 **BIOL 138 Cooperative Education - Biology**  
It was MSC (L. Harvey/R. Cerreto, 9-0) to approve course update as corrected: instructional objectives, SLO's, course content, assignments, and methods of instruction methods of evaluation

Discussion: Catalog descriptions for COOP classes should reference back to the page for the Cooperative Education section of the catalog. Approved as corrected to include page number.

- 6.3 **BRE 101 Real Estate Practices**  
It was MSC (J. Speakman/P. James, 9-0) to approve course update: 96-108 out-of-class hours, instructional objectives, course content, assignments, methods of instruction, methods of evaluation, distance education description update, textbook update

- 6.4 **BRE 120 Real Estate Appraisal**  
It was MSC (G. Jones/S. Visser, 9-0) to approve course update: 96-108 out-of-class hours, instructional objectives, SLO's, assignments, methods of instructions, textbook update, and distance education description update

- 6.5 **BRE 121 Advanced Real Estate Appraisal**  
It was MSC (R. Cerreto/P. Golder, 9-0) to approve course update: 96-108 out-of-class hours, instructional objectives, SLO's, course content, assignments, methods of instruction, methods of evaluation, distance education description update

- 6.6 **BRE 126 Real Estate Finance**  
It was MSC (L. Huiner/J. Stahlke, 9-0) to approve course update: 96-108 out-of-class hours, instructional objectives, course content, assignments, methods of instruction, methods of evaluation, distance education description update, textbook update

- 6.7 **BRE 140 Real Property Management**  
It was MSC (R. Cerreto/S. Visser, 9-0) to approve course update: 96-108 out-of-class hours, instructional objectives, course content, assignments, methods of instruction, distance education description update, textbook update

- 6.8 **BRE 142 Real Estate Marketing**  
It was MSC (J. Speakman/L. Harvey, 9-0) to approve course update: 96-108 out-of-class hours, instructional objectives, course content, assignments, methods of instruction, methods of evaluation, distance education description update, textbook update

- 6.9 **CHDV 160 Observation and Assessment**

It was MSC (S. Visser/R. Cerreto, 9-0) to approve course update: course description, instructional objectives, assignments, textbook updates

**6.10 CHDV 160 Observation and Assessment**

It was MSC (R. Cerreto/J. Stahlke, 9-0) to approve recommended preparation: ENGL 45

**6.11 CHDV 160 Observation and Assessment**

It was MSC (J. Stahlke/L. Huiner, 9-0) to approve prerequisite: TB clearance and immunizations

Discussion: Chair asked how the prerequisite worked since medical records are confidential. Sandy stated that there is a state requirement that allows it specifically for the program, but the records are still considered confidential.

**6.12 CHDV 210 Practicum**

It was MSC (S. Visser/G. Jones, 9-0) to approve course update: course description, instructional objectives, assignments, textbook update, distance education description update, learning resources and library resources.

**6.13 CHDV 210 Practicum**

It was MSC (S. Visser/R. Cerreto, 9-0) to approve recommended preparation: ENGL-101

**6.14 CIS 138 Cooperative Education Computer Information Systems**

It was MSC (J. Stahlke/L. Huiner, 9-0) to approve course update as corrected to include the Cooperative Education page number in the catalog: course description, SLO's, methods of instruction, methods of evaluation

**It was MSC (L. Huiner/P. Golder, 9-0) to bundle the remaining Cooperative Education courses (6.14, 6.16, 6.26, and 6.28)**

**It was MSC (J. Stahlke/L. Huiner, 9-0) to approve the bundle of Cooperative Education courses (6.14, 6.16, 6.26, and 6.28) as corrected to include the page number for the Cooperative Education section of the catalog**

**6.15 CIS 280 Fundamentals of Database Management**

It was MSC (R. Cerreto/L. Harvey, 9-0) to approve course update: title change, 64-72 out-of-class hours, instructional objectives, SLO's, course content, assignments, methods of instruction, methods of evaluation, textbook update, distance education description update

**6.16 ELCT 138 Cooperative Education Electronics**

It was MSC (J. Stahlke/L. Huiner, 9-0) to approve course update as corrected to include the Cooperative Education page number in the catalog: course description, instructional objectives, SLO's, course content, methods of instruction, and methods of evaluation

**6.17 ENGL 210B Fiction Writing II**

It was MSC (P. Golder/R. Cerreto, 9-0) to approve textbook update only

**6.18 ESL 30A Intermediate Pronunciation I**

It was MSC (P. Golder/R. Cerreto, 0-9) to approve course update: course description, instructional objectives, SLO's, course content, assignments, methods of instruction, methods of evaluation, textbook update

Discussion: Patty noted a discrepancy because the entrance skills are different from recommended skills.

It was MSC (P. Golder/P. James, 9-0) to table the course

**6.19 ESL 30A Intermediate Pronunciation I**

It was MSC (P. Golder/P. James, 9-0) to table recommended preparation: ESL 25

**6.20 ESL 30A Intermediate Pronunciation I**

It was MSC (P. Golder/P. James, 9-0) to table recommended preparation: qualifying placements scores

**6.21 ESL 35A Low Intermediate Listening & Speaking Level Three**

It was MSC (P. Golder/R. Cerreto, 0-9) to approve course update: title change, 96-108 out-of-class hours, course description, instructional objectives, SLO's, course content, assignments, and textbook update

Discussion: The content appears to be from a specific textbook. There was discussion about whether the presentation of the content would be altered if the instructor followed the book chapter by chapter. Leslie recommended viewing the handbook and CurricUNET regarding course content. In the past, instructors have been told that chapter headings do not constitute content. Patty was wondering if the content is too specific. Content should not be examples, it should be exactly what the core is that is being taught. Adding prescribed assignments infringes on academic freedom.

It was MSC (P. Golder/G. Jones, 9-0) to table the course

**6.22 ESL 35A Low Intermediate Listening & Speaking Level Three**

It was MSC (P. Golder/G. Jones, 9-0) to table recommended preparation: equivalent coursework

**6.23 ESL 37A Low Intermediate Writing & Grammar**

It was MSC (P. Golder/R. Cerreto, 9-0) to approve Course update: 48-54 lecture hours, instructional objectives, course content, assignments, methods of instruction, methods of evaluation, textbook update

Point of Information: Committee member J. Stahlke had to leave the meeting early. Remaining votes reflect the 8 members still in attendance. Cooperative Education courses still show 9 votes since they were bundled and voted on prior to her departure.

**6.24 ESL 37A Low Intermediate Writing & Grammar**

It was MSC (P. Golder/R. Cerreto, 0-8) to approve recommended prep: equivalent coursework

Discussion: Chair wanted clarification regarding what "equivalent coursework" is. Instructor will be informed that it is too vague and needs to be revised.

It was MSC (P. Golder/P. James, 8-0) to table the course

**6.25 FREN 101 Elementary French**

It was MSC (P. Golder/P. James, 8-0) to approve course update: 160-180 out-of-class hours, instructional objectives, assignments, methods of instruction, methods of evaluation and textbook

**6.26 PHYS 138 Cooperative Education Physics**

It was MSC (J. Stahlke/L. Huiner, 9-0) to approve course update as corrected to include the Cooperative Education page number in the catalog: course description, SLO's, instructional objectives, course content, assignments, methods of instruction, and methods of evaluation

**6.27 PSYC 121 Human Sexuality and Intimacy**

Item was removed from agenda

**6.28 PSYC 138 Cooperative Education Psychology**

It was MSC (J. Stahlke/L. Huiner, 9-0) to approve course update as corrected to include the Cooperative Education page number in the catalog: course description, SLO's, instructional objectives, course content, assignments, methods of instruction, and methods of evaluation

**6.29 SPAN 101A Fundamentals of Spanish 101A**

It was MSC (P. Golder/G. Jones, 8-0) to approve course update: 96-108 out-of-class hours, instructional objectives, course content, assignments, methods of instruction, and methods of evaluation

**6.30 SPAN 101A Fundamentals of Spanish 101A**

It was MSC (P. Golder/R. Cerreto, 8-0) to approve distance education

**6.31 SPAN 103 Intermediate Spanish**

It was MSC (P. Golder/R. Cerreto, 8-0) to approve course update: 96-108 out-of-class hours, instructional objectives, assignments, methods of instruction, methods of evaluation, textbook update

**6.32 SPAN 103 Intermediate Spanish**

It was MSC (P. Golder/L. Huiner, 8-0) to approve distance education

**6.33 SPAN 103 Intermediate Spanish**

It was MSC (P. Golder/L. Harvey, 8-0) to approve prerequisite equivalent curriculum as corrected to reflect "Prerequisite: validation reason 'equivalent curriculum'"

Discussion: The committee discussed tabling the course due to "equivalent curriculum." Leslie asked if the course outline of record was incorrect or if the agenda was incorrect. Chair looked up the course in CurricUNET and the validation date was January 30, 2013. Agenda should reflect that this is a 2 year validation of prerequisite. Chair stated that it was 4 years and it has always shown on the agenda as "prerequisite." Chair determined "equivalent curriculum" refers to validation reason via AP course exam. Leslie stated that it has been approved through the Academic Senate that students must pass the AP exam with a 4 or 5 to receive credit for the course. Chair changed the wording in CurricUNET to reflect passing the AP exam instead of "equivalent curriculum" and the Office of Instruction will update the validation date to March 22, 2018. The committee determined that future agendas should state "Prerequisite: validation reason 'equivalent curriculum.'"

**6.34 SPAN 104 Intermediate Spanish**

It was MSC (P. Golder/R. Cerreto, 8-0) to approve course update: 96-108 out-of-class hours, instructional objectives, assignments, methods of instruction, methods of evaluation, textbook update, and entrance skills

**6.35 SPAN 104 Intermediate Spanish**

It was MSC (L. Harvey/P. James, 8-0) to approve distance education

**TABLED COURSES**

**None**

**7. PROGRAMS/CERTIFICATES**

None

**TABLED PROGRAMS/CERTIFICATES**

**7.1 Automotive Window Tinting Technician**

It was MSC (S. Visser/P. James, 9-0) to approve for certificate deactivation

**7.2 Construction Technology Certificate of Achievement (COA)**

It was MSC (S. Visser/P. James, 9-0) to approve as corrected

Discussion: All four documents have been attached and the certificate needs to go to the Board for approval. The number of units changed and "Group II" was removed from CurricUNET since CT 107 was the only course listed and it was added to Group I as a requirement. Dates in CurricUNET will be changed to reflect 3/22/18.

**8. INFORMATION/DISCUSSION**

Work orders list submitted to Governet:

1. Variable units = variable hours
2. SLO approval step on all course and program proposals, March 30 deadline requested
3. TOP codes update
4. Program comparison like course comparison added to degrees/certificates

Content review is for course substantial revisions. Non-CTE review should be every 5 years and they can review prerequisites during this time. Review of requisites should include disproportionate impact and are the requisites still necessary for students to success in the required courses.

Sandy mentioned that some SLOs have Methods of Evaluations (MOEs), but there is an inconsistency. Chair stated that only instructional objectives should have MOEs.

Pam said that there are some faculty wanting to add courses to their ADTs. Chair stated this must be approved through the committee and narratives must also be updated. Updates are just like any other degree and must go through CurricUNET.

**9. PUBLIC COMMENTS RELATED TO NON-AGENDA ITEMS:**

None

**10. ADJOURNMENT**

The meeting was adjourned at 4:14 p.m.