

MINUTES  
VICTOR VALLEY COLLEGE

**MARCH 23, 2017**

**2:45 PM**

**1. CALL TO ORDER**

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

**MEMBERS PRESENT:** Debra Blanchard, Chairperson, Patty Golder, Lisa Harvey, Leslie Huiner, Scott Jones, Gregory Jones, Jackie Stahlke and Sandy Visser

**MEMBERS ABSENT:** Jeanine Speakman, Richard R. Cerreto

**GUESTS:** Mark Clair, Owen McClare Reba Pugliese, Manuel Rodriguez, Melina Rodriguez, and Josiah Salazar

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

**ADDITION**

- Add item 6.4 – PSYC 206 Psychosocial Rehabilitation and Recovery – ENGL 101 as Recommended Preparation
- Add item 6.5 – PSYC 206 Psychosocial Rehabilitation and Recovery – Prerequisite of PSYC 101
- Add item 6.6 – PSYC 206 Psychosocial Rehabilitation and Recovery – Distance Education as of Method of Instruction
- Add item 6.7 – EMS 82 Paramedic Cardiology – Course Update
- Add item 6.7.1 – EMS 82 Prerequisite Change
- Add item 6.8 – EMS 83
- Add item 6.8.1 – EMS 83 Prerequisite
- Add item 6.9 – ESL 47A
- Add item 6.10 – ESL 47B
- Add item 6.11 – ESL 48 – SLO Only; it is an emergency situation, and it needs discussion
- Add item 6.12 – DVST 10 – Class Cap
- Add item 6.3.1 – CMFT 140 Manufacturing Internship – Course Update
- Add item 7.5 – Welding Certificate – CurricUNET Only
- Add item 7.6 - Expanded Animation Technician Soft Image – Certificate Update
- Add item 8.3 – Handbook Appendices
- Add item 8.4 – Curriculum Cutting

**DELETION**

- Pulled from agenda: Item 5.4 - CIDG 95 Introduction to SolidWorks – Textbook Only Revision. This proposal was deleted.

**CORRECTIONS**

- Second 5.1 item Auto 80.6 should be 5.2
- Third 5.1 item Auto 85.1 should be 5.3

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

**4. MINUTES:**

**4.1 Minutes from March 9, 2017**

It was MSC (S. Visser/J. Stahlke, 8-0) to approve as corrected the minutes from March 9, 2017.

Discussion:

EMS 80 – B or better statement was removed – it was removed because it is the first course on a sequence of courses.

6.15: everything under the line as well as delete duplicate will be crossed out and the following statement will be added, “This was a duplicate listing and was deleted from agenda”

**5. CONSENT AGENDA:**

It was MSC (L. Harvey/ L. Huiner, 8-0) to approve all consent agenda items (no pulls)

**5.1 AUTO 50.5 Introduction to Basic Automotive Service and Maintenance**

SLO Revision

**5.2 AUTO 80.6 Introduction to Automotive Electricity**

SLO Revision

**5.3 AUTO 85.1 Introduction to Engine Performance Theory**

SLO Revision

**5.4 Pulled**

**6.0 ACTION ITEM**

**OTHER:**

**None**

**COURSES:**

**6.1 PSYC 206 Psychosocial Rehabilitation and Recovery**

It was MSC (P. Golder /J. Stahlke, 8-0) to approve as corrected PSYC 206 Psychosocial Rehabilitation and Recovery as a New Course minus the Class Cap.

**Discussion:**

Committee is approving the course, but they are NOT approving the Class Cap until Peter Maphumulo, V.P. reviews/approves and lets chair know.

Chairperson sent an e-mail to Peter Maphumulo requesting his class cap approval.

Class Cap approval will be brought back to the following agenda for March 30, 2017.

**6.4 PSYC 206 Psychosocial Rehabilitation and Recovery**

It was MSC (P. Golder/P. James, 8-0) to approve ENGL 101 as Recommended Preparation for PSYC 206 Psychosocial Rehabilitation and Recovery

**6.5 PSYC 206 Psychosocial Rehabilitation and Recovery**

It was MSC (P. James/ S. Jones, 8-0) to approve PSYC 101 as Prerequisite of PSYC 206 Psychosocial Rehabilitation and Recovery

**6.6 PSYC 206 Psychosocial Rehabilitation and Recovery**

It was MSC (L. Harvey/P. James, 8-0) to approve Distance Education as a Method of Instruction for PSYC 206 Psychosocial Rehabilitation and Recovery

**6.2 TA 113 Stage Makeup**

It was MSC (S. Visser/P. Golder, 8-0) to approve the Course update: Units Change, Instructional Objectives and Assignments for TA 113 Stage Makeup

**6.7 EMS 82 Paramedic Cardiology**

It was MSC (S. Jones/J. Stahlke, 8-0) to approve the Course Update: Catalog description as corrected for EMS 82 Paramedic Cardiology.

Discussion

Committee review prerequisite statement from ICEMA as follow: "ICEMA is supportive of a minimum passing grade of 80%.....". It was noted that this is not a mandate. Further discussion compared Aviation, Nursing and Math. A suggestion was made to use a percentage instead of a letter grade. Example: some nursing programs use C grade is equivalent to 85%.

The curriculum committee decision was to take out the prerequisite statement of B or better, and change the catalog and schedule descriptions to "Prerequisite: Application and acceptance into the Paramedic Academy and successful completion of EMS 80 and 81 with an 80% score or better."

It was changed in CurricUNET by the area rep/originator, Scott Jones.

*It was recommended by the committee that the EMS Faculty look into revising state/CCCCO requirements that pertain to the C or better issue.*

**6.7.1 EMS 82 Paramedic Cardiology**

It was MSC (S. Jones/G. Jones, 8 -0) to approve the prerequisite change as corrected for EMS 82 Paramedic Cardiology.

Discussion

Committee review prerequisite statement from ICEMA as follows: "ICEMA is supportive of a minimum passing grade of 80%.....". It was noted that this is not a mandate. Further discussion compared Aviation, Nursing and Math. A suggestion was made to use a percentage instead of a letter grade. Example: some nursing programs use C grade is equivalent to 85%.

Committee agreed to have no grade indicated in the prerequisite field.

**6.8 EMS 83 Paramedic Pharmacology**

It was MSC (P. Golder/L. Huiner, 8 -0) to approve the Course Update: Catalog description as corrected for EMS 83.

Discussion:

Committee agreed to make same changes for EMS 83 as for EMS 82. The curriculum committee decision was to take out the prerequisite statement of B or better, and change the catalog and schedule descriptions to "Prerequisite: Application and acceptance into the Paramedic Academy and successful completion of EMS 80 and 81 with an 80% score or better."

It was changed in CurricUNET by the area rep/originator, Scott Jones

*It was recommended by the committee that the EMS Faculty look into revising state/CCCCO requirements that pertain to the C or better issue.*

**6.8.1 EMS 83 Paramedic Pharmacology**

It was MSC (L. Huiner/P. Golder, 8-0) to approve the prerequisite change as corrected for EMS 83 Paramedic Pharmacology

Discussion:

Committee review prerequisite statement from ICEMA as follows: "ICEMA is supportive of a minimum passing grade of 80%.....". It was noted that this is not a mandate. Further discussion compared Aviation, Nursing and Math. A suggestion was made to use a percentage instead of a letter grade. Example: some nursing programs use C grade is equivalent to 85%.

Committee agreed to have no grade indicated in the prerequisite field.

**6.9 ESL 47A Low Advance Grammar and Writing I**

It was MSC (P. Golder/J. Stahlke, 8-0) to approve the Course Update: Course number changed, title change, and adding Basic Skills for ESL 47A Low Advance Grammar and Writing I.

Discussion:

Office of Instruction will add to the Description: *Formally ESL 47*

**6.10 ESL 47B Low Advance Grammar and Writing II**

It was MSC (G. Jones/P. Golder, 8-0) to approve the Course Update: Course number changed, title changed, description basic Skills added for ESL 47B Low Advance Grammar and Writing II.

Discussion:

Patty Golder stated she does not agree with the Top Code selected for ESL because it is not an English Course.

Chairperson explained that from now on the faculty will be adding the Top Codes instead of the Office of Instruction. CIP codes will be added by the Office of Instruction as a crossover from the Top Code. In addition, Faculty will double check the Top Codes for courses that are already in.

If there is a course revision, the faculty will double check the Top Codes to make sure they are correct. Discipline experts should be consulted if there is a question regarding T.O.P. codes. Email will be sent by chair informing faculty of this change.

**6.11 ESL 48 High Advanced Grammar**

It was MSC (S. Jones/J. Stahlke, 8-0) to approve SLO Update Only that needed discussion.

Discussion:

Chairperson explained this is a special request, and it is an emergency request for SLO approval. It is a course being taught this semester with no SLOs.

Chairperson Requested a motion to use an e-mail with the SLOs on it and enter them into CurricUNET, and it was MSC (L. Harvey/ P. Golder) to use the e-mail.

E-mail was reviewed, SLOs were discussed, and they were corrected and entered into CurricUNET.

**6.12 DVST 10 Learning Disability Assessment**

It was MSC (J. Stahlke/L. Huiner, 8-0) to approve the class cap of 15 (per the VP's email approving it) for DVST 10 Learning Disability Assessment

**TABLED COURSES:**

**6.3 KIN 102 First Aid, AED and CPR**

It was **MSF** (L. Harvey/P. James) failed the Course Update for KIN 102 First Aid, AED and CPR. This Course was previously tabled due to the language used on the 4<sup>th</sup> slo (was removed), objective and content. "Lifelong understanding and delvelopment of themselves as integrated physiological and psychological entities through certification and emergency responsiveness."

Discussion:

The e-mail from Christa White explaining the statement was read. Committee did not understand explanation. Pam James reiterated that this course would not go into Area E anyway.

**6.3.1 CTMF 140 Manufacturing Internship**

It was MSC (P. James/ S. Jones, 7-0) to table the Course Update: transferability and Unit Change for CTMF 140 Manufacturing Internship because it is not clear if it is a lab only or lecture/lab course.

Discussion:

This Course Update was tabled on 9/8/16 due to transferability and unit change.

**7. PROGRAMS/CERTIFICATES**

**7.1 General Aircraft Maintenance Technician**

It was MSC (J. Stahlke/S. Jones, 7-0) to approve General Aircraft Maintenance Technician as a New Certificate

**7.2 Office Services**

It was MSC (L. Harvey/J. Stahlke, 7-0) to approve Office Services as a New Certificate

**7.3 Programming II**

It was MSC (L. Harvey/S. Jones, 7-0) to **table** the Programming II Certificate Update because no attachments.

Discussion:

LMI data has been requested.

**7.5 Welding**

It was MSC (J. Stahlke/S. Jones, 7-0) to approve adding Welding Certificate into CurricUNET

**7.6 Expanding Animation Technician Soft Image**

It was MSC (sandy/Pam, 7/0) to approve a certificate update

**TABLED PROGRAMS/CERTIFICATES**

**7.4 Mental Health Worker**

It was MSC (S. Visser/J. Stahlke, 7-0) to table the Mental Health Worker as a New Certificate. The certificate was tabled because waiting for PSYC 206 to be state approved.

**8. INFORMATION/DISCUSSION:**

**8.1 Helping your area disciplines**

All Area Reps need to make sure not to approve anything that needs corrections.

All chairs should contact their area reps.

Area Reps need to request change instead of making comments on CurricUNET.

**8.2 ESL – Basic Skills Notations**

All ESL courses cover pages should be coded with Basic Skills.

**8.3 Handbook appendices**

Handouts such as samples of LMIs, Narrative, forms that explain about the ADTs, and others were provided; those forms will be added to the handbook and submitted for the Senate's review in their 2<sup>nd</sup> read in April.

**8.4 Curriculum Coding**

A page handout was shared with the committee. This document will be included in the Senate newsletter.

**8.5 Fire Courses Corequisites affecting Financial Aid**

Email from Kelley Beach was shared with the Committee in regards to the corequisites of some of the FIRE 95 Academy (FIRE 48, FIRE11, FIRE 11E, FIRE 53A, FIRE 53 and FIRE 4B) that are affecting VA and Financial Aid students.

After the committee discussed it, the Chairperson e-mailed back Kelley Beach with an explanation.

**9. PUBLIC COMMENTS RELATED TO NON-AGENDA ITEMS:  
None**

**10. ADJOURNMENT**

The meeting was adjourned at 5:30 p.m.

Respectfully submitted,

Debra Blanchard  
Chairperson