

ADOPTED MINUTES  
VICTOR VALLEY COLLEGE

MARCH 30, 2017

2:45 PM

1. CALL TO ORDER

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

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

**MEMBERS ABSENT:** Pam James, and Scott Jones

**GUESTS:** Mark Clair, Reba Pugliese, and Melina Rodriguez

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

ADDITION

- **Item 6.11.1**      **PSYC 215** Introduction to Statistics in Social and Behavioral Science - Removing PSYC 101 as Prerequisite
- **Item 6.11.2**      **PSYC 215** Introduction to Statistics in Social and Behavioral Science - Recommended Preparation: ENGL 101
- **Item 6.11.3**      **PSYC 215** Introduction to Statistics in Social and Behavioral Science – Recommended Preparation: SOC 101
- **Item 6.11.4**      **PSYC 215** Introduction to Statistics in Social and Behavioral Science - Recommended Preparation: PSYC 101
- **Item 6.13**          **ARCH 140** History of Architecture: Early Design through Gothic - New Course
- **Item 6.13.1**      **ARCH 140** History of Architecture: Early Design through Gothic – Distance Education as a Method of Instruction
- **Item 6.14**          **ARCH 142** History of Architecture: Renaissance through Modern - New Course
- **Item 6.14.1**      **ARCH 142** History of Architecture: Renaissance through Modern – Distance Education
- **Item 6.15**          **ENGL 242** Classical Mythology - New Course
- **Item 6.15.1**      **ENGL 242** Classical Mythology – Prerequisite: ENGL 101
- **Item 6.15.2**      **ENGL 242** Classical Mythology – Distance Education as a Method of Instruction
- **Item 6.16**          **RMGT 80** Off Premise Catering - Course Update: Title Change, Unit Change, and Repeatability Change - ***These changes were approved by the Committee in 2011, but Office of Instruction never submitted it to the Chancellor's Office for their approval; faculty wants now to offer the course with the unit change.***
- **BADM 180** Introduction to Global Business – Distance Education as a Method of Instruction – pulled from adding to the agenda since Pam James added a request for change

DELETION

- None

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

None

4. MINUTES:

4.1 Minutes from March 23, 2017

It was MSC (R. Cerreto / G. Jones, 7-0) to approve the minutes from March 23, 2017.

5. **CONSENT AGENDA:**  
It was MSC (L. Harvey / J. Speakman, 7-0) to approve all consent agenda items (no pulls)

5.1 **PSYC 204 Social Psychology**  
Textbook Only Revision

5.2 **PSYC 209 Developmental Psychopathology**  
Textbook Only Revision

5.3 **PSYC 213 Abnormal Psychology**  
Textbook Only Revision

6.0 **ACTION ITEMS**  
None

**COURSES:**

6.1 **AUTO 50 Introduction to Automotive**  
It was MSC (S. Visser / J. Stahlke, 7-0) to approve the Course Update for AUTO 50 Introduction to Automotive  
Discussion:  
Chairperson brought to the committee's attention that VPI has approved the class cap.

6.4 **AUTO 62 Automotive Detailing**  
It was MSC (J. Stahlke / P. Golder, 7-0) to approve the Course Update for AUTO 62 Automotive Detailing

Discussion:  
It was noted that the COR does not have a class size. Chairperson reminded the committee that in a substantial course revision, class size cannot be changed anymore. Presently, there are only two options to change the class size; one is establishing the class size when writing the course, and the other one is when submitting a course class cap only revision. Those are the only revisions that go to the VPI.

Currently, there is a glitch in the CurricUNET system regarding class size on the units/hours page, so the Chairperson is adding a comment to the COR of courses reviewed so the class size can be tracked. She has already submitted a work order for Governet to fix the glitch.

6.5 **EMS 85 Paramedic Clinical**  
It was MSC (R. Cerreto / J. Speakman, 7-0) to approve the Course Update: Description Change for EMS 85 Paramedic Clinical

6.6 **EMS 85 Paramedic Clinical**  
It was MSC (G. Jones / S. Visser, 7-0) to approve the Prerequisite Change for EMS 85 Paramedic Clinical

Discussion:  
Scott Jones changed the information as requested by the committee in the previous meeting

6.7 **EMS 86 Paramedic Field Internship**  
It was MSC (L. Harvey / R. Cerreto, 7-0) to approve the Course Update: Description Change for EMS 86 Paramedic Field Internship

6.8 **EMS 86 Paramedic Field Internship**  
It was MSC (P. Golder / J. Stahlke, 7-0) to approve the Prerequisite Change for EMS 86 Paramedic Field Internship

Discussion:  
Same thing as EMS 85, removing the B or better and replaced it with 80% as recommended by committee in previous meeting

**6.9 MUSC 102 Music Theory I**

It was MSC (P. Golder / G. Jones, 7 -0) to approve the Course Update for MUSC 102 Music Theory I

**6.10 PSYC 206 Psychosocial Rehabilitation and Recovery**

It was MSC (R. Cerreto / J. Stahlke, 7 -0) to approve the Course Update: Class Cap for PSYC 206 Psychosocial Rehabilitation and Recovery

Discussion:

Chairperson shared an e-mail regarding class size justification from Patricia Jennings which the VPI approved. This could be an example for other people and provides a direction for later. The statement is in the Course Outline of Record under class size is as follows: "Since this is a 200 level course, I don't think it is in the best interest of our students to go over 30. Nor is it in the best interest of the faculty who will be teaching it. Not only is this a challenging course but quite often DSPS students enroll in an abnormal Psychology class to learn more about their own challenges. I am anticipating that the Rehab class may demonstrate the same characteristics. For this community, the college has been an affordable resource for Psycho-education (albeit it is not treatment but it is education and information). Additionally, the Psych Department FTES compared to FTEF operates at a high rate of efficiency."

In addition, the Chairperson recommended to review the recommendations from Academic Senate that Claude Oliver submitted for another course.

**6.11 PSYC 215 Introduction to Statistics in Social and Behavioral Sciences**

It was MSC (R. Cerreto /P. Golder, 7-0) to approve the Course Update: Title Change, Units Change, adding ADT Degree for Title V, and Description Change for PSYC 215 Introduction to Statistics in Social and Behavioral Sciences

Discussion:

There is a question in regards to the TOP Code, since there are two codes (2001.00) and (2003.00). Richard Cerreto shared that there is an "other" TOP Code Categories. It will be left with the one previously indicated.

**3:10 pm - Leslie Huiner joined the meeting**

**6.11.1 PSYC 215 Introduction to Statistics in Social and Behavioral Sciences**

It was MSC (R. Cerreto / L. Huiner, 8-0) to approve the removal the prerequisite of PSYC 101 from PSYC 215 Introduction to Statistics in Social and Behavioral Sciences

**6.11.2 PSYC 215 Introduction to Statistics in Social and Behavioral Sciences**

It was MSC (P. Golder / R. Cerreto, 8-0) to approve the ENGL 101 as Preparation Recommendation for PSYC 215 Introduction to Statistics in Social and Behavioral Sciences

Discussion:

Chairperson suggested to submit a Prerequisite Only revision for the courses that required ENGL 50 as prerequisite or recommended prep

**6.11.3 PSYC 215 Introduction to Statistics in Social and Behavioral Sciences**

It was MSC (G. Jones / L. Huiner, 8-0) to approve SOC 101 as Preparation Recommendation from PSYC 215 Introduction to Statistics in Social and Behavioral Sciences

**6.11.4 PSYC 215 Introduction to Statistics in Social and Behavioral Sciences**

It was MSC (R. Cerreto / J. Speakman, 8-0) to approve PSYC 101 as Preparation Recommendation from PSYC 215 Introduction to Statistics in Social and Behavioral Sciences

**6.13 ARCH 140 History of Architecture: Early Design through Gothic**

It was MSC (L. Harvey / R. Cerreto, 8-0) to approve ARCH 140 History of Architecture: Early Design through Gothic as a new course

**6.13.1 ARCH 140 History of Architecture: Early Design through Gothic**

It was MSC (R. Cerreto / L. Harvey, 8-0) to approve Distance Education as a Method of Instruction for ARCH 140 History of Architecture: Early Design through Gothic

**6.14 ARCH 142 History of Architecture: Renaissance through Modern**

It was MSC (G. Jones / S. Visser, 8-0) to approve ARCH 142 History of Architecture: Early Design through Modern as a new course

**6.14.1 ARCH 142 History of Architecture: Early Design through Gothic**

It was MSC (J. Stahlke / L. Huiner, 8-0) to approve Distance Education as a Method of Instruction for ARCH 142 History of Architecture: Early Design through Modern

**6.15 ENGL 242 Classic Mythology**

It was MSC (P. Golder / R. Cerreto, 8-0) to approve ENGL 242 Classic Mythology as a New Course

Discussion:

There could be an issue about using older versions of books which are not within 5 years; however, this course is a classic. The hand book states that classics are allowed, so the committee agreed with the selection, but chairperson expressed the concern that CCCC might disagree if there is a newer version

**6.15.1 ENGL 242 Classic Mythology**

It was MSC (P. Golder / J. Stahlke, 8-0) to approve ENGL 101 as prerequisite for ENGL 242 Classic Mythology

**6.15.2 ENGL 242 Classic Mythology**

It was MSC (P. Golder / L. Harvey, 8-0) to approve Distance Education as a Method of Instruction for ENGL 242 Classic Mythology

Discussion

Chairperson shared that the TOP Code is not there, but this course was in the works before the TOP Code review was added.

**6.16 RMGT 80 Off Premise Catering**

It was MSC (G. Jones / R. Cerreto, 8-0) to approve the Course Update: Title Change, Unit Change, and Repeatability Change for RMGT 80 Off Premise Catering – CCCC and BOT resubmit

Discussion:

This course was originally approved with 2 units, but changes were submitted on 2009; those changes were approved by the committee, but the Office of Instruction never submitted them to the Chancellor's Office for their approval. Faculty wants now to offer the course with the unit change, so to submit it for the Chancellor's approval we need a new BOT approval because the last we have is older than 2 years.

This course needs to be updated it, but chairperson wants to makes sure the committee is doing its due diligence to have this process move forward. The Chancellor's Office might not approve it, but we have to wait for their comments, if any.

**TABLED COURSES:**

**6.12 CTMF 140 Manufacturing Internship**

It was MSC (R. Cerreto/ L. Harvey, 8-0) to discuss the concern about this course not being clear if it is a lab only or lecture/lab course.

Discussion:

Chairperson asked the area rep if she has contacted Tony Bonato to follow up. She has not been able to contact him, but she will make sure to follow up for next meeting.

It was MSC (S. Visser / R. Cerreto, 8-0) 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.

## **7. PROGRAMS/CERTIFICATES**

### **7.1 Expanded Animation Technician 3DSMAX**

It was MSC (L. Harvey / S. Visser, 8-0) to approve the Certificate Update for Expanded Animation Technician 3DSMAX

### **7.2 Expanded Animation Technician MAYA**

It was MSC (R. Cerreto / J. Speakman, 8-0) to approve the Certificate Update for Expanded Animation Technician MAYA

## **TABLED PROGRAMS/CERTIFICATES**

### **7.3 Programming II**

It was MSC (L. Harvey / J. Stahlke, 8-0) to discuss

#### Discussion:

LMI received and attached; waiting for documents required for CTE certificates (Advisory committee approval, Regional Consortium approval, narrative)

It was MSC (S. Visser / R. Cerreto, 8/0) to table the Programming II Certificate Update because it is still pending some attachments.

### **7.4 Mental Health Worker**

It was MSC (R. Cerreto / L. Harvey, 8-0) 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 Class Caps: Required or Optional?**

VPI emailed chairperson requesting to change the committee's policy and make class cap mandatory. Lisa Harvey suggested to look for some Academic Senate recommendations, and Richard Cerreto will take it to the union before making a decision. Chairperson requested all area reps to research it on their own, and try to use the paper work from Academic Senate or something similar to what Patricia Jennings has submitted when adding or changing the class size.

Chairperson asked all Area Rep to encourage their faculty to be very explicit when putting explaining the justification for the class size and to be certain they indicate a number that is verifiable from outside sources.

### **8.2 TOP Codes**

Chairperson inquired if everyone has received the TOP Codes she has sent and suggested to use CTRL F to find the area they are looking for.

### **8.3 New Courses**

It was asked when a newly approved course can be taught.

Chairperson explained that a new course, as per the local rule and ACCJC (2015/2016), has to be advertised to the students before being offered. If a course is approved by the state but misses the catalog deadline, it has to be added in the Addendum; therefore, this course can first be taught during winter or spring following the addendum. However, if it is IGETC then it will probably have to wait another year because the IGETC courses can only be reported in December, so the students cannot be offered the course until it is advertised, and it is approved by all entities.

**8.4 Prerequisites**

Chairperson explained that prerequisites are approved when the course is submitted for approval. The local VVC policy is to only change requisites once per year in the Fall semester. In addition, it was discussed that units should only change once per year in Fall too.

**8.5 Petitions to Retake a Class**

It was asked if there had been any changes about policy in regard to the petitions being approved to challenge classes that were passed with C or better.

Sandy suggested contacting Kelley Beach; she is on the petitions committee.

**8.6 FIRE 95 issues**

This issue was brought to the chair by counselors, Veteran's office personnel and financial aid personnel. Many veterans are attending the fire academy. FIRE 95 is the academy course, and it has 4 approved prerequisites. However, on the webpage for the Fire Academy, other courses were listed as corequisite and prerequisite. When the VA reviews the catalog, they are able to see the prerequisites for FIRE 95, but they do not realize that there are requisites for the four main prerequisites. If it is not listed in the catalog under the fire academy, then the VA does not count those courses. This means VA students do not get the unlisted courses (catalog) covered by their benefits.

The chairperson's suggestion to create a Fire Academy page in the catalog where it lists all the courses required, similar to the fire website. Chair will check with the VA rep and report back to committee.

The decision will be shared as soon as possible.

Chairperson reminded the committee that only four more committee meetings are left for the school year. The next meeting is on April 27, 2017.

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

**None**

**10. ADJOURNMENT**

The meeting was adjourned at 4:15 p.m.

Respectfully submitted,

Debra Blanchard  
Chairperson