

MINUTES APPROVED AS CORRECTED  
VICTOR VALLEY COLLEGE

**APRIL 26, 2018**  
**2:45 PM**

**1. CALL TO ORDER**

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

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

**MEMBERS ABSENT:** Lisa Harvey

**GUESTS:** Reba Pugliese

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

Corrections:

1. 7.21 correct title changed to Introduction to Automotive Electricity
2. 6.3 delete duplicate listing
3. 7.9 correct title changed to Finger Spelling
4. 7.42 course title changed to Special topics
5. 7.56 spelling correction respiratory

Additions:

1. Catalog addendum added by Leslie Huiner
2. 6.7 PSYC ADT changes required by cccc

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

**None present**

**4. MINUTES:**

**4.1 Minutes from March 29, 2018**

It was MSC (Gregg Jones/Sandy Visser, 9/0) to approve  
Extra meeting set for June 5<sup>th</sup> at 2:45

**5. CONSENT AGENDA:**

None

**6.0 ACTION ITEM:**

**6. PROGRAMS/CERTIFICATES**

**6.1 Construction Technology A. S. Degree**

It was MSC (Pam James/Richard Cerreto, 9-0) to approve degree update  
All documents are attached in CurricUNET. Certificate is waiting on approval from regional consortium. All narratives are attached to show a history of corrections. Date is added to each narrative attachment.

**6.2 Autopsy Assistant Certificate**

It was MSC (L. Huiner/J. Stahlke, 9-0) to approve certificate deactivation (bundle 1)

It was MSC (P. Golder/J. Stahlke, 9-0) to bundle 6.2, 6.4, 6.5 and 6.6

It was MSC (L. Huiner/J. Stahlke 9-0) motion to approve bundle (1)

**6.3 ~~Construction Technology A. S.~~**

~~It was MSC (/, 10-0) to delete duplicate~~

**6.4 Biotechnology**

It was MSC (L. Huiner/J. Stahlke, 9-0) to approve certificate deactivation (bundle 1)

**6.5 Forensic Identification**

It was MSC (L. Huiner/J. Stahlke, 9-0) to approve certificate deactivation (bundle 1)

**6.6 Forensic Science**

It was MSC (L. Huiner/J. Stahlke 9-0) to approve degree deactivation (bundle 1)

**6.7 AA-T Psychology (AA-T, ADT)**

It was MSC (P. James/J. Stahlke 9-0) to add to the agenda

It was MSC (P. James/R. Cerreto 8-1, J. Stahlke apposed) to approve the updated changes in the narrative and template

Discussion

The committee did not have the paperwork for the ADT degree to review, they reviewed the paperwork from the instructions office email. Once the degree is approved by the chancellor's office Pam will go into CurricUNET and update the active degree to match (she will copy the active and then make cccco approved changes). Currently MATH 90S is not a prerequisite for PSYC 215, which denies many students access to taking this course and is one of the requirements for the degree. The committee was very adamant about nothing being sent to the chancellor's office for approval before being reviewed and approved by the curriculum committee. They have been spending the last 4 years trying to clean up what was not put in CurricUNET and/or not sent to curriculum committee for approval.

**TABLED PROGRAMS/CERTIFICATES**

None

**COURSES**

**7.1 ANIM 50 Principles of Animation in MAYA**

It was MSC (J. Speakman/S. Jones, 9-0) to approve discipline name change course department change

**7.2 ANIM 50 Principles of Animation in MAYA**

It was MSC (J. Stahlke/R. Cerreto, 9-0) to approve recommended preparation: working knowledge of a computer environment, basic keyboard and mouse skills

**7.3 ANIM 51 Advance Materials, Lightning and rendering with MAYA**

It was MSC (P. Golder S. Visser/ 9 -0) to approve Course update: discipline name change, course department change, methods of instruction

**7.4 ANIM 51 Advance Materials, Lightning and rendering with MAYA**

It was MSC (R. Cerreto/S. Jones, 9 -0) to approve recommended preparation: ANIM 50

**7.5 ANIM 52 Digital Character Animation with MAYA**

It was MSC (L. Huiner/J. Speakman, 9 -0) to approve discipline name change, 64-72 out-of-class hours

**7.6 ANIM 52 Digital Character Animation with MAYA**

It was MSC (S. Visser S. Jones/, 9-0) to approve recommended preparation: ANIM-50

**7.7 ANIM 52 Digital Character Animation with MAYA**

It was MSC (J. Stahlke P. James/, 9-0) to approve recommended preparation: ANIM-51

**7.8 ANTH 103L-A Basic Archaeology Lab**

It was MSC (R. Cerreto/G. Jones, 9 -0) to approve Course update: 32-36 our-of-class hours, catalog description, instructional objectives, SLO's, assignments, methods of evaluation

- 7.9 ASL 121 American Sign Language-Finger Spelling**  
It was MSC (P. Golder/J. Stahlke, 9 -0) to approve Course update: 32-36 out-of-class hours, instructional objectives, assignments, methods of instruction, methods of evaluation, textbook update and distance education description.
- 7.10 AUTO 50.5 Introduction to Basic Automotive Service and Maintenance**  
It was MSC (S. Jones/R. Cerreto, 9 -0) to approve Course update: 128-144 out-of-class hours, textbook update
- 7.11 AUTO 51 Automotive Engines and Drive**  
It was MSC (J. Speakman/P. James, 9 -0) to approve 256-288 out-of-class hours, textbook update
- 7.12 AUTO 51A Engine Repair**  
It was MSC (R. Cerreto/S. Visser,9 -0) to approve Course update: 96-108 out-of-class hours, schedule description update, textbook update
- 7.13 AUTO 55 Manual Transmission and Differential Overhaul**  
It was MSC (S. Jones/ J. Stahlke, 9 -0) to approve Course update: title change, 96-108 out-of-class hours, schedule description update, textbook update
- 7.14 AUTO 56 Automatic Transmission & Overhaul**  
It was MSC (P. Golder P. James,9 -0) to approve 96-108 out-of-class hours, schedule description update, changing & to and
- 7.15 AUTO 56A Transmission Computer Systems**  
It was MSC (R. Cerreto/P. Golder, 9 -0) to approve 48-54 out-of-class hours, textbook update
- 7.16 AUTO 57 Automotive Brake & Wheel Alignment**  
It was MSC (J. Speakman/R. Cerreto, 9 -0) to approve title update, 256-288 out-of-class hours, textbook update change & to and
- 7.17 AUTO 57.1 Automotive Brakes, Theory and Function**  
It was MSC (R, Cerreto/P. James,9 -0) to approve 96-108 out-of-class hours, textbook update
- 7.18 AUTO 60 Automotive Suspension and Alignment**  
It was MSC (G. Jones/S. Visser,9 -0) to approve Title change, 96-108 out-of-class hours, textbook update
- 7.19 AUTO 80A Automotive Computers, Electronics and Electrical Systems**  
It was MSC (S. Jones/ J. Speakman,9 -0) to approve Title change, 96-108 out-of-class hours, Instruction objectives, assignments, methods of instruction, methods of evaluation, textbook update
- 7.20 AUTO 80A Automotive Computers, Electronics and Electrical Systems**  
It was MSC (R. Cerreto/P. James,9 -0) to approve Prerequisite: AUTO 50
- 7.21 AUTO 80.6 Introduction to Automotive Technology-Electricity**  
It was MSC (R. Cerreto/J. Speakman,9 -0) to approve 128-144 out-of-class hours, textbook update
- 7.22 AUTO 85.1 Introduction to Engine Performance Theory**  
It was MSC (R. Cerreto/S. Visser,9 -0) to approve 128-144 out-of-class hours, textbook update
- 7.23 AUTO 85-D Specified Diagnostic and Repair Training**  
It was MSC (R. Cerreto/S. Visser,9 -0) to approve 96-108 out-of-class hours
- 7.24 AUTO 85.5 Engine and Emission Control Training**  
It was MSC (R. Cerreto/P. James,9 -0) to approve 96-108 out-of-class hours, catalog description
- 7.25 AUTO 85.6 Emission Control Training**

- It was MSC (R. Cerreto/S. Jones,9 -0) to approve 96-108 out-of-class hours, textbook update
- 7.26** **AUTO 85.6 Emission Control Training**  
It was MSC (G. Jones/S. Jones,9 -0) to approve Prerequisite: AUTO 85.5
- 7.27** **AUTO 85.6 Emission Control Training**  
It was MSC (S. Jones/R. Cerreto,9 -0) to approve Prerequisite: BAR level One Training or ASE Certification in A-6, A-8 and L-1 or Instructor
- 7.28** **CIS 83 Programming in Python**  
It was MSC (R. Cerreto/L. Huiner,9 -0) to approve 96-108 out-of-class hours, textbook update
- 7.29** **CIS 83 Programming in Python**  
It was MSC (R. Cerreto/P. James,9 -0) to approve Recommended preparation: MATH-90  
Should MATH – 90S be added
- 7.30** **CIS 83 Programming in Python**  
It was MSC (R. Cerreto/S. Jones,9 -0) to approve Recommended preparation: CIS 101
- 7.31** **CIS 94 PHP Programming**  
It was MSC (R. Cerreto/P. James,9 -0) to approve 96-108 out-of-class hours, textbook update
- 7.32** **CIS 94 PHP Programming**  
It was MSC (S. Jones/S.Visser,9 -0) to approve Recommended preparation: MATH-90
- 7.33** **CIS 94 PHP Programming**  
It was MSC (J. Stahlke/J. Speakman,9 -0) to approve Recommended preparation: MATH-90S
- 7.34** **CIS 111 Multimedia Presentations**  
It was MSC (G. Jones/R. Cerreto,9 -0) to approve 96-108 out-of-class hours, instructional objectives, assignments, methods of evaluation, textbook update
- 7.35** **CIS 137 Introduction to HTML**  
It was MSC (R. Cerreto/P. Golder,9 -0) to approve Discipline update, 64-72 out-of-class hours, assignments, textbooks, distance education description update
- 7.36** **CIS 282 Standard Query Language**  
It was MSC (S. Visser/R. Cerreto,9 -0) to approve Course number update, unit change, catalog description update, schedule description update, instructional objectives, course content, assignments, methods of evaluation, textbook update, distance education description change
- 7.37** **CIS 282 Standard Query Language**  
It was MSC (S. Jones/S. Visser,9 -0) to approve Recommended preparation: CIS 280
- 7.38** **CIS 282 Standard Query Language**  
It was MSC (S. Visser/G. Jones,9 -0) to approve Recommended preparation: CIS 101
- 7.39** **CIS 202 Programming Concepts and Methods II**  
It was MSC (R. Cerreto/S. Visser,9 -0) to approve 96-108 out-of-class hours, course content, textbook update
- 7.40** **CMST 138 Cooperative Education Communication Studies**  
It was MSC (G. Jones/R. Cerreto,9 -0) to approve new course (bundle 2)  
Discussion  
Add new catalog description to all 138's see description below under the information/discussion item, with an added sentence of "See Cooperative Work Experience Education section of this catalog for more information on the program."  
Motion to bundle all 138 courses 7.40, 7.44, 7.45, 7.55, and 7.56 (L Huiner/Stahlke 9/0) Bundle 2

It was MSC (L. Huiner/R. Cerreto, 9/0) to approve bundle (2) all the 138's will have the same catalog description.

**7.41 CT 101 Careers in Construction & Manufacturing**

It was MSC (R. Cerreto/P. James,9 -0) to approve as corrected 45-54 out-of-class hours, catalog and schedule description update, instructional objectives, course content, assignments, textbook update

Edits

Change the symbol & to the word "and"

**7.42 ENGL 128 Special Topics**

It was MSC (P. Golder/R. Cerreto,9 -0) to approve Syllabus - The Byronic Hero Through Literature and Film - Peter Francev, Instructor

**7.43 ESL 48 High Advance Grammar**

It was MSC (P. Golder/J. Stahlke,9 -0) to approve course deactivation

**7.44 JOUR 138 Cooperative Education Journalism**

It was MSC (L. Huiner/R. Cerreto, 9 -0) to approve catalog description update, schedule description update, instructional objectives, SLO's, course content, assignments, methods of instruction, methods of evaluation (bundle 2)

**7.45 PHOT 138 Cooperative Education Photography**

It was MSC (L. Huiner/R. Cerreto,9 -0) to approve catalog description update, schedule description update, instructional objectives, SLO's, course content, assignments, methods of instruction, methods of evaluation (bundle 2)

**7.46 POLS 130 Introduction to Paralegal Studies**

It was MSC (L. Huiner/R. Cerreto,9 -0) to approve course deactivation

**7.47 SPAN 101B Fundamentals of Spanish 101B**

It was MSC (P. Golder/G. Jones,9 -0) to approve 96-108 out-of-class hours, instructional objectives, assignments, methods of instruction, textbook update

**7.47 SPAN 101B Fundamentals of Spanish 101B**

It was MSC (R. Cerreto/s.Viseser,9 -0) to approve distance education

TABLED COURSES

**7.49 ESL 30A Intermediate Pronunciation I**

It was MSC (P. Golder/L. Huiner,9 -0) to approve Hearing explanation

**7.50 ESL 30A Intermediate Pronunciation I**

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

**7.51 ESL 30A Intermediate Pronunciation I**

It was MSC (P. Golder/S. Jones,9 -0) to approve Recommended preparation: qualifying placement score

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

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

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

It was MSC (P. Golder/P. James,9 -0) to approve as changed to Recommended preparation:  
~~equivalent coursework~~  
Qualifying placement scores

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

It was MSC (P. James/S. Jones,9 -0) to approve Change Recommended preparation: equivalent  
Pre-Intermediate course from another institution

**7.55 NURS 138 Cooperative Education Nursing**

It was MSC (L. Huiner/R. Cerreto,9 -0) to approve Course update: course description, instructional  
objectives, SLO's, course content, assignments, methods of instruction, methods of evaluation  
(bundle 2)

**7.56 RSPT 138 Cooperative Education Respiratory Therapy**

It was MSC (L. Huiner/R. Cerreto,9 -0) to approve Course update: course description, instructional  
objectives, SLO's, course content, assignments, methods of instruction, methods of evaluation  
(bundle 2)

**8. INFORMATION/DISCUSSION**

**Process for CTE to be show in CurricUNET**

Lee Bennet that something similar to the CTE certificate/degree creation procedures he sent to the  
chair put on left menu in CurricUNET. The curriculum committee reviewed the document and noted  
there are multiple changes needed before it can be approved and put on CurricUNET.

**Regional Consortium**

An informational item for the committee members

**Cooperative education catalog description**

NURS, RSPT 138 (approved at last meeting, catalog description added)

Catalog Description that was added: "Cooperative Education is a key element of Victor Valley  
College's comprehensive approach to career development. Cooperative Education is a 16-, 12-, or  
8-week course that enables students to receive college credit for paid or unpaid work  
opportunities. This course helps students gain valuable on-the-job work experience while providing  
practical education, best practices in professional development, and academic guidance through  
the course of their work opportunity. The combination of practical experience and curricular  
development empowers students to be more competitive, efficient and valuable employees upon  
completion of this program and/or their academic program trajectory. The course is ideal for  
students who are cross-training at their current worksite for upward mobility or seeking career  
changes, as well as those looking for entry-level occupational training through work-based learning  
experiences such as through an internship. Cooperative Education transforms community  
businesses, industries, and public agencies into expanded educational training laboratories.  
Credit is awarded on the basis of learning objectives completed and the number of hours the  
student trains. Students must create/complete new learning objectives each semester they enroll.  
Students may utilize their present work sites. More details are available in the Cooperative  
Education Office, (760) 245-4271, ext. 2281. The office, located in the Academic Commons, is open  
Monday-Thursday, 8:00 a.m.-1:00 p.m., 2:00-6:00 p.m., and by appointment."

PSYC 138 (approved previously) will need to be updated because it had already been BOT approved  
so no changes were made to it at this time.

**Catalog Addendum**

There was a discussion on what the curriculum committee would like to have in the catalog  
addendum and what the deadline should be for these items. The committee **strongly recommends**  
all new courses that were approved after the regular catalog deadline in December and all courses  
that are approved by October 10<sup>th</sup> by the chancellor's office, even if they are not tied to a certificate  
or degree, to be included in the catalog addendum. This addendum would be available in November

for Winter/Spring registration. The committee noted that we have an obligation to the students to offer new courses as soon as possible to make sure they are current and relevant. Another recommendation is to offer multiple addendums, like some other community colleges. Currently any prerequisite changes made after the catalog deadline are not included in the catalog or addendum. It was recommended to add a prerequisite/corequisite/recommended preparation addendum in July or August so all the courses that had prerequisite changes in the Spring could be offered in the following Fall instead of waiting for another year. Example; currently if a prerequisite change was made in February of 2018, the change would not be given to students until Fall/August 2019. If we added a prerequisite addendum in July or August of 2018, then the students would get it by the following Fall or in this example, Fall 2018.

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

**None**

**10. ADJOURNMENT**

The meeting was adjourned at 5:43 p.m.