

ADOPTED MINUTES
VICTOR VALLEY COLLEGE

APRIL 27, 2017, 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, Richard R. Cerreto, Patty Golder, Lisa Harvey, Leslie Huiner, Gregory Jones, Jeanine Speakman, Jackie Stahlke and Sandy Visser

MEMBERS ABSENT: Pam James, Scott Jones

GUESTS: Melina Rodriguez

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

ADDITION

- 7.7.1 Geographic Information System – Certificate Deactivation

DELETION

- None

CORRECTIONS

- Item 6.10 – should say computer not computere
- Item 6.40 – Should Be CTMF 140 instead of CMTF 140

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

None

4. MINUTES:

4.1 Minutes from March 30, 2017

It was MSC (R. Cerreto/S. Visser, 7-0) to approve as corrected the minutes from March 30, 2017.

Discussion:

While reviewing the minutes, Chairperson shared that the class cap issue in CurricUNET was fixed. She also asked the committee members to talk to their faculty to remind them to fix their courses and certificates that required ENGL 50 as prerequisite, co-requisite or recommended preparation because it changed to ENGL 45.

Item 6.11: the word another in the sentence saying “Richard Cerreto shared that there is another TOP Code” it needs a space between an and other as well as quotation marks on the word other. It should read “Richard Cerreto shared that there is an “other” TOP Code Categories.”

Chairperson asked the committee to make sure to read carefully the minutes when they are sent out, especially the discussions.

5. CONSENT AGENDA:

It was MSC (J. Speakman/L. Huiner, 7-0) to approve all consent agenda items

No pulls, no discussion.

5.1 PSYC 101

Textbook Only Revision

- 5.2 **PSYC 108**
Textbook Only Revision
- 5.3 **PSYC 109**
Textbook Only Revision
- 5.4 **PSYC 110**
Textbook Only Revision
- 5.5 **PSYC 111**
Textbook Only Revision
- 5.6 **PSYC 125**
Textbook Only Revision
- 5.7 **PSYC 133**
Textbook Only Revision

6.0 **ACTION ITEM COURSES**

6.1 **ARCH 108 Architectural Presentation**

It was MSC (L. Harvey/P. Golder, 7-0) to approve the Course Update for ARCH 108 Architectural Presentation.

Discussion:

As clarification, the chairperson explained that Architecture and Engineering have been added to the CIDG department, and the department name was not changed.

A class cap discussion was raised, and chairperson explained that on a substantial course revision the originator cannot physically change/add the class cap.

6.2 **ARCH 250 Introduction to REVIT for Architectural CAD Architectural Presentation**

It was MSC (P. Golder /J. Stahlke, 7-0) to approve the Course Update and Title Change for ARCH 250 Introduction to REVIT for Architectural CAD Architectural Presentation

It was MSC (L. Huiner/R. Cerreto, 7-0) to bundle items 6.3 and 6.4

It was MSC (L. Harvey/S. Visser, 7-0) to approve the Course Deactivation for the bundle

6.3 **CIDG 80 Geographical Information Systems for Emergency Management and Government Services I**

Course Deactivation

6.4 **CIDG 81 Geographical Information Systems for Emergency Management and Government Services II**

Course Deactivation

It was MSC (L. Harvey/L. Huiner, 7-0) to bundle items 6.5, 6.6, 6.7, 6.8, 6.9, 6.10 and 6.11

It was MSC (L. Harvey/P. Golder, 7-0) to approve the bundle for Course Updates: Course Pre-Fixes Change and Title Changes

6.5 **ENGD 95 Introduction to SolidWorks**

Course Update: Course Pre-Fix change

6.6 **ENGD 101 Introduction to Drafting**

Course Update: Course Pre-Fix Change

6.7 ENGD 103 Building Reading for Construction

Course Update: Course Pre-Fix Change

6.8 ENGD 110 Introduction to 2-D AutoCAD

Course Update: Course Pre-Fix Change and Title Change

6.9 ENGD 120 Introduction to Inventor

Course Update: Course Pre-Fix Change and Title Change

6.10 ENGD 138 Cooperative Education Computer Integrated Design and Graphics

Course Update: Course Pre-Fix Change

6.11 ENGD 210 Advanced Two-Dimensional AutoCAD

Course Update: Course Pre-Fix Change

6.12 ENGD 210 Advanced Two-Dimensional AutoCAD

It was MSC (J. Stahlke/P.Golder, 7-0) to approve the Recommended Preparation of ENGD 110 for ENGD 210 Advanced Two-Dimensional AutoCAD.

Discussion

Recommended preparation should be treated as a prerequisite; however, there is no validation date option for recommended preparation.

6.13 ESL 33B Level Four-High Intermediate Reading and Vocabulary

It was MSC (P. Golder/J. Stahlke, 7-0) to approve the Course Revision: Title Change, Adding Basic Skills as Title V Category, Units Change and Description Change for ESL 33B Level Four-High Intermediate Reading and Vocabulary

Discussion

This COR is missing the class size due to the glitch so the old (previously approved) class size was added back in. This number was taken from the historical course.

When there are this many changes to an existing course, the chairperson suggested that there should have been a new course created instead.

6.14 ESL 33B Level Four-High Intermediate Reading and Vocabulary

It was MSC (R. Cerreto/J. Speakman, 7-0) to approve the Recommended Preparation of ESL 33A for ESL 33B Level Four-High Intermediate Reading and Vocabulary

6.15 FIRE 11C Rescue Systems 2

It was MSC (L. Harvey/ R. Cerreto, 7-0) to approve as corrected the Course Update: Removing the Prerequisite of FIRE 11A and ENGL 50 for FIRE 11C Rescue Systems 2

Discussion

Class size was added back in from the historical course (disappeared due to glitch).

6.16 FIRE 11C Rescue Systems 2

It was MSC (R. Cerreto/S. Visser, 7-0) to approve the Distance Education as a Method of Instruction for FIRE 11C Rescue Systems 2

6.17 FIRE 95 Basic Fire Academy

It was MSC (J. Speakman/R. Cerreto, 7-0) to approve the Prerequisite of EMS 60 or EMT Certification for FIRE 95 Basic Fire Academy

6.18 FIRE 95 Basic Fire Academy

It was MSC (R. Cerreto/J. Speakman, 7-0) to approve the Corequisite of FIRE 4B for FIRE 95 Basic Fire Academy

6.19 FIRE 95 Basic Fire Academy

It was MSC (R. Cerreto/S. Visser, 7-0) to approve the Corequisite of FIRE 11 for FIRE 95 Basic Fire Academy

Gregory Jones joined the meeting at 3:28 P.M.

6.20 FIRE 95 Basic Fire Academy

It was MSC (R. Cerreto/G. Jones, 8-0) to approve the Prerequisite of FIRE 11B or CA State Fire Marshall Confined Space Awareness Certificate for FIRE 95 Basic Fire Academy

6.21 FIRE 95 Basic Fire Academy

It was MSC (L. Harvey, L. Huiner, 8-0) to approve the Corequisite of FIRE 11E for FIRE 95 Basic Fire Academy

6.22 FIRE 95 Basic Fire Academy

It was MSC (R, Cerreto/G. Jones, 8-0) to approve the Corequisite of FIRE 40A for FIRE 95 Basic Fire Academy

6.23 FIRE 95 Basic Fire Academy

It was MSC (S. Visser/J. Speakman, 8-0) to approve the Corequisite of FIRE 53 for FIRE 95 Basic Fire Academy

6.24 FIRE 95 Basic Fire Academy

It was MSC (R, Cerreto/J. Speakman, 8-0) to approve the Corequisite of FIRE 63A for FIRE 95 Basic Fire Academy

6.25 FIRE 95 Basic Fire Academy

It was MSC (J. Speakman/L. Harvey, 8-0) to approve the Prerequisite of FIRE 66 or I 200 Certificate for FIRE 95 Basic Fire Academy

6.26 FIRE 95 Basic Fire Academy

It was MSC (R. Cerreto/G. Jones, 8-0) to approve the Prerequisite or FIRE 82A or CSTI HazMat First Responder Operational Certificate for FIRE 95 Basic Fire Academy

6.27 RMGT 81 Prep/Line Cook

It was MSC (L. Huiner/J. Speakman, 8-0) to approve the Course Update for RMGT 81 Prep/Line Cook

Discussion

Chairperson asked the curriculum representatives to stop making comments on CurricUNET when changes were needed. Instead they should request a change. If the rep does not want to request a change because it is minor or they are not sure, then they should email the originator and discuss it.

6.28 RMGT 86 Food Service Sanitation

It was MSC (J. Stahlke/G. Jones, 8-0) to approve the Course Update for RMGT 86 Food Service Sanitation

Discussion

Based on the TOP Code, the committee agreed that the Food Service should be two words instead of one. The Curriculum Representative e-mailed the originator informing her that changes were made to the course.

6.29 RMGT 87 Professional Cooking

It was MSC (L. Huiner/J. Speakman, 8-0) to approve the Course Update and Title Change for RMGT 87 Professional Cooking

Discussion

Chairperson requested curriculum representative to remind the Restaurant Management Department Chair to update certificates when courses change title, units and/or number changes. In fact, any changes in the courses have to be reflected in the certificate.

Committee checked the book editions since the one listed on the COR was from 2012. Research was completed during the meeting, and it showed that the 2012 edition still being used for this course. The committee accepted the book listed on the COR.

TOP Codes for the RMGT courses will be reviewed by the chairperson and changed if needed.

6.30 RMGT 88 Management by Menu

It was MSC (R. Cerreto/J. Stahlke, 8-0) to approve the Course Update for RMGT 88 Management by Menu

6.31 RMGT 89 Purchasing for Food Services Managers

It was MSC (R.Cerreto/S. Visser, 8-0) to approve the Course Update and Title Change as corrected for RMGT 89 Purchasing for Food Services Managers

Discussion

Based on the TOP Code, the committee agreed that the Food Service should be two words instead of one.

TOP code needs to be changed to 1307.10

6.32 RMGT 90 Restaurant Marketing

It was MSC (L.Harvey/ R. Cerreto, 8-0) to approve the Course update for RMGT 90 Restaurant Marketing

Discussion

TOP code needs to be changed to 1307.10

6.33 RMGT 91 Controlling Food Services Costs

It was MSC (J. Stahlke/R. Cerreto, 8-0) to approve the Course update and Title Change as corrected for RMGT 91 controlling Food Services Costs

Discussion

During the curriculum meeting, the word "foodservice" was changed throughout the COR from one word to two words "Food Services" to follow the TOP Code.

TOP Code was also changed to 1307.10

6.34 RMGT 93 Human Resources Management in the Food Service Industry

It was MSC (L. Harvey/J. Speakman, 8-0) to approve the Course Update as corrected for RMGT 93 Human Resources Management in the Food Service Industry

Discussion

During the curriculum meeting, the word "foodservice" was changed throughout the COR from one word to two words and capitalizing the S as follow: "Food Services" to match the TOP Code. SLOs were also reviewed. TOP was also changed to 1307.10

6.35 RMGT 94 Hospitality and Restaurant Management

It was MSC (J. Stahlke/J. Speakman, 8-0) to approve the Course Update for RMGT 94 Hospitality and Restaurant Management

6.36 RMGT 120 Introduction to Nutrition

It was MSC (S.Visser/G. Jones, 8-0) to approve the Course Update for RMGT 120 Introduction to Nutrition

6.37 TA 116 Authors of Theatre

It was MSC (P. Golder/R. Cerreto, 8-0) to approve the Course Update as corrected for TA Authors of Theatre

Discussion

TOP Code was reviewed which opened discussion about cross listing courses. Chairperson suggested the ENGL Curriculum Representative a discussion about this issue between the Department Chair and the Originator because when cross listing both courses need to use the same content when they are taught no matter the discipline that teaches the course. This course did not include entrance skills; however, they are required when courses are listed as recommended preparation. Committee agreed and added the entrance skills from ENGL 101 into the TA 116 COR during the committee meeting.

6.38 TA 116 Authors of Theatre

It was MSC (P. Golder/R. Cerreto, 8-0) to approve the Recommended Preparation of ENGL 101 or ENGL 101H for TA 116 Authors of Theatre

6.39 WELD 99 Independent Study

It was MSC (L. Harvey/R. Cerreto, 8-0) to table the Course Update for WELD 99 Independent Study because it needs to search for SLO content-etc.

Discussion

The number of units/hours were corrected during the meeting.

The Curriculum Representative will follow up with the originator and bring the information back to the committee at the next committee meeting (repeatability, content, etc.).

TABLED COURSES:

6.40 CTMF 140 Manufacturing Internship

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

Discussion:

The Curriculum Representative said emails sent but no response yet.

It was MSC (J. Stahlke/S. Visser, 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 Advanced Paralegal Certificate of Career Preparation

It was MSC (R. Cerreto/J. Speakman, 8-0) to approve Advanced Paralegal Certificate of Career Preparation as a new certificate

7.2 Architectural CADD Technician I Certificate of Career Preparation

It was MSC (L. Harvey/R. Cerreto, 8-0) to approve first read for Architectural CADD Technician I Certificate of Career Preparation

7.3 Architectural CADD Technician I Certificate of Career Preparation

It was MSC (L. Harvey/R. Cerreto, 8-0) to approve certificate update – second read for Architectural CADD Technician I Certificate of Career Preparation

- 7.4 Drafting Technician I Certificate of Career Preparation**
It was MSC (R. Cerreto/G. Jones, 8-0) to approve first read for Drafting Technician I Certificate of Career Preparation
- 7.5 Drafting Technician I Certificate of Career Preparation**
It was MSC (R. Cerreto/J. Speakman, 8-0) to approve certificate update – second read for Drafting Technician I Certificate of Career Preparation
- It was MSC (L. Harvey/J. Stahlke, 8-0) to bundle items 7.6, 7.7 and 7.7.1**
It was MSC (J. Stahlke/R. Cerreto, 8-0) to approved the bundle for Certificate Deactivations
- 7.6 Visual Communication Print Production Certificate of Career Preparation**
Certificate Deactivation
- 7.7 Visual Communication Graphic Design Certificate of Career Preparation**
Certificate Deactivation
- 7.7.1 Geographic Information System**
Certificate Deactivation

TABLED PROGRAMS/CERTIFICATES

- 7.8 Programming II**
It was MSC (R. Cerreto/G. Jones, 8-0) to discuss
- Discussion
LMI and Regional Consortium Approval are attached, but it is still missing the narrative and the advisory committee minutes indicating approval of the certificate.
- It was MSC (L. Harvey/R. Cerreto, 8/0) to table the Programming II Certificate Update because it is still missing narrative and advisory committee minutes.
- 7.9 Mental Health Worker**
The certificate was tabled because an included course, PSYC 206, was pending state approval.
- It was MSC (J. Stahlke/R. Cerreto, 8-0) to approve the Mental Health Worker as a New Certificate.
- Discussion:
Office of Instruction will hold it until PSYC 206 is approved by the Chancellor's Office. This will be our process for certificates with courses pending approval.

8. INFORMATION/DISCUSSION:

- 8.1 Report back to Committee Regarding VA Acceptance of Fire Academy in Catalog**
Fire Academy is being entered in the catalog all on one page; showing all the courses, prerequisites, corequisites and recommended preparations. We believe the VA will accept this format.
- 8.2 Administration of Justice Changing to Criminal Justice (all courses and certificates)**
Courses have been changed from Administration of Justice to Criminal Justice.
Chairperson has worked with the Department Chair in changing the courses prefix.
- 8.3 Curriculum Institute (July 12-15) Six Members Approved to Go**
Jackie Stahlke, Patty Golder, Pamela James, Sandy Visser, Lisa Harvey, and the chairperson, Debra Blanchard

8.4 **ADT, Math Science Associate Degree**

The math and science departments were discussion deleting the Math/Science AS degree and just keeping the ADT degree. The Articulation Officer requested to not delete the Math/Science AS degree as students in nursing and other fields use this degree to transfer.

8.5 **Petition Committee**

Sandy Visser shared the following e-mail response received from the Petition Committee Chair:

“It seems that a question arose regarding courses being repeated when a student has earned a “C” grade or better. I have copied all of the language and subsequent guiding regulations for review and sharing. I’m not sure what else I should provide at this point in time. The Petitions Committee bases all determinations upon Title 5 regulations. When students are requesting to repeat courses which they earned a “C” or better, typically, they are courses specific to nursing admission which are Bio 100, 211, 221, 231 and Chem 100. Remember, the VVC nursing department now points students for grades which directly impacts program selection. There was a significant uptick following this decision. Additional, students pursuing BS Degrees in nursing are highly competitive programs and are GPA driven. This is not a local policy. This action is pursuant to Title 5 – 55041. We have reviewed this over the past years to ensure we were following the regulations. It is detailed to include program admission and transfer when the entire regulation is reviewed. Now, the regulation is not specific to Nursing; however, that is certainly the most common request”.

Language copied directly from the Petition For Course Repetition

I am requesting to repeat a course for the following reason:

Significant Lapse of Time with recency requirement (Title 5 – 55043)

A student may repeat a course, one time, if it has been at least 36 months since a standard grade (“C” or better) was earned AND; a recency prerequisite for a VVC course or program is required or; there is a documented recency requirement at an institution where the student is transferring.

Legally Mandated Training Requirement (Title 5 – 55041)

The student is required to certify or document that course repetition is legally mandated. The grade and credit will be included in the student’s grade point average each time the course is taken. Please attach documentation.

Disabled Students as part of a Disability-Related Accommodation (Title 5 – 55040 (c)(7), 56029)

Special classes for students with disabilities can be repeated any number of times based on an individualized determination that such repetition is required as a disability-related accommodation for that particular student. Please attach documentation.

Extenuating Circumstances (Title 5 – 55045)

A student may petition to repeat a course where a previous standard or substandard grade was earned, one time, for extenuating circumstances based upon extreme documented, verifiable situations beyond the student’s control. Please attach documentation.

Significant Change in Industry or Licensure Standards (Title 5 – 55040 (b)(9))

The student is required to certify or document that there has been a significant change in industry or licensure standards necessitating course repetition and that repetition is necessary for employment or licensure. Please attach documentation

Here is Title 5, section 55041

<http://www.asccc.org/content/repeatability-dealing-new-regulations>
<http://www.asccc.org/content/repeatability-dealing-new-regulations>

9. PUBLIC COMMENTS RELATED TO NON-AGENDA ITEMS:

None

10. ADJOURNMENT

The meeting was adjourned at 5:12 p.m.

Respectfully submitted,

Debra Blanchard
Chairperson