

**ADOPTED**  
**MINUTES**  
VICTOR VALLEY COLLEGE

**APRIL 28, 2016**

**2:45PM**

**1. CALL TO ORDER**

The meeting was called to order at 2:47 p.m. by Debra Blanchard, Chairperson.

**MEMBERS PRESENT:** Debra Blanchard, Chairperson, Richard Cerreto, Patty Golder, Lisa Harvey, Leslie Huiner, Pamela James, Greg Jones, Scott Jones, Christa White, Jackie Stahlke

**GUESTS:** Trish Ellerson, Malia Carpenter

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

Add: PSYC 219: New course as agenda item 7.591

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

**4. MINUTES:**

It was MSC (L. Harvey/C. White, 9-0) to approve as presented the minutes of March 24, 2016.

**5. OPENING DISCUSSION:**

**5.1 Copying certificate/degree, in the meeting, when a course affecting that certificate/degree changes:**

Debby met with the Catalog Committee to discuss updating certificates at the same time that the courses are being updated. The proposed solution is for the Curriculum Committee to copy the certificate when a course comes through the review/approval process and then e-mail the Dept. Chair to let them know that the course is changing and is part of a certificate, therefore, the Chair will need to update the certificate, submit the changes in CurricUNET, and launch it forward for approval.

*What should the committee do if the certificate is not in CurricUnet?* Scott asked if someone is going to e-mail all faculty to notify them of this change. Debby said that the Curriculum Area reps will notify their faculty that their certificates need to be updated. Changes that will impact the certificate include: title change, number change, unit change. If the description changes, faculty should consider whether or not the change in content impacts the certificate. Leslie asked if CTE certificates are supposed to be updated every 2 years. Debby said there is no guidelines for certificate updates. When she spoke with the Chancellor's office, they advised that courses require updates every 2 years, and at that time the certificates should be reviewed as well. The Curriculum Committee will review certificates individually to see if they should be copied for revision or copied for deactivation (i.e. certificates where the majority of the required courses are deactivated). Debby will e-mail the Chairs to let them know that there was a course change and if it impacts their certificate. Lisa thinks it's the committee's responsibility to move forward in resolving this issue. The committee has decided to start using the process today to see how it goes. If the certificate is not in CNET, Debby will enter them and notify the faculty that they need to complete the shell so that it doesn't go forward for deactivation. Once a process is decided upon, it should be included in the Curriculum Committee handbook.

**5.2 Addressing issues, in the meeting, when courses which are used as prerequisites are changed:**

Debby shared with the committee that she is now able to pull a report out of CurricUNET that will tell her if a course that is being updated is a prerequisite to another course. Debby will let the Dept. Chair know if a prerequisite to their course has changed.

**6. CONSENT AGENDA: None**

**7. ACTION ITEMS  
COURSES**

- 7.1 AMUS 25 Community Small Ensembles**  
It was MSC (L. Huiner/L. Harvey, 9-0) to approve AMUS 25 Community Small Ensembles as a new course.
- 7.2 AMUS 25 Community Small Ensembles**  
It was MSC (R. Cerreto/C. White, 9-0) to approve the prerequisite of the requirement to audition to demonstrate performance at college level is a standard requisite for all college performance ensembles for AMUS 25 Community Small Ensembles.
- 7.3 AUTO 82 Automotive Electrical Repair**  
It was MSC (R. Cerreto/G. Jones, 9-0) to approve the course update for AUTO 82 Automotive Electrical Repair.
- 7.4 AUTO 82 Automotive Electrical Repair**  
It was MSC (S. Jones/P. James, 9-0) to approve distance education as a method of instruction for AUTO 82 Automotive Electrical Repair.
- 7.5 AUTO 99.1 Light Duty Diesel Systems 1**  
It was MSC (P. James/J. Stahlke, 9-0) to approve, as corrected, AUTO 99.1 Light Duty Diesel Systems 1 as a new course.
- 7.6 AUTO 99.2 Light Duty Diesel Systems 2**  
It was MSC (J. Stahlke/P. James, 9-0) to approve, as corrected, AUTO 99.2 Light Duty Diesel Systems 2 as a new course.
- 7.7 AUTO 99.3 Light Duty Diesel Systems 3**  
It was MSC (P. Golder/L. Harvey, 9-0) to approve, as corrected, AUTO 99.3 Light Duty Diesel Systems 3 as a new course.
- 7.8 AUTO 99.4 Light Duty Diesel Systems 4**  
It was MSC (R. Cerreto/G. Jones, 9-0) to approve, as corrected, AUTO 99.4 Light Duty Diesel Systems 4 as a new course.
- 7.9 AVA 74 Aviation Technology Capstone Course**  
It was MSC (L. Harvey/C. White, 9-0) to approve AVA 74 Aviation Technology Capstone Course as a new course.
- 7.10 AVA 74 Aviation Technology Capstone Course**  
It was MSC (R. Cerreto/L. Huiner, 9-0) to approve distance education as a method of instruction for AVA 74 Aviation Technology Capstone Course.
- It was MSC (J. Stahlke/C. White, 9-0) to bundle agenda items 7.11, 7.12, 7.13, 7.14, 7.15, 7.16, 7.17, 7.24, 7.25, 7.26, 7.27, 7.28, 7.29, 7.30, 7.31, 7.32, 7.33, 7.34, 7.35, 7.36, 7.39, 7.40, 7.41, 7.42, 7.43, 7.44, 7.45, 7.55, 7.56, 7.57, 7.58, 7.59, and 8.5  
It was MSC (J. Stahlke/G. Jones, 9-0) to approve the bundle in one motion.
- 7.11 BIOL 100H General Biology Honors**  
Course Deactivation
- 7.12 BIOL 114 Introduction to Ecology**  
Course Deactivation
- 7.13 BIOL 148 Special Topics – Projects in Biology**  
Course deactivation.
- 7.14 CHDV 115 Family Child Care Provider**  
Course deactivation.

- 7.15 **CHDV 143 Introduction to High/Scope Curriculum**  
Course deactivation.
- 7.16 **CIDG 251 Architectural Computer Aided Design II**  
Course deactivation.
- 7.17 **CIDG 90 Fundamentals of Architecture and Structural Engineering**  
Course deactivation.
- 7.24 **ELECT 148 Special Topics Electronics**  
Course deactivation.
- 7.25 **ELCT 51 C++ Programming for Electronics and Computer Technology**  
Course deactivation.
- 7.26 **ELCT 53 Electronic Communication Principles**  
Course deactivation.
- 7.27 **ELCT 54 Electronic Communication Systems**  
Course deactivation.
- 7.28 **ELCT 6 FCC License Preparation**  
Course deactivation.
- 7.29 **ELCT 62 Personal Computer Servicing**  
Course Deactivation
- 7.30 **ELCT 63 Personal Computer: Troubleshooting**  
Course Deactivation
- 7.31 **ELCT 65 PC Monitors**  
Course Deactivation
- 7.32 **ELCT 70 PC Operating System**  
Course Deactivation
- 7.33 **ELCT 79A Microsoft Certified Systems Engineer**  
Course Deactivation
- 7.34 **ELCT 79B Microsoft Certified Systems Engineer**  
Course Deactivation
- 7.35 **ELCT 86 Optoelectronics Lasers**  
Course Deactivation
- 7.36 **ELCT 99 Telecommunications: Microwave Communications**  
Course Deactivation
- 7.39 **FIRE 5.1J Volunteer Fire Officer Academy**  
Course Deactivation
- 7.40 **FIRE 5E Strike Team Leaders, Dozers**  
Course Deactivation
- 7.41 **FIRE 5F Inmate Fire Crew Supervisor**  
Course Deactivation

- 7.42 **FIRE 5G S-356 Supply Unit Leader**  
Course Deactivation
- 7.43 **FIRE 5H Food Unit Leader**  
Course Deactivation
- 7.44 **FIRE 7A 1<sup>st</sup> Responder Medical-Refresher**  
Course Deactivation
- 7.45 **FIRE 81B EMT-1, Ce: Recert**  
Course Deactivation
- 7.55 **GUID 75 Career Planning for the Disabled**  
Course Deactivation
- 7.56 **MATH 119 Finite Mathematics**  
Course Deactivation
- 7.57 **MATH 216 Business Calculus**  
Course Deactivation
- 7.58 **MATH 30 Mathematics for Health Sciences**  
Course Deactivation
- 7.59 **MATH 60 Geometry**  
Course Deactivation
- 8.5 **Motorcycle Repair Technician**  
Certificate Deactivation
- 7.18 **CIS 104 Object Oriented Analysis and Design**  
It was MSC (L. Harvey/P. James, 9-0) to approve the course update for CIS 104 Object Oriented Analysis and Design.
- 7.19 **CIS 104 Object Oriented Analysis and Design**  
It was MSC (R. Cerreto/L. Huiner, 9-0) to approve the recommended preparation of CIS 101 for CIS 104 Object Oriented Analysis and Design.
- 7.20 **CIS 104 Object Oriented Analysis and Design**  
It was MSC (S. Jones/J. Stahlke, 9-0) to approve distance education as a method of instruction for CIS 104 Object Oriented Analysis and Design.
- 7.21 **DVST 2 Language Analysis Development 2**  
It was MSC (J. Stahlke/P. Golder, 9-0) to approve the course update for DVST 2 Language Analysis Development 2.
- 7.22 **EDUC 51 Introduction to Educational Technology**  
It was MSC (R. Cerreto/G. Jones, 9-0) to approve the course update for EDUC 51 Introduction to Educational Technology.
- 7.23 **EDUC 51 Introduction to Educational Technology**  
It was MSC (J. Stahlke/R. Cerreto, 9-0) to approve distance education as a method of instruction for EDUC 51 Introduction to Educational Technology.
- 7.37 **ESL 12A Basic Computer Literacy**  
It was MSC (G. Jones/R. Cerreto, 9-0) to approve the course update for ESL 12A Basic Computer Literacy.

- 7.38 ESL 12A Basic Computer Literacy**  
It was MS (P. Golder/P. James) to approve the recommended preparation of completion of AENG 10.1 or above, qualifying test score, or recommended by instructor for ESL 12A Basic Computer Literacy. Motion failed. After discussion, it was MSC (P. James/L. Harvey, 9-0) to table the item.
- 7.46 GUID 100 Career and Life Planning**  
It was MSC (J. Stahlke/P. James, 9-0) to approve the course update for GUID 100 Career and Life Planning.
- 7.47 GUID 101 First Year Experience**  
It was MSC (P. James/J. Stahlke, 9-0) to approve the course update for GUID 101 First Year Experience.
- 7.48 GUID 101 First Year Experience**  
It was MSC (C. White/S. Jones, 9-0) to approve the recommended preparation of eligibility for ENGL 50 for GUID 101 First Year Experience.
- 7.49 GUID 101 First Year Experience**  
It was MSC (J. Stahlke/P. James, 9-0) to approve distance education as a method of instruction for GUID 101 First Year Experience.
- 7.50 GUID 107 Learning Strategies and Study Skills**  
It was MSC (J. Stahlke/L. Harvey, 9-0) to approve the course update for GUID 107 Learning Strategies and Study Skills.
- 7.51 GUID 107 Learning Strategies and Study Skills**  
It was MSC (R. Cerreto/G. Jones, 9-0) to approve the recommended preparation of completion of ENGL 50 or eligibility for ENGL 101.0 for GUID 107 Learning Strategies and Study Skills.
- 7.52 GUID 107 Learning Strategies and Study Skills**  
It was MSC (S. Jones/C. White, 9-0) to approve distance education as a method of instruction for GUID 107 Learning Strategies and Study Skills.
- 7.53 GUID 55 Building Math Confidence**  
It was MSC (S. Jones/P. James, 9-0) to approve the course update for GUID 55 Building Math Confidence.
- 7.54 GUID 66 Peer Advising Techniques**  
It was MSC (J. Stahlke/R. Cerreto, 9-0) to approve the course update for GUID 66 Peer Advising Techniques.

**TABLED COURES:**

- 7.591 PSYC 219 Fieldwork in Psychology**  
It was MS (R. Cerreto/G. Jones) to approve the course update for PSYC 219 Fieldwork in Psychology. Motion failed. After discussion, it was MSC (S. Jones/R. Cerreto, 9-0) to table the item.
- 7.60 PSYC 219 Fieldwork in Psychology**  
Recommended Preparation: PSYC 101 – No Action
- 7.61 PSYC 219 Fieldwork in Psychology**  
Recommended Preparation: PSYC 213 – No Action
- 7.62 PSYC 219 Fieldwork in Psychology**  
Recommended Preparation: PSYC 125 – No Action

**7.63 PSYC 219 Fieldwork in Psychology**

Prerequisite: requires permission from the instructor and the Psychology Dept. Chair – No Action

**8. PROGRAMS/CERTIFICATES:**

**8.1 CADD Technician I**

It was MSC (L. Harvey/C. White, 9-0) to approve the certificate update: first read for CADD Technician I.

**8.2 CADD Technician II**

It was MSC (R. Cerreto/C. White, 9-0) to approve the certificate update: second read for CADD Technician II.

**8.3 Expanded Animation Technician 3ds MAX**

It was MSC (L. Harvey/J. Stahlke, 9-0) to approve the certificate update: first read for Expanded Animation Technician 3ds MAX.

**8.4 Expanded Animation Technician 3ds MAX**

It was MSC (R. Cerreto/C. White, 9-0) to approve the certificate update: second read for Expanded Animation Technician 3ds MAX.

**9. INFORMATION/DISCUSSION:**

**9.1 CTE Requirements for certificates and degrees over 18 units:**

The narrative template and instructions from the Chancellor's office were distributed. These documents came directly from the PCAH. If certificates are 18 units or more, these requirements must be followed in order to obtain Chancellor's office approval.

**9.2 Developing a process for catalog deadlines for faculty that will be added to the curriculum handbook and posted on the Senate website. Will be used by the entire campus.**

Catalog Deadlines: Debby Blanchard would like for the committee to consider including this information in the Curriculum Handbook, and also updating the APs and BPs. If the deadline for full curriculum approval is March 24<sup>th</sup> (including BOT and Chancellor's approval), then faculty will have a month to work on their catalog pages. However, this creates an issue for any additional curriculum updates. From March 24<sup>th</sup> forward, nothing can go in the catalog until the next printing the following year. Debby would like to present the idea to the Curriculum Committee of sending out an addendum in November (before Spring registration). Her suggestion is an addendum that comes out before Spring that contains courses that are completely approved before November 1<sup>st</sup>.

**9.3 Substituting courses in certificates – review form and develop process.**

If a course is not available, the Dept. Chair or instructor can fill out the Course Substitution form and substitute the course with another available course. The form was intended to be used if a class was cancelled and the student needed only that class to complete their program. However, the form is now being used continuously instead of certificates being updated. Debby shared that this is illegal and has not been curricular approved. The Curriculum Committee has been asked to write a process that limits the use of course substitutions. Debby asked if anyone like to form a subcommittee to review the form and process. The committee proposes that the form be changed to a petition for course substitution that would come through the Curriculum Committee. Lisa Harvey is concerned that this option may not give the student enough time to enroll in their classes. Debby proposes adding a statement that says the form can only be used if the class is cancelled. Debby proposes adding a Curriculum Chair or Representative approval line to the course substitution form.

**10. PUBLIC COMMENTS RELATED TO NON-AGENDA ITEMS**

**11. ADJOURNMENT**

The meeting was adjourned at 5:18 p.m.

Respectfully submitted,

Debra Blanchard  
Chairperson