

ADOPTED MINUTES
VICTOR VALLEY COLLEGE

MAY 11, 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, Pam James, Gregory Jones, Scott Jones, Jackie Stahlke and Sandy Visser

MEMBERS ABSENT: Jeanine Speakman

GUESTS: Melina Rodriguez, Tashelle Harvey, Mark Clair

**2. ANNOUNCEMENT OF ADDITIONS/DELETIONS/CORRECTIONS TO AGENDA:
None**

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

4. MINUTES:

4.1 Minutes from April 27, 2017

It was MSC (G. Jones /S. Visser, 7-0) to approve the minutes from April 27, 2017.

**5. CONSENT AGENDA:
None**

**6.0 ACTION ITEM
COURSES**

6.1 ARCH 138 Cooperative Education- Architecture

It was MSC (L. Harvey/P. Golder, 7-0) to approve the New Course ARCH 138 Cooperative Education - Architecture.

Richard Cerreto joined the meeting 2:52 pm

6.2 BADM 180 Introduction to Global Business

It was MSC (J. Stahlke/P. James, 8-0) to approve the New Course BADM 180 Introduction to Global Business as corrected.

Discussion:

During the meeting, non-course entrance skills were deleted. Entrance skills must come from the courses listed as requisites. In addition, the number 2 SLO was corrected from "PACS to PACTS"

6.3 BADM 180 Introduction to Global Business

It was MSC (S. Jones/R. Cerreto, 8-0) to approve Distance Education as Method of Instruction for BADM 180 Introduction to Global Business

Leslie Huiner joined the meeting at 2:47 p.m.

6.4 BET 104 Beginning Word Processing/Typing: Word for Windows ABC

It was MSC (J. Stahlke/R. Cerreto, 9-0) to approve the course update, removing independent study hours and changing to letter grade only for BET 104 Beginning Word Processing/Typing: Word for Windows ABC.

Discussion:

Chairperson reminds the curriculum committee that faculty cannot change the class size when they are submitting a substantial course revision, only new courses and class cap only revision.

6.5 BET 112 Spreadsheet: Excel for Windows A/B/C

It was MSC (L. Huiner/G. Jones, 9-0) to approve the course update, removing independent study hours and lab hours, changing TOP Code and changing to letter grade only for BET 112 Spreadsheet: Excel for Windows A/B/C.

6.6 ESL 38 High Intermediate Grammar

It was MSC (P. Golder/L. Harvey, 9-0) to approve the Course Deactivation of ESL 38 High Intermediate Grammar.

6.7 ESL 46A Low Advanced Academic Vocabulary

It was MSC (P. Golder/J. Stahlke, 9-0) to approve the Course Deactivation of ESL 46A Low Advanced Academic Vocabulary.

TABLED COURSES:

6.8 CTMF 140 Manufacturing Internship

It was MSC (S. Jones/S. Visser, 9-0) to approve the course update for CTMF 140 Manufacturing Internship which was tabled because it was not clear if it is a lab only or lecture/lab course

Discussion:

Scott Jones explains that the class is a lab only, and it is one unit course, and COR has been fixed.

There was a discussion regarding CTE courses that have been articulated with the high schools. Concern was expressed that transfer level courses are being taught at the high schools, and the students expect those courses to transfer to college. How are they being transcribed. Are the students getting high school credit and college credit for the same course?

6.9 WELD 99 Independent Study

It was MSC (R. Cerreto/S. Jones, 9-0) approve as it is the course update for WELD 99 Independent Study which was previously tabled because it needs to search for SLO content-etc.

Discussion

Curriculum Representative will contact the originator in case he wants the course to be transferrable, then he can copy the course and change the course number to 149.

Chairperson asked about the process for the students to register for Independent Study. Lisa Harvey shared that in her area she gets her Dean's approval and get a section number through the Office of Instruction.

The Biology department writes a syllabus including all pertinent information that would normally be listed in the COR. They have an individual contract with each student on what the student is expected to do. The contract is kept the Office of Instruction.

Committee agrees to have no content in the COR, and a range of units will be listed. It was suggested that this process be added to the Curriculum Handbook.

7. PROGRAMS/CERTIFICATES

7.1 Agricultural Animal Science, ADT

It was MSC (L. Harvey/P. James, 9-0) to approve the Agricultural Animal Science, ADT as a new degree

Discussion:

Documents submitted were reviewed, and the committee is concerned with the amount of units for the degree.

If CCCC request a revision because the major units are too high, Office of Instruction will reply to the CCCC letting them know that the template requires that amount of units.

7.2 Agricultural Plant Science, ADT

It was MSC (P. James/L. Harvey, 9-0) to approve the Agricultural Plant Science, ADT as a new degree as corrected.

Discussion:

AGNR 102 has wrong numbers of units. Committee has agreed to approve it as corrected, but the Articulation Officer will contact the originator to make the changes before it is submitted to the CCCC.

7.3 Automotive Technology, AS

It was MSC (S. Visser/R. Cerreto, 9-0) to approve the Automotive Technology, AS for CurricUNET only.

Discussion:

A second PLO was added after the COR was printed which reads as follow: "Student will be able to pass the industry standardized ASE Student Examination with a passing score." (Written by Lee Bennett)

7.4 Building Construction Certificate of Achievement

It was MSC (R. Cerreto/G. Jones, 9-0) to discuss

Discussion:

The Office of Instruction Dean has contacted the Chancellor's Office in regards to the Construction Technology Certificate. He shared that he was able to talk to Jackie Escajeda from the Chancellor's Office, and she explained that Chancellor's Office will not be able to research the certificate until the week of May 22, 2017 due to her researcher being out of the office until then.

The original approval of this certificate was for 36 units, but in the 2000 there is proof that they were revised and approved in March 2000. The units were lowered by separating out the Construction Technology courses and making a new certificate with those courses named Construction Technology Certificate. Chairperson states that instead of making the faculty submit the extra paperwork for all five construction certificates, first we will wait for the answer from the chancellor's office.

Chairperson forwarded the e-mail from the faculty where the proof of the changes was attached.

Chairperson recapped that Building Construction Certificate included the Construction Technology Certificate; then they were separated into two certificates. When Tony Bonato put them in CurricUNET, he did it based on the catalog. The Catalog does not have them connected; the units are separate, but there is a statement explaining, "Students must complete their Construction Technology Certificate plus all of the following:". She explains that the certificate may not need to go to the Chancellor's Office; the certificate can be left the way it is, and it can be recorded in the catalog the same. The main concern is that the Construction Technology Certificate has a control number.

This certificate and all certificates involving construction technology should be tabled until the committee hears from the Dean if the state has found the control number for the Construction Technology Certificate.

It was MSC (L. Huiner/P. James, 9-0) to table indefinitely the certificates - items 7.4, 7.5, 7.6, 7.7 and 7.8 – until the committee hears from Mark Clair with the Chancellor's Office control number or Pam James finds the information.

Chairperson also requested if anyone finds any information from 2000, to forward that information.

7.5 Building Inspector Certificate of Achievement

It was MSC (R. Cerreto/G. Jones, 9-0) to table indefinitely the certificate update for Building Inspector Certificate of Achievement

7.6 Construction Management Certificate of Achievement

It was MSC (R. Cerreto/G. Jones, 9-0) to table indefinitely the certificate update for Construction Management Certificate of Achievement

7.7 Construction Technology Certificate of Achievement

It was MSC (R. Cerreto/G. Jones, 9-0) to table indefinitely the certificate update for Construction Technology Certificate of Achievement

7.8 Public Works Certificate of Achievement

It was MSC (R. Cerreto/G. Jones, 9-0) to table indefinitely the certificate update for Public Works Certificate of Achievement

TABLED PROGRAMS/CERTIFICATES

7.9 Programming II

It was MSC (L. Harvey/G. Jones, 9-0) to table the Programming II Certificate Update because it is still missing narrative and advisory committee minutes.

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.

Committee reviewed the courses on the certificate.

Curriculum Representative e-mailed the originator asking for the narrative and regional consortium minutes if he wants to keep the certificate or if the department wants the certificate deactivated. Regional consortium minutes were provided.

8. INFORMATION/DISCUSSION:

8.1 META

Chairperson shared that the curriculum listserv discussed that some colleges are dropping META because they are not happy with the progress and support.

Chairperson also shared that there was a meeting where the task force discussed the phases and the dates of implementation.

9. PUBLIC COMMENTS RELATED TO NON-AGENDA ITEMS:

None

10. ADJOURNMENT

The meeting was adjourned at 4:36 p.m.

Respectfully submitted,

Debra Blanchard
Chairperson