

ADOPTED
MINUTES
VICTOR VALLEY COLLEGE

MAY 12, 2016

2:45PM

1. CALL TO ORDER

The meeting was called to order at 2:51 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, Maria Soto (Student Representative), Jose Vargas (Student Representative), Fabiola Hernandez, Neville Slade

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

None

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

4. MINUTES:

It was MSC (P. Golder/J. Stahlke, 9-0) to approve as presented the minutes of April 28, 2016.

5. CONSENT AGENDA:

It was MSC (C. White/S. Jones, 9-0) to approve Consent Agenda items 5.1, 5.2, and 5.3 in one motion.

5.1 KIN 101 Introduction to Exercise Science and Kinesiology

Textbook only revision.

5.2 KIN 102 First Aid, AED and CPR

Textbook only revision

5.3 KIN 176 Athletic Training III

Textbook only revision

6. ACTION ITEMS

6.1 AGNR 101L Livestock Feeding and Nutrition

It was MSC (S. Jones/R. Cerreto, 9-0) to approve the correction to the March 25, 2016 course listing for AGNR 101L. AGNR 101 is being replaced by AGNR 101L.

6.2 AP 4020 and move Program Discontinuance to AP 4021

Debby asked the committee if Program Development and Program Discontinuance should be grouped together in one AP or should they be separated into two. The committee recommended that they be separated out. Committee members asked what will happen if faculty miss the deadline to update their certificate for catalog printing; should it drop out of the catalog until it's been corrected? Under "Work Flow" should Debby add "H: all certificates must be updated if any courses are updated that are within the certificate and/or degree, where applicable"? Leslie suggested defining what a "revision" means or reword the statement. Debby suggested adding "certificates and courses should be reviewed annually". Dr. Ellerson suggested that this may be too often. Leslie would like to see a first-reading of the revision. Debby said that she will bring back the revisions for the committee to review. The committee would like to include verbiage that clarifies when the Curriculum Committee meets (Fall and Spring only). Debby will revise the BP 4020 write-up and send it to Malia for the following Curriculum Committee agenda. No Vote – will be brought back with suggested changes to the May 26th meeting.

6.3 Course substitution form/criteria

New criteria has been added to the form as “1.c. Course that is offered only once every two years.” Leslie suggested that the form should require only 1 signature instead of 2. Debby thinks that requiring two different signatures provides two different insights on the substitution. This form would be treated similar to other petitions where the student would submit it to A&R and then A&R would let the Curriculum Chair know that they have a petition that needs to be reviewed. The committee suggests that a Curriculum Committee Counselor be the one to sign-off on the Course Substitution form. Three signatures are required on the form: Department Chair, Division Dean, and Curriculum Counselor. The order is not specific. If the form is missing any signatures, it cannot be processed. This will become a curriculum policy. Debby asked the committee to read it again and bring it back for further discussion.

COURSES

6.4 AGNR 178 Agriculture Economics

It was MSC (L. Harvey/L. Huiner, 9-0) to approve the course update: description change for AGNR 178 Agriculture Economics.

6.5 AGNR 178 Agriculture Economics

It was MSC (L. Huiner/P. James, 9-0) to approve distance education as a method of instruction for AGNR 178 Agriculture Economics.

6.6 ALDH 82D Medical Assisting Exam Review

It was MSC (G. Jones/P. James, 9-0) to approve the course update for ALDH 82D Medical Assisting Exam Review.

6.7 ALDH 82D Medical Assisting Exam Review

It was MSC (G. Jones/R. Cerreto, 9-0) to approve the prerequisite of ALDH 82 or equivalent experience for ALDH 82D Medical Assisting Exam Review.

6.8 ALDH 82D Medical Assisting Exam Review

It was MSC (R. Cerreto/S. Jones, 9-0) to approve the prerequisite of ALDH 82C or equivalence experience for ALDH 82D Medical Assisting Exam Review.

6.9 AUTO 50 Introduction to Automotive Technology

It was MSC (S. Jones/C. White, 9-0) to approve the course update for AUTO 50 Introduction to Automotive Technology.

**6.10 AUTO 50 Introduction to Automotive Technology
Distance Education**

It was MSC (C. White/J. Stahlke, 9-0) to approve distance education as a method of instruction for AUTO 50 Introduction to Automotive Technology.

6.11 BIOL 110 Introduction to Human Nutrition

It was MSC (J. Stahlke/P. Golder, 9-0) to approve the course update: prerequisite removal for BIOL 110 Introduction to Human Nutrition.

It was MSC (J. Stahlke/C. White, 9-0) to bundle agenda items 6.12, 6.13, 6.14, 6.15, 6.16, 6.17, 6.18, 6.19, 6.20, 6.21, 6.22, 6.43, 6.47, 6.48, 6.57, 6.58, 6.59, 6.660.

It was MSC (J. Stahlke/C. White, 9-0) to approve the bundle in one motion.

6.12 BSKL 1 Reading and Writing One

Course Deactivation

- 6.13 **BSKL 1A Reading and Writing One A**
Course deactivation.
- 6.14 **BSKL 2 Reading and Writing Two**
Course deactivation.
- 6.15 **BSKL 2A Reading and Writing Two A**
Course deactivation.
- 6.16 **BSKL 2B Reading and Writing Two B**
Course deactivation.
- 6.17 **BSKL 5 Essential English Grammar**
Course deactivation.
- 6.18 **BSKL 6 Math Operations with Whole Numbers**
Course deactivation.
- 6.19 **BSKL 7 Math Operations with Rational Numbers**
Course deactivation.
- 6.20 **BSKL 8 Math Operations with Decimals**
Course deactivation.
- 6.21 **BSKL 8A CAHSEE Preparation – English**
Course deactivation.
- 6.22 **BSKL 8B CAHSEE Preparation – Math**
Course deactivation.
- 6.43 **ENGL 149 Critical Reading**
Course Deactivation
- 6.47 **ENGL 50L Laboratory-Enhance Study for English 50**
Course deactivation
- 6.48 **ENGL 65 College Grammar**
Course deactivation
- 6.57 **HIST 115H History of California**
Course deactivation
- 6.58 **MATH 70 Math Experience for Children K-8**
Course deactivation
- 6.59 **MATH 71 Guided Discoveries Practicum**
Course deactivation
- 6.660 **RMGT 92 Legal Aspects of Foodservice Management**
Course deactivation
- 6.23 **CHDV 100 Child Growth and Development**
It was MSC (R. Cerreto/J. Stahlke, 9-0) to approve the course update for CHDV 100 Child Growth and Development.
- 6.24 **CHDV 100 Child Growth and Development**
It was MSC (R. Cerreto/S. Jones, 9-0) to approve the recommended preparation of: Completion of ENGL 50 or eligibility for ENGL 101.0 for CHDV 100 Child Growth and Development.

- 6.25 CHDV 100 Child Growth and Development**
It was MSC (L. Huiner/C. White, 9-0) to approve the recommended preparation of: Ability to read and interpret College level texts and supplemental materials. 2. Ability to write a complex essay with paragraphs and complete sentences. Essay must be grammatically correct and proofread for spelling mistakes. Must be able to provide internal citations and reference page. Essays are usually 3-5 pages in length for CHDV 100 Child Growth and Development.
- 6.26 CHDV 100 Child Growth and Development**
It was MSC (C. White/R. Cerreto, 9-0) to approve distance education as a method of instruction for CHDV 100 Child Growth and Development.
- 6.27 CIS 136 Introduction to the Internet – First Read**
It was MSC (L. Harvey/J. Stahlke, 9-0) to approve the course update: description change for CIS 136 Introduction to the Internet.
- 6.28 CIS 136 Introduction to the Internet – First Read**
It was MSC (G. Jones/C. White, 9-0) to approve the recommended preparation of: CIS 101 for CIS 136 Introduction to the Internet.
- 6.29 CIS 136 Introduction to the Internet – First Read**
It was MSC (R. Cerreto/P. Golder, 9-0) to approve the recommended preparation of: know how to use a personal computer: functions of mouse buttons and control of mouse movement (right click, left click, single click, double-click, drag-and-drop, etc.) create, open and save files, install and run applications. Type about 30 WPM to keep up with class assignments for CIS 136 Introduction to the Internet.
- 6.30 CIS 136 Introduction to the Internet – First Read**
It was MSC (R. Cerreto/P. Golder, 9-0) to approve Distance education as a method of instruction for CIS 136 Introduction to the Internet.
- 6.31 CIS 136 Introduction to the Internet – Second Read**
It was MSC (R. Cerreto/G. Jones, 9-0) to approve the course update: description change for CIS 136 Introduction to the Internet.
- 6.32 CIS 136 Introduction to the Internet – Second Read**
It was MSC (C. White/G. Jones, 9-0) to approve the recommended preparation of: CIS 101 for CIS 136 Introduction to the Internet.
- 6.33 CIS 136 Introduction to the Internet – Second Read**
It was MSC (R. Cerreto/L. Harvey, 9-0) to approve the recommended preparation of: know how to use a personal computer: functions of mouse buttons and control of mouse movement (right click, left click, single click, double-click, drag-and-drop, etc.) create, open and save files, install and run applications. Type about 30 WPM to keep up with class assignments for CIS 136 Introduction to the Internet.
- 6.34 CIS 136 Introduction to the Internet – Second Read**
It was MSC (R. Cerreto/L. Huiner, 9-0) to approve distance education as a method of instruction for CIS 136 Introduction to the Internet.
- 6.35 CIS 67 Fundamentals of Networking**
It was MSC (R. Cerreto/P. James, 9-0) to approve the course update for CIS 67 Fundamentals of Networking.
- 6.36 CIS 67 Fundamentals of Networking**
It was MSC (L. Harvey/P. James, 9-0) to approve the recommended preparation of CIS 101 for CIS 67 Fundamentals of Networking.

- 6.37 CIS 67 Fundamentals of Networking**
It was MSC (P. James/R. Cerreto, 9-0) to approve distance education as a method of instruction for CIS 67 Fundamentals of Networking.
- 6.38 CIS 75 Introduction to Network Security: Security+**
It was MSC (R. Cerreto/L. Harvey, 9-0) to approve the course update: title change for CIS 75 Introduction to Network Security: Security+.
- 6.39 CIS 75 Introduction to Network Security: Security+**
It was MSC (C. White/R. Cerreto, 9-0) to approve the recommended preparation of CIS 67 for CIS 75 Introduction to Network Security: Security+.
- 6.40 CIS 75 Introduction to Network Security: Security+**
It was MSC (L. Harvey/P. James, 9-0) to approve distance education as a method of instruction for CIS 75 Introduction to Network Security: Security +.
- 6.41 CTMF 121C Advance Woodworking I**
It was MSC (S. Jones/R. Cerreto, 9-0) to approve CTMF 121C Advance Woodworking I as a new course.
- 6.42 CTMF 121C Advance Woodworking I**
It was MSC (R. Cerreto/L. Harvey, 9-0) to approve the prerequisite of: CTMF 121B with a grade of "C" or better for CTMF 121C Advance Woodworking I.
- 6.44 ENGL 45 Writing Fundamentals**
It was MSC (P. Golder/R. Cerreto, 9-0) to approve the course update: course number change, and description change for ENGL 45 Writing Fundamentals.
- 6.45 ENGL 45 Writing Fundamentals**
It was MSC (P. Golder/G. Jones, 9-0) to approve the prerequisite of ENGL 6 for ENGL 45 Writing Fundamentals.
- 6.46 ENGL 45 Writing Fundamentals**
It was MSC (P. Golder/R. Cerreto, 9-0) to approve distance education as a method of instruction for ENGL 45 Writing Fundamentals.
- 6.49 FIRE 51F Fire Control 3B**
It was MSC (S. Jones/P. James, 9-0) to approve the course update: course number change and description change for FIRE 51F Fire Control 3B.
- 6.50 FIRE 51F Fire Control 3B**
It was MSC (L. Harvey/P. Golder, 9-0) to approve distance education as a method of instruction for FIRE 51F Fire Control 3B.
- 6.51 FIRE 51G Fire Control 4**
It was MSC (S. Jones/R. Cerreto, 9-0) to approve the course update: course number change and description change for FIRE 51G Fire Control 4.
- 6.52 FIRE 51G Fire Control 4**
It was MSC (P. James/R. Cerreto, 9-0) to approve distance education as a method of instruction for FIRE 51G Fire Control 4.
- 6.53 FIRE 61J Rescue Systems 2**
It was MSC (S. Jones/C. White, 9-0) to approve the course update: course number change and description change (remove prerequisite) for FIRE 61J Rescue Systems 2.

- 6.54 Fire 61J Rescue Systems 2**
It was MSC (C. White/R. Cerreto, 9-0) to approve distance education as a method of instruction for FIRE 61J Rescue Systems 2.
- 6.55 FIRE 61L Rope Rescue Technician**
It was MSC (S. Jones/J. Stahlke, 9-0) to approve the course update: change from LEC/LAB to all LAB for FIRE 61L Rope Rescue Technician.
- 6.56 FIRE 61L Rope Rescue Technician**
It was MSC (C. White/S. Jones, 9-0) to approve distance education as a method of instruction for FIRE 61L Rope Rescue Technician.
- 6.60 PAL 101 Law Office Technology for Paralegals**
It was MS (R. Cerreto/P. James) to approve PAL 101 Law Office Technology for Paralegals as a new course. Motion Failed. After discussion, it was MSC (L. Harvey, C. White, 9-0) to table the item.
- 6.61 PAL 101 Law Office Technology for Paralegals**
Corequisite: PAL 100 – No Action
- 6.62 PAL 101 Law Office Technology for Paralegals**
Distance education – No Action
- 6.63 PAL 200 Law Office Management for Paralegals**
New course – It was MSC (C. White/R. Cerreto, 9-0) to table the item.
- 6.64 PAL 200 Law Office Management for Paralegals**
Corequisite: PAL 100 – No Action
- 6.65 PAL 200 Law Office Management for Paralegals**
Distance education – No Action
- 6.67 RSPT 230 Introduction to Respiratory Therapy**
It was MSC (J. Stahlke/C. White, 9-0) to approve the course update for RPST 230 Introduction to Respiratory Therapy.
- 6.68 RSPT 230 Introduction to Respiratory Therapy**
It was MSC (G. Jones/P. James, 9-0) to approve the prerequisite of acceptance into the Respiratory Therapy Program for RSPT 230 Introduction to Respiratory Therapy.
- 6.69 RSPT 231 Basic Fundamentals of Respiratory Therapy**
It was MSC (R. Cerreto/G. Jones, 9-0) to approve the course update for RSPT 231 Basic Fundamentals of Respiratory Therapy.
- 6.70 RSPT 231 Basic Fundamentals of Respiratory Therapy**
It was MSC (L. Harvey/R. Cerreto, 9-0) to approve the prerequisite of RSPT 230 with a grade of “C” or better for RSPT 231 Basic Fundamentals of Respiratory Therapy.
- 6.71 RSPT 232 Patient Assessment and Clinical Application of Respiratory Therapy**
It was MSC (P. James/R. Cerreto, 9-0) to approve the course update for RSPT 232 Patient Assessment and Clinical Application of Respiratory Therapy.
- 6.72 RSPT 232 Patient Assessment and Clinical Application of Respiratory Therapy**
It was MSC (R. Cerreto/L. Huiner, 9-0) to approve the prerequisite of RSPT 231 with a grade of “C” or better for RSPT 232 Patient Assessment and Clinical Application of Respiratory Therapy.

- 6.73 RSPT 233 Intensive Respiratory Therapy Care**
It was MSC (R. Cerreto/S. Jones, 9-0) to approve the course update for RSPT 233 Intensive Respiratory Therapy Care.
- 6.74 RSPT 233 Intensive Respiratory Therapy Care**
It was MSC (R. Cerreto/L. Huiner, 9-0) to approve the prerequisite of RSPT 239 with a grade of "C" or better for RSPT 233 Intensive Respiratory Therapy Care.
- 6.75 RSPT 233 Intensive Respiratory Therapy Care**
It was MSC (L. Harvey/P. James, 9-0) to approve the prerequisite of BIOL 211 or BIOL 231 with a grade of "C" or better for RSPT 233 Intensive Respiratory Therapy Care.
- 6.76 RSPT 234 Neonatal/Pediatric Respiratory Therapy Care and Related Pathophysiology**
It was MSC (C. White/C. Cerreto, 9-0) to approve the course update for RSPT 234 Neonatal/Pediatric Respiratory Therapy Care and Related Pathophysiology.
- 6.77 RSPT 234 Neonatal/Pediatric Respiratory Therapy Care and Related Pathophysiology**
It was MSC (L. Harvey/L. Huiner, 9-0) to approve the prerequisite of RSPT 233 with a grade of "C" or better for RSPT 234 Neonatal/Pediatric Respiratory Therapy Care and Related Pathophysiology
- 6.78 RSPT 234 Neonatal/Pediatric Respiratory Therapy Care and Related Pathophysiology**
It was MSC (R. Cerreto/C. White, 9-0) to approve the prerequisite of BIOL 221 with a grade of "C" or better RSPT 234 Neonatal/Pediatric Respiratory Therapy Care and Related Pathophysiology
- 6.79 RSPT 239 Introduction to Mechanical Ventilation Support**
It was MSC (R. Cerreto/S. Jones, 9-0) to approve the course update for RSPT 239 Introduction to Mechanical Ventilation Support.
- 6.80 RSPT 239 Introduction to Mechanical Ventilation Support**
It was MSC (P. Golder/J. Stahlke, 9-0) to approve the prerequisite of RSPT 232 with a grade of "C" or better for RSPT 239 Introduction to Mechanical Ventilation Support.
- 6.81 RSPT 243 Clinical Simulation**
It was MSC (R. Cerreto/G. Jones, 9-0) to approve the course update: description change for RSPT 243 Clinical Simulation.
- 6.82 RSPT 243 Clinical Simulation**
It was MSC (S. Jones/P. Golder, 9-0) to approve the prerequisite of RSPT 233 with a grade of "C" or better for RSPT 243 Clinical Simulation.
- 6.83 RSPT 243 Clinical Simulation**
It was MSC (S. Jones/C. White, 9-0) to approve the prerequisite of CRT/RCP credentials with "registry eligibility" as designated by the NBRA/RCB for RSPT 243 Clinical Simulation.

TABLED COURES:

- 6.84 PSYC 219 Fieldwork in Psychology**
It was MS (S. Jones/R. Cerreto) to approve PSYC 219 Fieldwork in Psychology as a new course. Motion failed. After discussion, it was MSC (L. Huiner/L. Harvey, 9-0) to table the item.
- 6.85 PSYC 219 Fieldwork in Psychology**
Recommended Preparation: PSYC 101 – No Action
- 6.86 PSYC 219 Fieldwork in Psychology**
Recommended Preparation: PSYC 213 – No Action

6.87 **PSYC 219 Fieldwork in Psychology**
Recommended Preparation: PSYC 125 – No Action

6.88 **PSYC 219 Fieldwork in Psychology**
Prerequisite: Requires permission from the instructor and the Psychology Dept. Chair – No Action

9. PROGRAMS/CERTIFICATES:

9.1 **UNIX Administrator Certificate – First Read**

It was MSC (L. Harvey/L. Huiner, 9-0) to approve the certificate update for the UNIX Administrator certificate.

9.2 **UNIX Administrator Certificate – Second Read**

It was MSC (R. Cerreto/J. Stahlke, 9-0) to approve the certificate update for the Unix Administrator certificate.

9.3 **Construction Technology Certificate – First Read**

It was MSC (J. Stahlke/P. Golder, 9-0) to approve the certificate update for the Construction Technology Certificate.

9.4 **Construction Technology Certificate – Second Read**

It was MSC (P. Golder/J. Stahlke, 9-0) to approve the certificate update for the Construction Technology certificate.

10. INFORMATION/DISCUSSION:

10.1 **META Demo:**

A webinar demo of CurricUNET META was provided by Steve Thyburg from GoverNET. The biggest difference between META and CurricUNET 2.0 is that the new platform using web technology that is accessible from anywhere. Navigation has been simplified with META. When users log on to META, the default screen starts at “My Courses”. Also, the “Course Comparison” report has been adjusted to make it easier to read. An “In Review” option is available in META that shows exactly where the course is in the approval process. It is much easier to read compared to the current system. “Create proposal” option will walk the originator through all of the required steps so that nothing is missed. Error checking is done in real-time instead of waiting until the end when the originator is trying to save the course. The “Save” button will only appear once all of the course proposal requirements have been completed.

With the old version of CurricUNET, you could not work on more than 1 proposal at the same time because it wouldn't save the data. With META, that is no longer the case. Debby asked if someone could be working on a course and also have a certificate open at the same time? Steve said yes, they could. The approval path will show you where the proposal is, in an easier to read format. If the proposal has been sent back to the originator, the system will show the user that's where the item is instead of leaving the user wondering if an action has been taken. META also gives the option of sending reminder notices. The administrator can adjust the number of days between notices and can also set up a “default” if an action has not been taken within a specified number of days.

There is also a tool to help set up the Curriculum Committee Agenda. The system can then generate an Agenda report. This option also lets the committee set up what positions we want to set up an agenda for. In META there is an Ad Hoc reporting tool that allows users to create and then export their own reports.

A follow up demo for META on May 20th at 2:00pm for the Technology Assessment Committee. All faculty will be invited to that meeting. Scott asked if the system will notify faculty that their courses are due for updating? Steve said yes, but it will depend on how we want to define it.

META can generate a report and then Debby suggested that the Office of Instruction can then send a notification to the faculty to update their course. Debby shared that once we agree to acquire META, we can use the “Sandbox” to play with the system.

11. PUBLIC COMMENTS RELATED TO NON-AGENDA ITEMS

12. ADJOURNMENT

The meeting was adjourned at 5:21 p.m.

Respectfully submitted,

Debra Blanchard
Chairperson