

CURRICULUM COMMITTEE MINUTES  
VICTOR VALLEY COLLEGE

(These minutes have been reviewed for ADA Accessibility, so formatting and spacing may be altered)

**MAY 24, 2018**

**2:47 PM**

**1. CALL TO ORDER**

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

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

**MEMBERS ABSENT:** Scott Jones, Lisa Harvey

**GUESTS:** Reba Pugliese, Neville Slade and Joseph Pendleton

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

**Addition:** Discussion on the Program Learning Outcomes for the Business A.S. degree

**Correction:** Minutes from last meeting corrected on to read May 10, 2018

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

Announcement was made that developers may comment or explain an agenda item when called on by the chair.

**4. MINUTES:**

**4.1 Minutes from May 10, 2018**

It was MSC (P, Golder/R. Cerreto, 6/0) to approve

**5. CONSENT AGENDA:**

None

**6.0 ACTION ITEM:**

**6. PROGRAMS/CERTIFICATES**

**6.1 Legal Office**

It was MSC (S. Visser/G. Jones, 6-0) to approve certificate deactivation

**6.2 Animal Science ADT**

It was MSC (P. James/J. Speakman, 6-0) to approve Narrative

Jackie Stahlke arrived

**6.3 Animal Science ADT**

It was MSC (P. Golder/J. Speakman, 7-0) to approve Transfer Model Curriculum

**6.4 Plant Science ADT**

It was MSC (J. Stahlke/S. Visser, 7-0) to approve Narrative

**6.5 Plant Science ADT**

It was MSC (P. James/G. Jones, 7-0) to approve Transfer Model Curriculum

Neville Slade said thank you to the committee for all help given over this process, it would not have happened otherwise.

**TABLED PROGRAMS/CERTIFICATES**

**None**

## **COURSES**

- 7.1 AGNR 138 Cooperative Education Agriculture**  
It was MSC (J. Stahlke/R. Cerreto, 7-0) to approve catalog description, instructional objectives, SLO's, course content, assignments, methods of instruction and methods of evaluation
- 7.2 ANIM 65 3ds Max Advanced Effects & Composing**  
It was MSC (P. Golder/R. Cerreto, 7-0) to approve Discipline name change, 64-72 out-of-class hours, catalog description update, instructional objectives, assignments and textbook update.
- 7.3 ANIM 65 3ds Max Advanced Effects & Composing**  
It was MSC (R. Cerreto/P. James 7 -0) to approve prerequisite: ANIM 160
- 7.4 ANTH 103L-B Archaeology Lab II**  
It was MSC (R. Cerreto/G. Jones, 7 -0) to approve new course
- 7.5 APE 169A Introduction to Adapted Cardiac Rehabilitation**  
It was MSC (J. Stahlke/P. Golder, 7 -0) to approve course deactivation  
It was MSC (J. Stahlke/J. Speakman, 7-0) to bundle (course deactivations) (1) 7.5, 7.6, 7.7, 7.14, 7.17, 7.18, 7.19, 7.20, 7.21, 7.26, 7.27, 7.28, 7.32, 7.35, 7.36, 7.37, 7.38, 7.39, 7.40, 7.41, 7.42, 7.43, 7.44, 7.45, 7.51, and 7.52.  
It was MSC (J. Stahlke/P. Golder, 7-0) to approve the bundle (1)  
Leslie Huiner arrived
- 7.6 APE 169B Intermediate Adapted Cardiac Rehabilitation**  
It was MSC (J. Stahlke/P. Golder, 7 -0) to approve course deactivation bundle (1)
- 7.7 APE 169C Advanced Adapted Cardiac Rehabilitation**  
It was MSC (J. Stahlke/P. Golder, 7-0) to approve course deactivation bundle (1)
- 7.8 BADM 138 Cooperative Education Business Administration**  
It was MSC (J. Stahlke/R. Cerreto, 8 -0) to approve catalog description, instructional objectives, SLO's, course content, assignments, methods of instruction and methods of evaluation  
It was MSC (L. Huiner/R. Cerreto, 8-0) to bundle (138 course revisions) (2) 7.9, 7.10, 7.11, 7.12, 7.22, 7.23, 7.47, 7.50, 7.53, 7.54, 7.55, 7.56, 7.57, and 7.58  
It was MSC (L. Huiner/P. Golder, 8-0) to approve bundle (2)
- 7.9 BRE 138 Cooperative Education Business Real Estate**  
It was MSC (L. Huiner/P. Golder, 8-0) to approve catalog description, instructional objectives, SLO's, course content, assignments, methods of instruction and methods of evaluation bundle (2)
- 7.10 CHDV 138 Cooperative Education Child Development**  
It was MSC (L. Huiner/P. Golder, 8-0) to approve catalog description, instructional objectives, SLO's, course content, assignments, methods of instruction and methods of evaluation bundle (2)
- 7.11 CHEM 138 Cooperative Education Chemistry**  
It was MSC (L. Huiner/P. Golder, 8-0) to approve catalog description, instructional objectives, SLO's, course content, assignments, methods of instruction and methods of evaluation bundle (2)
- 7.12 CT 138 Cooperative Education Construction**  
It was MSC (L. Huiner/P. Golder, 8-0) to approve catalog description update, schedule description update, instructional objectives, SLO's, course content, assignments, methods of instruction, methods of evaluation. bundle (2)
- 7.13 CT 106 Materials of Construction**  
It was MSC (R. Cerreto/J. Stahlke, 8 -0) to approve 96-108 out-of-class hours, instructional objectives, assignments, methods of evaluation, textbook update and methods of instruction

- 7.14 CT 106 Materials of Construction**  
It was MSC (J. Speakman/P. James, 8 -0) to approve distance education
- 7.15 CT 107 Technical Mathematics**  
It was MSC (S. Visser/G. Jones, 8 -0) to approve 96-108 out-of-class hours, instructional objectives, assignments, methods of evaluation, textbook update
- 7.16 CT 131 Computer Applications for Technology**  
It was MSC (R. Cerreto/P. Golder, 8 -0) to approve Title change, 96-108 out-of-class hours, instructional objectives, assignments, methods of evaluation, textbook update.
- 7.17 CTMF 127 Production Woodworking**  
It was MSC (J. Stahlke/P. Golder, 7-0) to approve course deactivation bundle (1)
- 7.18 CTMF 130A Mechanical Desktop**  
It was MSC (J. Stahlke/P. Golder, 7-0) to approve course deactivation bundle (1)
- 7.19 CTMF 130B Advanced Mechanical Desktop**  
It was MSC (J. Stahlke/P. Golder, 7-0) to approve course deactivation bundle (1)
- 7.20 CTMF 131A Computer-Aided Manufacturing (CAM) Software**  
It was MSC (J. Stahlke/P. Golder, 7-0) to approve course deactivation bundle (1)
- 7.21 CTMF 131B Computer-Aided Manufacturing (CAM) Software Advanced**  
It was MSC (J. Stahlke/P. Golder, 7-0) to approve course deactivation bundle (1)
- 7.22 EDUC 138 Cooperative Education**  
It was MSC (L. Huiner/P. Golder, 8-0) to approve catalog description update, schedule description update, instructional objectives, SLO's, course content, assignments, methods of instruction, methods of evaluation. bundle (2)
- 7.23 ENGL 138 Cooperative Education English**  
It was MSC (L. Huiner/P. Golder, 8-0) to approve catalog description update, schedule description update, instructional objectives, SLO's, course content, assignments, methods of instruction, methods of evaluation. bundle (2)
- 7.24 ESL 27B Pre-Intermediate Writing and Grammar II**  
It was MSC (P. Golder/G. Jones, 8 -0) to approve 96-108 out-of-class hours, SLO's, course content, instructional objectives, textbook update and methods of instruction.  
Missing TOP code was added  
Corrected misspelled word successs to success
- 7.25 ESL 27B Pre-Intermediate Writing and Grammar II**  
It was MSC (P. Golder/J. Stahlke, 8 -0) to approve recommended preparation: Placement scores corrected to CELSEA placement scores
- 7.26 FIRE 11C Rescue Systems 2**  
It was MSC (J. Stahlke/P. Golder, 7-0) to approve Course deactivation bundle (1)
- 7.27 FIRE 11F River/Flood Rescue**  
It was MSC (J. Stahlke/P. Golder, 7-0) to approve course deactivation bundle (1)
- 7.28 FIRE 11G Auto Extrication Techniques**  
It was MSC (J. Stahlke/P. Golder, 7-0) to approve course deactivation bundle (1)
- 7.29 FIRE 51A Firefighter/EMT Public Safety Vertical Integration**

It was MSC (S. Visser/P. Golder, 8 -0) to approve SLO revision only

Discussion

The associate dean of HSPS Tim Capehart contacted Peter and Roger regarding course repeatability, he stated that where he came from, Bakersfield College, students were able to repeat FIRE, EMS and other courses of this type. The chair did a search on CurricUNET throughout the colleges who use CurricUNET and all the courses had a 0 repeatability. Chair also noted that the VVC Administrative Policy (AP) 4225 specifically states “by petition” in section B6

(6. Significant Change in Industry or Licensure Standards. A student may petition the district to repeat a course as a result of a significant change in industry or licensure standards such that repetition of the course is necessary for employment or licensure. Such courses may be repeated for credit any number of times. The course must be requested and approved through the petition process. The student is required to certify or document that there has been a significant change in industry or licensure standards necessitating course repetition.)

If courses are going to be changed in the repeatability area, the AP must be updated to reflect that and the update should fall in line with the publication; Credit Course Repetition Guidelines that defines what the circumstances are for repeatability. The committee reviewed a refresher course at another college on CurricUNET and this course had a repeatability of 3. The committee agreed that to aid students in enrollment, it would be much easier if they did not have to go through the petition process.

**7.30 FIRE 51F Fire Control 3B**

It was MSC (R. Cerreto/P. James, 8 -0) to approve SLO revision only

Discussion

SLO Only Revisions do not include content review. According to the PCAH, CTE courses need to be reviewed every two years and this review is a content review, which only be done on a Course Substantial Revision because in an SLO Only Revision, content cannot be accessed and changed. It was noted that FIRE course content is set by an outside agency so changes only happen when it is mandated. This update is a two-year but no content changes are being made at this time.

**7.31 FIRE 54A Truck Academy**

It was MSC (L. Huiner/S. Visser, 8-0) to approve SLO revision only

It was MSC (J. Stahlke/L. Huiner, 8-0) to bundle 7.31, 7.33, 7.34, and 7.46

It was MSC (L. Huiner/S. Visser, 8-0) to approve bundle (3)

**7.32 FIRE 61K Rescue Systems 3**

It was MSC (J. Stahlke/P. Golder, 7-0) to approve course deactivation bundle (1)

**7.33 FIRE 63A Auto Extrication**

It was MSC (L. Huiner/S. Visser, 8-0) to approve SLO revision only bundle (3)

**7.34 FIRE 69 Rescue Practices**

It was MSC (L. Huiner/S. Visser, 8-0) to approve SLO revision only bundle (3)

**7.35 FIRE 70C Training Instructor 1C: Instructional Development Techniques**

It was MSC (J. Stahlke/P. Golder, 7-0) to approve course deactivation bundle (1)

**7.36 FIRE 71 Training Instructor 1B: Psychomotor Lesson Delivery**

It was MSC (J. Stahlke/P. Golder, 7-0) to approve course deactivation bundle (1)

**7.37 FIRE 72 Command 1A-Structure Fire Command Operations for Company Officers**

It was MSC (J. Stahlke/P. Golder, 7-0) to approve course deactivation bundle (1)

**7.38 FIRE 72C Fire Command 1C I-Zone Firefighting for Company Officers**

It was MSC (J. Stahlke/P. Golder, 7-0) to approve course deactivation bundle (1)

**7.39 FIRE 73 Fire Command 1B-Incident Management for Company Officers**

It was MSC (J. Stahlke/P. Golder, 7-0) to approve course deactivation bundle (1)

- 7.40 FIRE 74 Fire Prevention 1A**  
It was MSC (J. Stahlke/P. Golder, 7-0) to approve course deactivation bundle (1)
- 7.41 FIRE 74C Fire Prevention 2A**  
It was MSC (J. Stahlke/P. Golder, 7-0) to approve course deactivation bundle (1)
- 7.42 FIRE 75 Fire Prevention 1B**  
It was MSC (J. Stahlke/P. Golder, 7-0) to approve course deactivation bundle (1)
- 7.43 FIRE 76 Fire Management 1-Supervision for Company Officers**  
It was MSC (J. Stahlke/P. Golder, 7-0) to approve course deactivation bundle (1)
- 7.44 FIRE 77 Investigation 1A**  
It was MSC (J. Stahlke/P. Golder, 7-0) to approve course deactivation bundle (1)
- 7.45 FIRE 78 Fire Prevention 1C**  
It was MSC (J. Stahlke/P. Golder, 7-0) to approve course deactivation bundle (1)
- 7.46 FIRE 82 Hazardous Materials First Responder Awareness**  
It was MSC (L. Huiner/S. Visser, 8-0) to approve SLO revision only bundle (3)
- 7.47 GEOG 138 Cooperative Education Geography**  
It was MSC (L. Huiner/P. Golder, 8-0) to approve new course bundle (2)
- 7.48 HIST 130 Latin American History to 1822**  
It was MSC (R. Cerreto/P. Golder, 8-0) to approve title change, 96-108 out-of-class hours, instructional objectives, assignments, methods of instruction, methods of evaluation, textbook update, distance education description update
- 7.49 HIST 131 Latin American History from 1822**  
It was MSC (R. Cerreto/P. James, 8-0) to approve title change, 96-108 out-of-class hours, instructional objectives, assignments, methods of instruction, methods of evaluation, textbook update, distance education description update
- 7.50 MATH 138 Cooperative Education Mathematics**  
It was MSC (L. Huiner/P. Golder, 8-0) to approve catalog description update, schedule description update, instructional objectives, SLO's, course content, assignments, methods of instruction, methods of evaluation. bundle (2)
- 7.51 MATH 116 Preparation for Calculus**  
It was MSC (J. Stahlke/P. Golder, 7-0) to approve course deactivation bundle (1)
- 7.52 MATH 6 Math Operations**  
It was MSC (J. Stahlke/P. Golder, 7-0) to approve course deactivation bundle (1)
- 7.53 MUSC 138 Cooperative Education Music**  
It was MSC (L. Huiner/P. Golder, 8-0) to approve catalog description update, schedule description update, instructional objectives, SLO's, course content, assignments, methods of instruction, methods of evaluation. bundle (2)
- 7.54 PHIL 138 Cooperative Education Philosophy**  
It was MSC (L. Huiner/P. Golder, 8-0) to approve new course bundle (2)
- 7.55 POLS 138 Cooperative Education Political Science**  
It was MSC (L. Huiner/P. Golder, 8-0) to approve catalog description update, schedule description update, instructional objectives, SLO's, course content, assignments, methods of instruction, methods of evaluation. bundle (2)

**7.56 RMGT 138 Cooperative Education Restaurant Management**

It was MSC (L. Huiner/P. Golder, 8-0) to approve catalog description update, schedule description update, instructional objectives, SLO's, course content, assignments, methods of instruction, methods of evaluation bundle (2)

**7.57 RLST 138 Cooperative Education Religious Studies**

It was MSC (L. Huiner/P. Golder, 8-0) to approve new course bundle (2)

**7.58 WELD 138 Cooperative Education Welding**

It was MSC (L. Huiner/P. Golder, 8-0) to approve catalog description update, schedule description update, instructional objectives, SLO's, course content, assignments, methods of instruction, methods of evaluation bundle (2)

**TABLED COURSES**

None

**8. INFORMATION/DISCUSSION**

Drafting A.S. degree – remove deactivation status

Drafting A.S. degree was deactivated at last meeting, department does not want it deactivated, has not gone to board, so it will not be deactivated. There was no deactivation proposal so degree remains active.

PLO's for the Business A.S. degree: The Business A.S. is currently being updated. The Program Learning Outcomes (PLOs) were discussed by Student Learning Outcome Assessment Committee (SLOAC) and suggested changes were requested on CurricUNET. Dave Holloman, the chair and discipline expert, did not agree with the suggested changes. The SLOAC committee would like to know if they are to move the degree forward or insist faculty make the changes. It was discussed and agreed on by the curriculum committee to have the degree move forward and not be delayed. The recommendation that is being taken back to the SLOAC committee from the curriculum committee is to not delay the curriculum approval process. If the PLO's/SLO's have the bloom's taxonomy verbiage and are clear, then recommended changes should not be mandatory. The SLOAC committee is working on a rubric so there is a guideline to help with the writing of SLO's (Student Learning Outcomes) and PLO's.

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

None

**10. ADJOURNMENT**

The meeting was adjourned at 4:18 p.m.