

ADOPTED MINUTES  
VICTOR VALLEY COLLEGE

**MAY 25, 2017, 2017**

**2:45 PM**

**1.0 CALL TO ORDER**

The meeting was called to order at 2:48p.m.by Chairperson.

**MEMBERS PRESENT:** Debra Blanchard, Chairperson, Richard R. Cerreto, Patty Golder, Lisa Harvey, Pam James, Gregory Jones, Jeannine Speakman, Jackie Stahlke and Sandy Visser

**MEMBERS ABSENT:** Leslie Huiner and Scott Jones

**GUESTS:** Melina Rodriguez,

**2.0 ANNOUNCEMENT OF ADDITIONS/DELETIONS/CORRECTIONS TO AGENDA:  
None**

Addition:

- Item 8.1 – Certificate Requirement Course Substitution Request Form for Animal Science Certificate
- Item 8.2 – CurricUNET glitch
- Item 8.3 – Kinesiology, ADT

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

**4.0 MINUTES:**

**4.1 Minutes from April 27, 2017**

It was MSC (J. Stahlke/P. James, 7-0) to approve the minutes from May 11, 2017.

**5.0 CONSENT AGENDA:  
None**

**6.0 ACTION ITEM  
COURSES**

**6.1 BIOL 107 Introduction to Human Biology**

It was MSC (L. Harvey/R. Cerreto, 7-0) to approve the Course Update for BIOL 107 Introduction to Human Biology

**6.2 BIOL 107 Introduction to Human Biology**

It was MSC (L. Harvey/G. Jones, 7-0) to approve the Distance Education as a Method of Instruction for BIOL 107 Introduction to Human Biology

Discussion:

This course is going to be hybrid. The lecture will be online and there will be an hour of question/answer period on site and the lab on site. Students from BIOL 100 have reported that they really like this method of instruction, so the department decided to offer this course the same way.

It was suggested that streaming the question/answer period for those students that cannot make it to class.

- 6.3 BIOL 232 Human Physiology**  
It was MSC (L. Harvey/S. Visser, 7-0) to approve Course Update, contact hours per term description and prerequisite change for BIOL 232 Human Physiology.
- Discussion**  
The TOP Code in the COR is the one for Physiology including Anatomy, so the committee looked for one that it is for Physiology only. Nothing more specific was found to replace it.
- 6.4 BIOL 232 Human Physiology**  
It was MSC (L. Harvey/G. Jones, 7-0) to approve prerequisite of BIOL 100, BIOL 107 or BIOL201 with a grade of "C" or better for BIOL 232 Human Physiology
- 6.5 BIOL 232 Human Physiology**  
It was MSC (L. Harvey/J. Stalhke, 7-0) to approve prerequisite of BIOL 211 with a grade of "C" or better for BIOL 232 Human Physiology
- 6.6 BIOL 232 Human Physiology**  
It was MSC (L. Harvey/J. Speakman, 7-0) to approve prerequisite of CHEM 100 OR CHEM 201 with a grade of "C" or better for BIOL 232 Human Physiology
- 6.7 BIOL 232 Human Physiology**  
It was MSC (L. Harvey/R. Cerreto, 7-0) to approve Distance Education as a Method of Instruction for BIOL 232 Human Physiology
- 6.8 CHDV 100 Child Growth & Development**  
It was MSC (S. Visser/P. James, 7-0) to approve course update recommended preparation changed to ENGL 45 (formerly ENGL 50) for CHDV 100 Child Growth & Development
- 6.9 CHDV 106 Child Family and Community**  
It was MSC (S. Visser/G. Jones, 7-0) to approve course update recommended preparation changed to ENGL 45 (formerly ENGL 50) for CHDV 106 Child Family and Community
- 6.10 CHDV 110 Principles and Practices of Teaching Young Children**  
It was MSC (S. Visser/J. Speakman, 7-0) to approve the Recommended Preparation changed to ENGL 45 (formerly ENGL 50) for CHDV 110 Principles and Practices of Teaching Young Children
- It was MSC (J. Stalhke/S. Visser, 7-0) to bundle items 6.10, 6.11, 6.12, 6.13, 6.14, 6.15, 6.16, 6.17, 6.18, 6.19, 6.20, 6.21, 6.22, 6.23, 6.24, 6.25. They are all changing the Recommended Preparation from ENGL 50 to ENGL 45 since the committee knows that it has to be done because ENGL 50 will no longer be available; therefore, the committee agreed to bundle.**
- It was MSC (S. Visser/L. Harvey, 7-0) to approve the bundle**
- 6.11 CHDV 142 Child Health, Safety and Nutrition**  
Recommended preparation changed to ENGL 45 (formerly ENGL 50) for CHDV 142 Child Health, Safety and Nutrition
- 6.12 CHDV 150 Introduction to Curriculum**  
Recommended preparation changed to ENGL 45 (formerly ENGL 50) for CHVD 150 Introduction to Curriculum
- 6.13 PHIL 101 Introduction to Philosophy**  
Recommended Preparation changing from ENGL 50 to ENGL 45 for PHIL 101 Introduction to Philosophy

- 6.14 PHIL 108 Introduction to Ethics and Contemporary Moral Issues**  
Recommended Preparation changing from ENGL 50 to ENGL 45 for PHIL 108 Introduction to Ethics and Contemporary Moral Issues
- 6.15 PHIL 117 Philosophy of Religion**  
Recommended Preparation changing from ENGL 50 to ENGL 45 for PHIL 117 Philosophy of Religion
- 6.16 PHIL 120 History of Ancient Philosophy**  
Recommended Preparation changing from ENGL 50 to ENGL 45 for PHIL 120 History of Ancient Philosophy
- 6.17 PHIL 121 History of Modern Philosophy**  
Recommended Preparation changing from ENGL 50 to ENGL 45 for PHIL 121 History of Modern Philosophy
- 6.18 RLST 101 Introduction to Religious Studies**  
Recommended Preparation changing from ENGL 50 to ENGL 45 for RLST 101 Introduction to Religious Studies
- 6.19 RLST 105 Religion of the Old Testament, Hebrew Scriptures and Ancient Near East**  
Recommended Preparation changing from ENGL 50 to ENGL 45 for RLST 105 Religion of the Old Testament, Hebrew Scriptures and Ancient Near East
- 6.20 RLST 106 Introduction to New Testament and Early Christian Literature**  
Recommended Preparation changing from ENGL 50 to ENGL 45 for RLST 106 Introduction to New Testament and Early Christian Literature
- 6.21 RLST 110 Religions of the Middle East & the West**  
Recommended Preparation changing from ENGL 50 to ENGL 45 for RLST 110 Religions of the Middle East & the West
- 6.22 RLST 111 Religions of South and East Asia**  
Recommended Preparation changing from ENGL 50 to ENGL 45 for RLST 111 Religions of South and East Asia
- 6.23 RLST 113 Religion and Society**  
Recommended Preparation changing from ENGL 50 to ENGL 45 for RLST 113 Religion and Society
- 6.24 RLST 115 Religion in America**  
Recommended Preparation changing from ENGL 50 to ENGL 45 for RLST 115 Religion in America
- 6.25 RLST 117 Philosophy of Religion**  
Recommended Preparation changing from ENGL 50 to ENGL 45 for RLST 117 Philosophy of Religion

**TABLED COURSES:**

**None**

## **7.0 PROGRAMS/CERTIFICATES**

### **7.1 Educational Technology Certificate**

It was MSC (R. Cerreto/P. James, 7-0) to approve Certificate Update as corrected.

#### Discussion:

To include the updated certificate in the new 2017-2018 catalog, it has to be approved by the committee in this meeting.

All courses and units were reviewed and corrected in CurricUNET. The COOP – EDUC 138 course has variable units (1-8 units), so the COR reflects those variable units. The Description was also changed, SLOs added, and a statement that the certificate requires 17 units maximum listed.

**Patty Golder joined the meeting at 3:55 pm.**

### **7.2 Network Specialist Certificate**

It was MSC (L. Harvey/S. Visser, 8-0) to approve the Certificate update as corrected

#### Discussion:

All course changes were made to include only active courses with the correct units, description was fixed and SLOs added.

## **TABLED PROGRAMS/CERTIFICATES**

**It was MSC (R. Cerreto/J. Stahlke, 8-0) to move items 7.3, 7.4, 7.5, 7.6 and 7.7 to discussion section since there is no action to be taken at this time. They were approved in November and no changes have happened since then.**

### **7.3 Building Construction Certificate of Achievement**

### **7.4 Building Inspector Certificate of Achievement**

### **7.5 Construction Management Certificate of Achievement**

### **7.6 Construction Technology Certificate of Achievement**

### **7.7 Public Works Certificate of Achievement**

### **7.8 Programming II**

It was MSC (L. Harvey/R. Cerreto, 8-0) to table the Programming II Certificate Update because it is still missing the narrative.

#### Discussion:

The narrative has not been received yet; a template was e-mailed two weeks ago.

## **8.0 INFORMATION/DISCUSSION:**

### **8.1 Certificate Requirement Course Substitution Request Form – Animal Science Specialist Certificate**

Committee received the first Certificate Requirement Course Substitution Request Form that was signed by Jackie Stahlke.

Chairperson e-mailed the faculty member letting him know about the course substitution since the course in the certificate has not been offered since 2014. He agreed, so the student needs to get the Department Chair's signature then take it to A&R showing that it has been fully approved.

After, the chairperson will received the form as stated in it.

**8.2 CurricUNET Glitch**

Chairperson announced that right now there is a glitch in CurricUNET were the department and the division are showing wrong in some of the courses, so if the committee finds courses with this issue just to keep on going but let the chair know.

In addition, the chairperson asked the committee that when they get any proposal on step 5.25 not to approve them but let her know, so she can take care of them.

**8.3 Kinesiology, ADT**

Degree was approved, and it will be added in the 2017-2018 Catalog.

**8.4 Certificates involving Construction Technology Certificate**

- Building Construction Certificate of Achievement
- Building Inspector Certificate of Achievement
- Construction Management Certificate of Achievement
- Construction Technology Certificate of Achievement
- Public Works Certificate of Achievement

Committee has the documents that the Construction Technology Certificate was approved by the committee and the Board of Trustees, but it is not showing in the Curriculum Inventory at the Chancellor's Office. It is currently missing the control number, to which the Chancellor's Office is researching for it. Currently, still waiting to hear about their research.

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

**None**

**10. ADJOURNMENT**

The meeting was adjourned at 4:07 p.m.

Respectfully submitted,

Debra Blanchard  
Chairperson