

ADOPTED
MINUTES
VICTOR VALLEY COLLEGE

MAY 26, 2016

2:45PM

1. CALL TO ORDER

The meeting was called to order at 2:58 p.m. by Debra Blanchard, Chairperson.

MEMBERS PRESENT: Debra Blanchard, Chairperson, Leslie Huiner, Pamela James, Christa White, Scott Jones, Jackie Stahlke, Patty Golder

GUESTS: Trish Ellerson, Malia Carpenter, Fabiola Hernandez

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

None

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

4. MINUTES:

It was MSC (C. White/L. Huiner, 6-0) to approve as presented the minutes of May 12, 2016.

5. CONSENT AGENDA: None

6. ACTION ITEMS

6.1 AP 4020 – Second Read

It was MSC (C. White/P. James, 6-0) to approve AP 4020 – Second Read.

6.2 Course Substitution Criteria – Second Read

It was MSC (J. Stahlke/P. Golder, 6-0) to approve, as corrected, the Course Substitution Criteria – Second Read. The committee recommends adding the following criteria (in addition to renumbering the criteria): “2. Unless it is offered in the following semester. 5. All approved course substitution petitions will be forwarded to the Curriculum Committee as an information item.”

6.3 Course Substitution Form – Second Read

It was MSC (P. Golder/J. Stahlke, 6-0) to approve, as corrected, the Course Substitution form – Second Read. The committee recommends the following corrections: change “verify” to “authorize”, change “completed” to “will substitute”, remove “which may be substituted”, add “to fulfill (name of certificate)”, add a signature and date line for the Curriculum Counselor, and remove the line “Students: Please obtain above signatures and return to Admissions and Records office.”

COURSES

It was MSC (J. Stahlke/C. White, 6-0) to bundle agenda items 6.4, 6.5, 6.6, 6.7, 6.8, 6.9, 6.10, 6.11, 6.12, 6.18, 6.23, 6.24 and 6.25.

It was MSC (P. Golder/J. Stahlke, 6-0) to approve the bundle in one motion.

6.4 AUTO 85A.1 Advanced Engine Performance Theory

Course Deactivation

6.5 AUTO 86.2 Import Suspension Sport Tuning

Course Deactivation

6.6 AUTO 97.1 Automotive Heating, Ventilation, & Air Conditioning, Theory and Function

Course Deactivation

- 6.7 **CIDG 73 Typography & Layout**
Course Deactivation
- 6.8 **CIDG 79 Multimedia and Web Design**
Course Deactivation
- 6.9 **CIS 281 Database Management**
Course Deactivation
- 6.10 **CIS 288A Oracle A**
Course Deactivation
- 6.11 **ENGL 59 Effective Reading**
Course Deactivation
- 6.12 **ETEC 70 Leadership in Educational Technology**
Course Deactivation
- 6.18 **HIST 157 Native American History**
Course deactivation.
- 6.23 **PSYC 101H Honors Introductory Psychology**
Course Deactivation
- 6.24 **PSYC 110H Honors Developmental Psychology**
Course deactivation
- 6.25 **RMGT 9 Concepts in Sanitation**
Course deactivation
- 6.13 **FIRE 54A Truck Academy**
It was MSC (S. Jones/C. White, 6-0) to approve FIRE 54A Truck Academy as a new course.
- 6.14 **FIRE 54A Truck Academy**
It was MSC (S. Jones/P. James, 6-0) to approve distance education as a method of instruction for FIRE 54A Truck Academy.
- 6.15 **HIST 117H Honors US History to 1876**
It was MSC (L. Huiner/J. Stahlke, 6-0) to approve the course update: description change for HIST 117H Honors US History to 1876.
- 6.16 **HIST 117H Honors US History to 1876**
It was MSC (J. Stahlke/P. Golder, 6-0) to approve the recommended preparation of ENGL 101.0 for HIST 117H Honors US History to 1876.
- 6.17 **HIST 117H Honors US History to 1876**
It was MSC (P. James/C. White, 6-0) to approve distance education as a method of instruction for HIST 117H Honors US History to 1876.
- 6.19 **KIN 201 Introduction to Exercise Physiology**
It was MSC (C. White/P. Golder, 6-0) to approve, as corrected, KIN 201 Introduction to Exercise Physiology as a new course.
- 6.20 **KIN 201 Introduction to Exercise Physiology**
It was MSC (S. Jones/P. James, 6-0) to approve, as corrected, the recommended preparation of BIOL 211 for KIN 201 Introduction to Exercise Physiology.

6.21 KIN 201 Introduction to Exercise Physiology

It was MSC (L. Huiner/J. Stahlke, 6-0) to approve, as corrected, the recommended preparation of BIOL 231 for KIN 201 Introduction to Exercise Physiology.

6.22 KIN 201 Introduction to Exercise Physiology

It was MSC (C. White/J. Stahlke, 6-0) to approve distance education as a method of instruction for KIN 201 Introduction to Exercise Physiology.

7. PROGRAMS/CERTIFICATES:

It was MSC (J. Stahlke/L. Huiner, 6-0) to bundle agenda items 7.1, 7.5, 7.7, 7.8, 7.9, 7.10, 7.11, and 7.12.

It was MSC (C. White/P. Golder, 6-0) to approve the bundle in one motion.

7.1 4X4 Suspension Modifications

Certificate Deactivation.

7.5 Engine Machinist Specialist Certificate

Certificate Deactivation

7.7 Heavy Duty Diesel Truck Lubrication and Inspection Specialist

Certificate Deactivation

7.8 Heavy Duty Truck Brake Repair Technician

Certificate Deactivation

7.9 Heavy Duty Truck Hydraulic Technician

Certificate Deactivation

7.10 New Model Technology Repair Technician Certificate

Certificate Deactivation

7.11 Recreational Vehicle Service and Repair Technician Certificate

Certificate Deactivation

7.12 Small Engine Repair Specialist Certificate

Certificate Deactivation

7.2 Animal Health Technician Certificate

It was MSC (S. Jones/J. Stahlke, 6-0) to approve Animal Health Technician as a new certificate.

7.3 Applied Developmental Psychology Assistant

It was MS (L. Huiner/S. Jones) to approve Applied Developmental Psychology Assistant as a new certificate. Motion failed. It was MSC (L. Huiner/P. James, 6-0) to table the item.

7.4 Data Typist Certificate

It was MSC (J. Stahlke/C. White, 6-0) to approve, as corrected, the certificate update for the Data Typist Certificate.

7.6 Environmental Horticulture and Restoration Technician

It was MSC (C. White/P. James, 6-0) to approve Environmental Horticulture and Restoration Technician as a new certificate.

10. INFORMATION/DISCUSSION:

10.1 CTE Conference Report from Scott Jones:

Scott recently attended a CTE conference where they discussed program approval and Chancellor's office requirements. Scott shared with the committee there is a difference between a Substantial and Non-Substantial change when it comes to programs, and that non-substantial changes are not subject to the same back up documentation as substantial changes. Pages 153 and 156 of the current Program and Course Approval Handbook define what criteria constitutes a Substantial and Non-Substantial program change. ADTs for CTE are also subject to the new requirements of the Program and Course Approval Handbook.

The "Center for Excellence" is a new website, funded by the Chancellor's office, where Labor Market Information (LMI) can be found (<http://www.coeccc.net>). TOP code and SOC code are needed to look up LMI information on this site. The SOC code comes from the Bureau of Labor Statistics. Using the "Search" option at www.bls.gov, type in "SOC code" and then in the "2010 SOC System" box of the search results, you can enter your program name, then click on the link to view the SOC code. When viewing LMI, you can select which county you want to view statistics for. Once the LMI form is completed, submit it to Michael Goss at Chaffey (Michael.goss@chaffey.edu), he will pull the Labor Market report and send it back to you. This is done outside of the regional consortia. If you need approval from the regional consortia, you would attach your LMI information to the application.

Narrative: The Regional Consortia and the Chancellor's office both require a Narrative for CTE programs. Scott sent background information, LMI instructions, and an LMI request template to the committee members. The narrative requirements for regional consortia requires less than what the Chancellor's office requires.

CTE Data Unlocked: To view the scorecard for particular programs, users can access the "Doing What Matters" (<http://doingwhatmatters.cccco.edu/>) website and use the "LaunchBoard". The LaunchBoard allows users to search by college, individual schools, program, etc. The search is done via TOP code. A new version of TOP codes is coming out in the near future. For CTE programs, there is an asterisk next to the TOP code. If there is no asterisk, then the program is not considered a CTE program. To use the LaunchBoard, users will need the college name, region, and year.

CTE is just now starting to use C-ID numbers. Pam James asked if CTE programs will be required to have C-ID numbers attached to their courses, similar to how ADT courses were required to have C-ID numbers. Scott thinks that this is a decision that would need to come out of discussion amongst all of the community colleges. At this time, the only thing that mandates a C-ID is an ADT and our CTE programs do not have ADT programs. Pam asked if CTE statistics look at the demographics of the individual colleges and take that into consideration when building the scorecard. Debby shared that when building the scorecard, they compare the school to other schools of the same size.

11. PUBLIC COMMENTS RELATED TO NON-AGENDA ITEMS

12. ADJOURNMENT

The meeting was adjourned at 5:00 p.m.

Respectfully submitted,

Debra Blanchard
Chairperson