

ADOPTED MINUTES
VICTOR VALLEY COLLEGE

JUNE 8, 2017, 2017

2:45 PM

1.0 CALL TO ORDER

The meeting was called to order at 2:45 p.m. by Chairperson.

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

MEMBERS ABSENT: Leslie Huiner, Scott Jones and Jeannine Speakman

GUESTS: Melanie Jones, Reba Pugliese and Melina Rodriguez

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

Correction:

- Item 6.1 – Cross out Course Update underneath of Calendar of Meeting Dates for 2017-2018
- Item 6.4 – Add “or BIOL 201” after BIOL 107
- Item 6.5 – Add “or CHEM 201” after CHEM 100
- Item 6.6 – change **From:** prerequisite of CHEM 201 or CHEM 201 with a minimum grade of “C” **to** Recommended Preparation of MATH 90 or higher
- Item 6.12 – Correct spelling from Analisis to Analysis
- Item 6.13 – Correct spelling from Analisis to Analysis
- Item 6.14 – Correct spelling from Analisis to Analysis
- Item 6.15 – Correct spelling from Analisis to Analysis
- Item 7.1 – Correct spelling from Break and Supesion to Brake Suspension

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

4.0 MINUTES:

4.1 Minutes from May 25, 2017

It was MSC (L. Harvey/P. James, 7-0) to approve the minutes from May 25, 2017.

**5.0 CONSENT AGENDA:
None**

6.0 ACTION ITEM

6.1 Calendar of Meeting Dates for 2017-2018

It was MSC (R. Cerreto/S. Visser, 7-0) to approve the Calendar of Meeting Dates for 2017-2018

COURSES

6.2 BIOL 295A-H Biological Research I

It was MSC (L. Harvey/R. Cerreto, 7-0) to approve the Course Update: Title and Description change for BIOL 295A-H Biological Research I (formerly BIOL 295H).

- 6.3 BIOL 295A-H Biological Research I**
It was MSC (L. Harvey/S. Visser, 7-0) to approve the prerequisite of BIOL 100 with a minimum grade of "C" for BIOL 295A-H Biological Research I
- 6.4 BIOL 295A-H Biological Research I**
It was MSC (L. Harvey/S. Visser, 7-0) to approve the prerequisite of BIOL 107 or BIOL 201 with a minimum grade of "C" for BIOL 295A-H Biological Research I
- 6.5 BIOL 295A-H Biological Research I**
It was MSC (G. Jones/J. Stahlke, 7-0) to approve the prerequisite of CHEM 100 or CHEM 201 with a minimum grade of "C" for BIOL 295A-H Biological Research I
- 6.6 BIOL 295A-H Biological Research I**
It was MSC (J. Stahlke/P. Golder, 7-0) to approve the Recommended Preparation of MATH 90 or higher for BIOL 295A-H Biological Research I
- 6.7 BIOL 295A-H Biological Research I**
It was MSC (L. Harvey/R. Cerreto, 7-0) to approve Distance Education as a Method of Instruction for BIOL 295A-H Biological Research I
- 6.8 BIOL 295B-H Biological Research II – Experimental Design**
It was MSC (L. Harvey/R. Cerreto, 7-0) to approve the Course Update: Title and Description change for BIOL 295B-H Biological Research II – Experimental Design (formerly BIOL 296H).
- 6.9 BIOL 295B-H Biological Research II – Experimental Design**
It was MSC (L. Harvey/J. Stahlke, 7-0) to approve the prerequisite of BIOL 295A-H with a minimum grade of "C" for BIOL 295B-H Biological Research II – Experimental Design
- 6.10 BIOL 295B-H Biological Research II – Experimental Design**
It was MSC (R. Cerreto/G. Jones, 7-0) to approve the Recommended Preparation of MATH 90 for BIOL 295B-H Biological Research II – Experimental Design
- 6.11 BIOL 295B-H Biological Research II – Experimental Design**
It was MSC (S. Visser/L. Harvey, 7-0) to approve Distance Education as a Method of Instruction for BIOL 295B-H Biological Research II – Experimental Design
- 6.12 BIOL 295C-H Biological Research III – Research Design and Analysis**
It was MSC (L. Harvey/R. Cerreto, 7-0) to approve the BIOL 295C-H Biological Research II – Research Design and Analysis as a New Course
- 6.13 BIOL 295C-H Biological Research III – Research Design and Analysis**
It was MSC (L. Harvey/P. James, 7-0) to approve the prerequisite of BIOL 295B-H with a minimum grade of "C" for BIOL 295C-H Biological Research II – Research Design and Analysis
- 6.14 BIOL 295C-H Biological Research III – Research Design and Analysis**
It was MSC (R. Cerreto/S. Visser, 7-0) to approve the Recommended Preparation of MATH 90 for BIOL 295C-H Biological Research II – Research Design and Analysis
- 6.15 BIOL 295C-H Biological Research II – Experimental Design**
It was MSC (L. Harvey/G. Jones, 7-0) to approve Distance Education as a Method of Instruction for BIOL 295C-H Biological Research II – Research Design and Analysis
- 6.16 BSKL 10 Concepts of Arithmetic**
BSKL 10 pulled from agenda due to missing approvals on CurricUNET.

It was MSC (L. Harvey/R. Cerreto, 7-0) to bundle items 6.17, 6.18, 6.19, 6.20, 6.21, 6.22, 6.23, 6.24, 6.25, 6.26, 6.27, 6.28, 6.29, 6.30, 6.31, 6.32, 6.33, 6.34, 6.35, 6.36 and 6.37. They are all Criminal Justice course updates; i.e. repeatability, SLOs, assignments, textbooks and prefix change, and minor title changes due to discipline name change (AJ to CJ). Since there is no content change in any of the courses, the committee agreed to bundle.

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

- 6.17 **CJ 8 PC 832.3 Campus Law Enforcement**
Course Update and Prefix Changed
- 6.18 **CJ 30 PC 832 Firearms**
Course Update and Prefix Changed
- 6.19 **CJ 31 Fingerprint Recognition & Classification**
Course Update and Prefix Changed
- 6.20 **CJ 58 PC 832 Laws of Arrest**
Course Update and Prefix Changed
- 6.21 **CJ 64 Basic Corrections Officer Academy**
Course Update and Prefix Changed
- 6.22 **CJ 67 Crime Scene Investigation**
Course Update and Prefix Changed
- 6.23 **CJ 80 Module III Law Enforcement Basic Course**
Course Update and Prefix Changed
- 6.24 **CJ 81 Module II Law Enforcement Basic Course**
Course Update and Prefix Changed
- 6.25 **CJ 92 Writing for Criminal Justice**
Course Update and Prefix Changed
- 6.26 **CJ 93 Traffic Enforcement and Investigation**
Course Update and Prefix Changed
- 6.27 **CJ 101 Introduction to Criminal Justice**
Course Update, Title and Prefix Changed
- 6.28 **CJ 102 Criminal Trial Processes**
Course Update and Prefix Changed
- 6.29 **CJ 103 Criminal Law**
Course Update and Prefix Changed
- 6.30 **CJ 104 Legal Aspects of Evidence**
Course Update and Prefix Changed
- 6.31 **CJ 127 Introduction to Criminology**
Course Update and Prefix Changed
- 6.32 **CJ 132 Introduction to Corrections**
Course Update and Prefix Changed

- 6.33 **CJ 135 Juvenile Law & Procedures**
Course Update and Prefix Changed
- 6.34 **CJ 138 Cooperative Education of Criminal Justice**
Course Update, Title and Prefix Changed
- 6.35 **CJ 145 Introduction to Criminal Investigations**
Course Update and Prefix Changed
- 6.36 **CJ 150 Introduction to Forensic Science**
Course Update and Prefix Changed
- 6.37 **CJ 201 Community and Justice System**
Course Update and Prefix Changed
- 6.38 **CMST 180 Survey of Visual Communication Technologies**
It was MSC (G. Jones/L. Harvey, 7-0) to approve the course update: removing cross listing course CART 160 from CMST 180 Survey of Visual Communication Technologies

Discussion:

CMST 180 was copied from CART 160. Chairperson explained that after CMST 180 is approved, CART 160 will become historical.

Articulation Officer, Pam James states that she needs to submit the new COR into Assist.org to update the course.

- 6.39 **CMST 181 Principles of Communication Design**
It was MSC (G. Jones/J. Stahlke, 7-0) to approve CMST 181 Principles of Communication Design as a New Course
- 6.40 **CMST 181 Principles of Communication Design**
It was MSC (R. Cerreto/P. James, 7-0) to approve Distance Education as a Method of Instruction for CMST 181 Principles of Communication Design
- 6.41 **CMST 282 Social Media**
It was MSC (G. Jones/R. Cerreto, 7-0) to approve CMST 282 Social Media as a New Course
- 6.42 **CMST 282 Social Media**
It was MSC (P. Golder/S. Visser, 7-0) to approve Distance Education as a Method of Instruction for CMST 282 Social Media
- 6.43 **HIST 153 African American History**
It was MSC (P. James/J. Stahlke, 7-0) to approve the Course Update and Description Change for HIST 153 African American History
- 6.44 **HIST 153 African American History**
It was MSC (P. Golder/L. Harvey, 7-0) to approve the Recommended Preparation of ENGL 45 for HIST 153 African American History
- 6.45 **HIST 153 African American History**
It was MSC (R. Cerreto/S. Visser, 7-0) to approve Distance Education as a Method of Instruction for HIST 153 African American History
- 6.46 **PHYS 240 Material Science and Engineering**
It was MSC (L. Harvey/R. Cerreto, 7-0) to approve PHYS 240 Material Science and Engineering as a New Course

- 6.47 PHYS 240 Material Science and Engineering**
It was MSC (R. Cerreto/P. James, 7-0) to approve the prerequisite of CHEM 201 with a minimum grade of “C” for PHYS 240 Material Science and Engineering
- 6.48 PHYS 240 Material Science and Engineering**
It was MSC (R. Cerreto/P. James, 7-0) to approve the prerequisite of PHYS 202 with a minimum grade of “C” for PHYS 240 Material Science and Engineering
- 6.49 PHYS 240 Material Science and Engineering**
It was MSC (J. Stahlke/G. Jones, 7-0) to approve the Distance Education as a Method of Instruction for PHYS 240 Material Science and Engineering
- 6.50 PHYS 250 Thermodynamics**
It was MSC (R. Cerreto/L. Harvey, 7-0) to approve PHYS 250 Thermodynamics as a New Course
- 6.51 PHYS 240 Material Science and Engineering**
It was MSC (R. Cerreto/P. Golder, 7-0) to approve the prerequisite of MATH 228 with a minimum grade of “C” for PHYS 250 Thermodynamics
- 6.52 PHYS 240 Material Science and Engineering**
It was MSC (R. Cerreto/L. Harvey, 7-0) to approve the prerequisite of PHYS 202 with a minimum grade of “C” for PHYS 250 Thermodynamics
- 6.53 PHYS 240 Material Science and Engineering**
It was MSC (R. Cerreto/P. James, 7-0) to approve the Distance Education as a Method of Instruction for PHYS 250 Thermodynamics

TABLED COURSES:

None

7.0 PROGRAMS/CERTIFICATES

7.1 Automotive Brake Suspension

It was MSC (S. Visser/J. Stahlke, 7-0) to approve Certificate Update as corrected.

Discussion:

Chairperson shared with the committee that the originator explained to her that the second outcome is incorrect because everyone can take the test, but not all have the skills. Therefore, after some discussion, the committee decided and change the PLO to “Demonstrate skills needed to complete the Student Automotive Service Excellence (ASE) Exam”.

The additional word “and” after AUTO 77.3 was also deleted.

7.2 Automotive Detailer/Porter

It was MSC (R. Cerreto/S. Visser, 7-0) to approve the Certificate update as corrected

Discussion:

Second PLO was corrected to “Demonstrate skills needed to complete the Student Automotive Service Excellence (ASE) Exam”.

The additional word “and” after AUTO 77.3 was also deleted.

7.3 Automotive Driveability Specialist

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

Discussion:

Second PLO was corrected to “Demonstrate skills needed to complete the Student Automotive Service Excellence (ASE) Exam”.

The additional word “and” after AUTO 77.3 was deleted.

7.4 Automotive Repair Shop Manager

It was MSC (R. Cerreto/P. Golder, 8-0) to approve the Certificate update as corrected

Discussion:

Second PLO was corrected to “Demonstrate skills needed to complete the Student Automotive Service Excellence (ASE) Exam”.

The additional word “and” after AUTO 77.3 was also deleted.

TABLED PROGRAMS/CERTIFICATES

7.5 Programming II

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

Discussion:

The faculty requested to deactivate the certificate. This certificate is now denied.

Chairperson shared with the committee that all programs and courses will have a date that shows on the course/certificate list indicating deactivation date, historical date, etc. Hopefully now but definitely on META.

8.0 INFORMATION/DISCUSSION:

8.1 Chair Election

Committee decided to add it on the Agenda for the first 2017-2018 Meeting on August 31, 2017.

8.2 June 15th Training at USC- Catalog and Curriculum Forum

Chairperson inquired if the committee members have received an e-mail about June 15th training at USC and asked if anyone was interested to attend the training. She informed the committee that because it is about Catalog and Curriculum Lorena Dorn, Catalog Committee Chair, Reba and Melina are attending the training. She shared that having an Online Catalog is a great deal and the Catalog Committee was considering a CurricUNET module for the catalog, but there are many flaws, so the catalog committee is searching for a system that works best.

Melanie Jones, Dean of Instruction, Distance Education and Library Services, shared that based on Peter Maphumulo conversation with her, there are four different companies that the Catalog Committee is looking into.

8.3 Cooperative Education Program Reviewer

Chairperson shared that a new Cooperative Education Program full time faculty was hired.

8.4 Liberal Arts, Fine Arts, and Math/Science Majors

Articulation Officer, Pam James, shared a concern in regarding Department Chairs to oversee the Liberal Arts, Fine Arts and Math/Science majors. She requested to have this topic as a discussion item for next school year meeting because when courses are changed or new courses are

approved nobody is responsible to update them. However, the Chairperson explained that it becomes the responsibility of the Curriculum Committee which falls directly under her to update.

It was also inquired about who assesses those majors and if they have PLOs, and it was determined that as of right now, nobody assesses them.

Chairperson stated that the Liberal Arts major includes a group of courses that are used all around the world. Pam James claims this major is structured based on the CSU breadth. It was structured based on the Chancellor's Office Guidelines for Liberal Arts which is the way it was submitted to Assist.

The Chairperson explained that the Math/Science degree issue is that Math does not believe it should have the word Math because the degree does not include only Math courses or includes only MATH 90. However, the chairperson explained that students may not be transferring this degree as a Math majors. Math also requested to change the name Natural Science degree instead of calling it Math/Science.

The Articulation Officer has provided the Math department with the structure where students start with algebra. She shared that all other colleges in the region start with algebra. Her suggestion to the Math department is to start with Algebra, have a course in the physical science, and have a course in the life science, and the remaining 9 units of electives can be chosen from any of the areas. This will make it so the Math/Science Degree will work for pre-med majors or engineering majors because we don't have an engineering associate's degree. That major works really good for students because they have to take chemistry and physics. Chairperson asked Pam to copy the degree and forward it to the department. The chairperson suggested to Pam to add the suggested structure in CurricUNET. Once in CurricUNET, the committee can ask the department to take a look at it, so they can tell the committee what they think and if they are OK with the changes.

Lisa Harvey shares that one of the biggest issues with this is for the Nursing students because the college cannot get rid of the Math/Science degree until they can get a degree for them. She also added that they are looking into a Public Health degree to see if that degree can work for the medical, nursing, respiratory therapy students since the Biology degree would be for the pre-dental and pre-medical students. However, this does not help the other majors such as engineering. Lisa suggests that all department chairs from the Math and Science areas need to sit down with the counselors and discuss these issues.

Chairperson offered Pam two options to choose from about the Math/Science degree in discussion. One option is for Pam to add it on CurricUNET herself; the other option is to send the information to the chairperson, so she can add it on CurricUNET. She will make sure that before launching it, it will be sent to all the science people asking for their input and explaining what is currently offered is not satisfying the math department. If the people don't like it, a meeting can be set up. Chairperson affirmed that the degree is not being deactivated.

Chairperson added that all degrees need to be in CurricUNET by January, so they can be transferred into META. She will make sure that they are added and approved. She will make use of the catalog when building them.

Chairperson reminded the committee that all degrees, once approved, belong to the college not the discipline, and those that are not owned by a discipline are the responsibility of the committee; therefore, the committee has to update them. She shared that she is dedicating the summer to add them all into CurricUNET.

8.5 Certificate Control Numbers

Chairperson addressed the need to add Control Numbers to all certificates and degrees.

Melina Rodriguez shared that the control number of all certificates currently approved by the Chancellor's Office has been include on the new 2017-2018 Catalog.

8.6 2017-2018 Curriculum Committee Members

Chairperson asked all present committee members if they will continue serving in the Curriculum Committee for the 2017-2018 school year. They all confirmed they will be coming back.

8.7 Psychology, ADT

Articulation Officer, Pam James, will work with the discipline on getting the Chancellor's Office requested revision for this degree.

9. PUBLIC COMMENTS RELATED TO NON-AGENDA ITEMS:

None

10. ADJOURNMENT

The meeting was adjourned at 5:07 p.m.

Respectfully submitted,

Debra Blanchard
Chairperson