

**ADOPTED**  
**MINUTES**  
VICTOR VALLEY COLLEGE

June 11, 2015

2:45PM

**1. CALL TO ORDER**

The meeting was called to order at 2:49 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, Alice Ramming

**MEMBERS ABSENT:** Mike McCracken

**GUESTS:** Malia Carpenter, Mike Smith, Jackie Stahlke, Steve Toner, Mike Visser, Christa White, Ruby Wikstrom

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

Add the following proposals:

CIS 105 course update as agenda item 6.120 and distance education proposal as agenda item 6.121;  
GEOG 102 course update as agenda item 6.122 and distance education proposal as agenda item 6.123;  
GEOG 103 course update as agenda item 6.124 and distance education proposal as agenda item 6.125;  
GEOG 104 course update as agenda item 6.126 and distance education proposal as agenda item 6.127.

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

**4. MINUTES:**

It was MSC (S Jones/L Huiner, 8-0) to approve as presented the minutes of May 28, 2015.

**5. CONSENT AGENDA: None.**

**6. ACTION ITEMS**  
**COURSES**

**6.1 AJ 101 Introduction to Administration of Justice**

It was MSC (A Ramming/P Golder, 8-0) to approve the course update for AJ 101 Introduction to Administration of Justice.

**6.2 AJ 102 Criminal Trial Processes**

It was MSC (R Cerreto/S Jones, 8-0) to approve the course update and title change for AJ 102 Criminal Trial Processes.

**6.3 AJ 103 Criminal Law**

It was MSC (L Harvey/R Cerreto, 8-0) to approve the course update for AJ 103 Criminal Law.

**6.4 AJ 104 Legal Aspects of Evidence**

It was MSC (P James/G Jones, 8-0) to approve the course update for AJ 104 Legal Aspects of Evidence.

**6.5 AJ 104 Legal Aspects of Evidence**

It was MSC (P Golder/S Jones, 8-0) to approve distance education as a method of instruction for AJ 104 Legal Aspects of Evidence.

**6.6 AJ 145 Introduction to Criminal Investigations**

It was MSC (L Harvey/S Jones, 8-0) to approve the course update for AJ 145 Introduction to Criminal Investigations.

**6.7 AJ 145 Introduction to Criminal Investigations**

It was MSC (R Cerreto/S Jones, 8-0) to approve distance education as a method of instruction for AJ 145 Introduction to Criminal Investigations.

It was MSC (L Harvey/P James, 8-0) to move agenda items 6.74, 6.75, 6.115 and 6.116 before agenda item 6.8.

It was MSC (R Cerreto/G Jones, 8-0) to also move agenda items 6.78 through 6.93 before agenda item 8.

**6.74 ETEC 106 Introduction to Computer Technology for Educators**

It was MSC (P Golder/A Ramming, 8-0) to approve the course update for ETEC 106 Introduction to Computer Technology for Educators.

**6.75 ETEC 106 Introduction to Computer Technology for Educators**

It was MSC (R Cerreto/L Harvey, 8-0) to approve distance education as a method of instruction for ETEC 106 Introduction to Computer Technology for Educators.

**6.115 EDUC 101 Introduction to Teaching**

It was MSC (L Huiner/R Cerreto, 8-0) to approve the course update for EDUC 101 Introduction to Teaching.

**6.116 EDUC 101 Introduction to Teaching**

It was MSC (R Cerreto/S Jones, 8-0) to approve distance education as a method of instruction for EDUC 101 Introduction to Teaching.

It was MSC (L Harvey/P James, 8-0) to bundle agenda items 6.78 through 6.92. It was MSC (P James/R Cerreto, 8-0) to approve only the course updates for agenda items 6.78 through 6.92 in one motion.

**6.78 MATH 12 Pre-Algebra**

Course update

**6.79 MATH 12 Pre-Algebra**

It was MSC (R Cerreto/L Harvey, 8-0) to approve prerequisites MATH 10 or Eligibility as determined by VVC assessment test for MATH 12 Pre-Algebra.

**6.80 MATH 12 Pre-Algebra**

It was MSC (P Golder/R Cerreto, 8-0) to approve distance education as a method of instruction for MATH 12 Pre-Algebra.

**6.81 MATH 104 Trigonometry**

It was MSC (L Harvey/A Ramming, 8-0) to approve adding MATH 66 as a prerequisite for MATH 104 Trigonometry.

**6.82 MATH 105 College Algebra**

Course update

**6.83 MATH 105 College Algebra**

It was MSC (R Cerreto/L Huiner, 8-0) to approve prerequisites MATH 90 or MATH 66 for MATH 105 College Algebra.

**6.84 MATH 105 College Algebra**

It was MSC (R Cerreto/L Harvey, 8-0) to approve distance education as a method of instruction for MATH 105 College Algebra.

**6.85 MATH 105H Honors College Algebra**

Course update

**6.86 MATH 105H Honors College Algebra**

It was MSC (R Cerreto/P Golder, 8-0) to approve prerequisites MATH 90 or MATH 66 for MATH 105H Honors College Algebra.

**6.87 MATH 119 Finite Mathematics**

Course update

- 6.88 MATH 119 Finite Mathematics**  
It was MSC (P Golder/P James, 8-0) to approve prerequisites MATH 90 or MATH 66 for MATH 119 Finite Mathematics.
- 6.89 MATH 132 The Ideas of Math**  
Course update
- 6.90 MATH 132 The Ideas of Math**  
It was MSC (L Harvey/P Golder, 8-0) to approve prerequisites MATH 90 or MATH 66 or eligibility as determined by VVC assessment test for MATH 132 the Ideas of Math.
- 6.91 MATH 132 The Ideas of Math**  
It was MSC (G Jones/L Huiner, 8-0) to approve distance education as a method of instruction for MATH 132 The Ideas of Math.
- 6.92 MATH 231 Linear Algebra**  
Course update
- 6.93 MATH 231 Linear Algebra**  
It was MSC (A Ramming/R Cerreto, 8-0) to approve as prerequisite/corequisite MATH 226/226H for MATH 231 Linear Algebra.

It was MSC (L Huiner/L Harvey, 8-0) to bundle agenda items 6.8 through 6.49 and 6.105 through 6.113. It was MSC (S Jones/P Golder, 8-0) to approve only the course updates for items 6.8 through 6.49 and 6.105 through 6.113 in one motion.

- 6.8 AUTO 50 Introduction to Automotive Technology**  
Course update
- 6.9 AUTO 50.1 Evolution of the American Automobile**  
Course update
- 6.10 AUTO 50.1 Evolution of the American Automobile**  
It was MSC (R Cerreto/L Huiner, 8-0) to approve distance education as a method of instruction for AUTO 50.1 Evolution of the American Automobile.
- 6.11 AUTO 50.2 American Car Culture**  
Course update
- 6.12 AUTO 50.2 American Car Culture**  
It was MSC (H Harvey/L Huiner, 8-0) to approve distance education as a method of instruction for AUTO 50.2 American Car Culture.
- 6.13 AUTO 50.5 Introduction to Basic Automotive Service and Maintenance**  
Course update; title change; units/hours change
- 6.14 AUTO 50.5 Introduction to Basic Automotive Service and Maintenance**  
It was MSC (G Jones/Alice Ramming, 8-0) to approve distance education as a method of instruction for AUTO 50.5 Introduction to Basic Automotive Service and Maintenance.
- 6.15 AUTO 51 Automotive Engines and Drive Trains**  
Course update
- 6.16 AUTO 57 Automotive Brake/Wheel Alignment**  
Course update
- 6.17 AUTO 57.1 Automotive Brakes, Theory and Function**  
Course update

- 6.18 **AUTO 57.1 Automotive Brakes, Theory and Function**  
It was MSC (R Cerreto/P Golder, 8-0) to approve distance education as a method of instruction for AUTO 57.1 Automotive Brakes, Theory and Function.
- 6.19 **AUTO 58 Automotive Lubrication Technician**  
Course update
- 6.20 **AUTO 59 Automotive Tire Technician**  
Course update
- 6.21 **AUTO 61 Automotive Brakes**  
Course update
- 6.22 **AUTO 61 Automotive Brakes**  
It was MSC (L Huiner/L Harvey, 8-0) to approve recommended preparation AUTO 57 for AUTO 61 Automotive Brakes.
- 6.23 **AUTO 62 Automotive Detailing**  
Course update
- 6.24 **AUTO 63 Introduction to Diesel Engine Repair**  
Course update
- 6.25 **AUTO 63.5 Introduction to Diesel Technology**  
Course update
- 6.26 **AUTO 63A Advanced Diesel Engine Repair**  
Course update
- 6.27 **AUTO 65 Heavy Duty Truck Lube Technician**  
Course update
- 6.28 **AUTO 65.3 Advanced Heavy Duty Truck & Off-Highway Equipment Hydraulics**  
Course update
- 6.29 **AUTO 65.5 Fundamentals of Heavy Equipment Systems Repair**  
Course update
- 6.30 **AUTO 67 Heavy Duty Truck Air Brakes**  
Course update
- 6.31 **AUTO 70 Small Engine Repair**  
Course update
- 6.32 **AUTO 77 Automotive Service Writing and Shop Management**  
Course update
- 6.33 **AUTO 77 Automotive Service Writing and Shop Management**  
It was MSC (S Jones/P Golder, 8-0) to approve distance education as a method of instruction for AUTO 77 Automotive Service Writing and Shop Management.
- 6.34 **AUTO 77.1 Automotive Leadership and Team Building**  
Course update
- 6.35 **AUTO 77.1 Automotive Leadership and Team Building**  
It was MSC (R Cerreto/L Harvey, 8-0) to approve distance education as a method of instruction for AUTO 77.1 Automotive Leadership and Team Building.
- 6.36 **AUTO 77.2 Automotive Safety Training for Managers**  
Course update

- 6.37 **AUTO 77.2 Automotive Safety Training for Managers**  
It was MSC (G Jones/Pam James, 8-0) to approve distance education as a method of instruction for AUTO 77.2 Automotive Safety Training for Managers.
- 6.38 **AUTO 77L Automotive Service Writing and Shop Manager Laboratory**  
Course update
- 6.39 **AUTO 79A Basic Tune Up**  
Course update
- 6.40 **AUTO 80.6 Introduction to Automotive Electricity**  
Course update; units/hours change
- 6.41 **AUTO 80.6 Introduction to Automotive Electricity**  
It was MSC (P James/R Cerreto, 8-0) to approve distance education as a method of instruction for AUTO 80.6 Introduction to Automotive Electricity.
- 6.42 **AUTO 82 Automotive Electrical Repair**  
Course update
- 6.43 **AUTO 85.1 Introduction to Engine Performance Theory**  
Course update; title change; units/hours change
- 6.44 **AUTO 85.1 Introduction to Engine Performance Theory**  
It was MSC (L Harvey/A Ramming, 8-0) to approve distance education as a method of instruction for AUTO 85.1 Introduction to Engine Performance Theory.
- 6.45 **AUTO 95A1-L Engine Repair Laboratory**  
Course update
- 6.46 **AUTO 95A2-L Automatic Transmission Repair Laboratory**  
Course update
- 6.47 **AUTO 95A3-L Standard Transmission Repair Laboratory**  
Course update
- 6.48 **AUTO 95B Automotive Laboratory**  
Course update
- 6.49 **AUTO 95C1-L Automotive Service Consultant Laboratory**  
Course update
- 6.105 **AUTO 66.0 Introduction to Light Duty Diesel Engine Technology**  
Course update
- 6.106 **AUTO 85-D BAR Specified Diagnostic and Repair Training**  
Course update; title change; units/hours change
- 6.107 **AUTO 86.6 American Iron Hot Rods**  
Course update
- 6.108 **AUTO 89.2 Hybrid Vehicle Maintenance and Service**  
Course update
- 6.109 **AUTO 95A Automotive Laboratory**  
Course update
- 6.110 **AUTO 95A6-L Automotive Computer/Electronics Laboratory**  
Course update

- 6.111 AUTO 95A7-L Automotive HVAC Laboratory**  
Course update
- 6.112 AUTO 95A8-L Automotive Engine Performance Laboratory**  
Course update
- 6.113 AUTO 97 Automotive Air Conditioning and Heating Systems**  
Course update
- 6.50 AVA 50 Aviation Technology Survey**  
It was MSC (S Jones/P James, 8-0) to approve AVA 50 Aviation Technology Survey as a new course.
- 6.51 AVA 50 Aviation Technology Survey**  
It was MSC (S Jones/R Cerreto, 8-0) to approve distance education as a method of instruction for AVA 50 Aviation Technology Survey.
- 6.52 AVA 51 General Aviation 1**  
It was MSC (R Cerreto/P James, 8-0) to approve the course update for AVA 51 General Aviation 1.
- 6.53 BIOL 110 Introduction to Human Nutrition**  
It was MSC (L Harvey/R Cerreto, 8-0) to approve BIOL 110 Introduction to Human Nutrition as a new course.
- 6.54 BIOL 110 Introduction to Human Nutrition**  
It was MSC (L Harvey/G Jones, 8-0) to approve prerequisites BIOL 231 and CHEM 100/100H or CHEM 206 and recommended preparation ENGL 101.0/101H for BIOL 110 Introduction to Human Nutrition.
- 6.55 BIOL 110 Introduction to Human Nutrition**  
It was MSC (R Cerreto/L Harvey, 8-0) to approve distance education as a method of instruction for BIOL 110 Introduction to Human Nutrition.
- 6.56 CIS 206 Programming Java**  
It was MSC (P Golder/A Ramming, 8-0) to approve the course update; number/title change and units/hours change for CIS 206 Programming Java.
- 6.57 CIS 206 Programming Java**  
It was MSC (R Cerreto/P James, 8-0) to approve distance education as a method of instruction for CIS 206 Programming Java.
- It was MSC (L Huiner/S Jones, 8-0) to bundle agenda items 6.58, 6.61, 6.64, 6.67 and 6.70. It was MSC (S Jones/R Cerreto, 8-0) to approve the bundle in one motion.
- 6.58 EMS 70 Advanced Emergency Medical Technician (AEMT)**  
Course update
- 6.61 EMS 71 Advanced Emergency Medical Technician (AEMT) Clinical**  
Course update
- 6.64 EMS 72 Advanced Emergency Medical Technician (AEMT) Field Internship**  
Course update
- 6.67 EMS 80 Paramedic Anatomy & Physiology**  
Course update
- 6.70 EMS 81 Paramedic Introduction to Emergency Medical Services**  
Course update
- 6.59 EMS 70 Advanced Emergency Medical Technician (AEMT)**  
It was MSC (L Harvey/R Cerreto, 8-0) to approve prerequisite Copy of CA EMT License or NREMT License or equivalent experience for EMS 70 Advanced Emergency Medical Technician (AEMT).

- 6.60 EMS 70 Advanced Emergency Medical Technician (AEMT)**  
It was MSC (G Jones/P Golder, 8-0) to approve distance education as a method of instruction for EMS 70 Advanced Emergency Medical Technician (AEMT).
- 6.62 EMS 71 Advanced Emergency Medical Technician (AEMT) Clinical**  
It was MSC (R Cerreto/S Jones, 8-0) to approve prerequisite EMS 70 and current CA EMT or NREMT licensure for EMS 71 Advanced Emergency Medical Technician (AEMT) Clinical.
- 6.63 EMS 71 Advanced Emergency Medical Technician (AEMT) Clinical**  
It was MSC (S Jones/A Ramming, 8-0) to approve distance education as a method of instruction for EMS 71 Advanced Emergency Medical Technician (AEMT) Clinical.
- 6.65 EMS 72 Advanced Emergency Medical Technician (AEMT) Field Internship**  
It was MSC (R Cerreto/P James, 8-0) to approve prerequisite EMS 71 and current CA EMT or NREMT licensure for EMS 72 Advanced Emergency Medical Technician (AEMT) Field Internship.
- 6.66 EMS 72 Advanced Emergency Medical Technician (AEMT) Field Internship**  
It was MSC (R Cerreto/P James, 8-0) to approve distance education as a method of instruction for EMS 72 Advanced Emergency Medical Technician (AEMT) Field Internship.
- 6.68 EMS 80 Paramedic Anatomy & Physiology**  
It was MSC (S Jones/A Ramming, 8-0) to approve prerequisite Application and acceptance into Paramedic Academy and EMS 60 or EMT card for EMS 80 Paramedic Anatomy & Physiology.
- 6.69 EMS 80 Paramedic Anatomy & Physiology**  
It was MSC (G Jones/L Harvey, 8-0) to approve distance education as a method of instruction for EMS 80 Paramedic Anatomy & Physiology.
- 6.71 EMS 81 Paramedic Introduction to Emergency Medical Services**  
It was MSC (P James/P Golder, 8-0) to approve prerequisite Application and acceptance into Paramedic Academy and EMS 60 or EMT card for EMS 81 Paramedic Introduction to Emergency Medical Services.
- 6.72 EMS 81 Paramedic Introduction to Emergency Medical Services**  
It was MSC (R Cerreto/P Golder, 8-0) to approve distanced education as a method of instruction for EMS 81 Paramedic Introduction to Emergency Medical Services.
- 6.73 ENGL 6 Basic Writing and Reading**  
It was MSC (P Golder/R Cerreto, 8-0) to approve prerequisite Eligibility as determined by VVC assessment test for ENGL 6 Basic Writing and Reading.
- 6.76 FIRE 82 Hazardous Materials First Responder Awareness**  
It was MSC (P Golder/L Harvey, 8-0) to approve as corrected the course update for FIRE 82 Hazardous Materials First Responder Awareness.
- 6.77 FIRE 82 Hazardous Materials First Responder Awareness**  
It was MSC (R Cerreto/G Jones, 8-0) to approve distance education as a method of instruction for FIRE 82 Hazardous Materials First Responder Awareness.
- 6.94 NURS 223 Nursing Process 3**  
It was MSC (A Ramming/P Golder, 8-0) to approve the course update for NURS 223 Nursing Process 3.
- 6.95 NURS 223 Nursing Process 3**  
It was MSC (A Ramming/P Golder, 8-0) to approve prerequisite NURS 222 for NURS 223 Nursing Process 3.

It was MSC (L Huiner/L Harvey, 8-0) to bundle agenda items 6.96, 6.99 and 6.102. It was MSC (P Golder/P James, 8-0) to approve the bundle in one motion.

- 6.96 PAL 104 Legal Ethics for Paralegals**  
Course update

- 6.99 PAL 202 Family Law**  
Course update
- 6.102 PAL 203 Tort Law for Paralegals**  
Course update
- 6.97 PAL 104 Legal Ethics for Paralegals**  
It was MSC (R Cerreto/P James, 8-0) to approve deleting prerequisite POLS 130 for PAL 104 Legal Ethics for Paralegals.
- 6.98 PAL 104 Legal Ethics for Paralegals**  
It was MSC (R Cerreto/P Golder, 8-0) to approve distance education as a method of instruction for PAL 104 Legal Ethics for Paralegals.
- 6.100 PAL 202 Family Law**  
It was MSC (R Cerreto/P James, 8-0) to approve corequisite PAL 201 for PAL 202 Family Law.
- 6.101 PAL 202 Family Law**  
It was MSC (R Cerreto/A Ramming, 8-0) to approve distance education as a method of instruction for PAL 202 Family Law.
- 6.103 PAL 203 Tort Law for Paralegals**  
It was MSC (L Harvey/R Cerreto, 8-0) to approve corequisite PAL 201 for PAL 203 Tort Law for Paralegals.
- 6.104 PAL 203 Tort Law for Paralegals**  
It was MSC (L Harvey/R Cerreto, 8-0) to approve distance education as a method of instruction for PAL 203 Tort Law for Paralegals.
- 6.114 CIS 95 Php+mysql Web App**  
It was MSC (G Jones/P James, 8-0) to approve course deactivation for CIS 95 Php+mysql Web App.
- 6.117 FIRE 59B Wildland Fire Skills Maintenance**  
It was MSC (S Jones/P Golder, 8-0) to approve the course update and number change from FIRE 10B for FIRE 59B Wildland Fire Skills Maintenance.
- 6.118 FIRE 59B Wildland Fire Skills Maintenance**  
It was MSC (P Golder/R Cerreto, 8-0) to approve recommended preparation Employment as a wildland fire fighter or fire fighter serving a community with wildland or interface fire conditions for FIRE 59B Wildland Fire Skills Maintenance.
- 6.119 FIRE 59B Wildland Fire Skills Maintenance**  
It was MSC (G Jones/L Huiner, 8-0) to approve distance education as a method of instruction for FIRE 59B Wildland Fire Skills Maintenance.
- 6.120 CIS 105 Introduction to Systems Analysis**  
It was MSC (P Golder/L Harvey, 8-0) to approve the course update for CIS 105 Introduction to Systems Analysis.
- 6.121 CIS 105 Introduction to Systems Analysis**  
It was MSC (L Harvey/S Jones, 8-0) to approve the distance education as a method of instruction for CIS 105 Introduction to Systems Analysis.
- It was MSC (L Huiner/L Harvey, 8-0) to bundle agenda items 6.122, 6.124 and 6.126. It was MSC (R Cerreto/P. Golder, 8-0) to approve the bundle in one motion.
- 6.122 GEOG 102 Introduction to Cultural Geography**  
Course update



**6.124 GEOG 103 Geography of California**

Course update

**6.126 GEOG 104 World Regional Geography**

Course update

**6.123 GEOG 102 Introduction to Cultural Geography**

It was MSC (S Jones/P Golder, 8-0) to approve distance education as a method of instruction for GEOG 102 Introduction to Cultural Geography.

**6.125 GEOG 103 Geography of California**

It was MSC (L Huiner/L Harvey, 8-0) to approve distance education as a method of instruction for GEOG 103 Geography of California.

**6.127 GEOG 104 World Regional Geography**

It was MSC (L Harvey/R Cerreto, 8-0) to approve distance education as a method of instruction for GEOG 104 World Regional Geography.

**7. INFORMATION/DISCUSSION**

Discussion regarding certificates that require a grade of 'B' for courses. Supporting documentation must be attached; i.e., advisory committee meeting minutes, and it will be up to the curriculum committee to approve a 'B' for the certificate based on the supporting documentation provided.

**8. PUBLIC COMMENTS RELATED TO NON-AGENDA ITEMS**

**9. ADJOURNMENT**

The meeting was adjourned at 4:45 p.m.

Respectfully submitted,

Debra Blanchard  
Chairperson