

ADOPTED MINUTES
VICTOR VALLEY COLLEGE

AUGUST 31, 2017

2:45 PM

1.0 CALL TO ORDER

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

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

MEMBERS ABSENT: Scott Jones

GUESTS: Lynne Glickstein and Melina Rodriguez

2.0 DISTRIBUTIONS: 6th edition of PCAH, 2017-2018 catalog.

Distributed to committee members.

3.0 ANNOUNCEMENT OF ADDITIONS/DELETIONS/COURSE OUTLINE OF RECORDRECTIONS TO AGENDA:

Deletion:

- Item 8.0 – CADD Technician I – Certificate Update already approved

4.0 ANNOUNCEMENT COURSE DEVELOPERS MAY COMMENT OR EXPLAIN AGENDA ITEMS.

Explain to guest (s) present

5.0 MINUTES:

5.1 Minutes from June 8, 2017

It was MSC (P. Golder/J. Stahlke, 7-0) to discuss the minutes from June 8, 2017.

It was (P. Golder/J. Speakman, 7-0) to postpone the approval of minutes until the next meeting on September 14, 2017 to have more time to review them.

6.0 CONSENT AGENDA:

It was MSC (J. Stahlke/S. Visser, 7-0) to approve consent agenda items 6.1, 6.2 and 6.3 for Textbook Only Revision

6.1 ESL 12B Basic Computer Literacy I

Textbook Only Revision

6.2 ESL 27A – Pre-intermediate Writing and Grammar

Textbook Only Revision

6.3 HIST 118 - History of US From 1876

Textbook Only Revision

7.0 ACTION ITEM

7.1 Curriculum Committee Chair Selection

Chair asked for nominations for Curriculum Committee Chair from committee members. Patty Golder and Jeannine Speakman nominated Debra Blanchard as the Curriculum Committee Chair, and she accepted.

Chair inquired for a second time if there were any other nominations. No more nominations were made. Chair inquired for a third time if there were any other nominations. No more nominations were made. Since there were no additional nominations after asking three times, the nominations were closed.

Chair explained that since there was only one person on the ballot, they could vote by acclamation. She asked if there were any oppositions for a vote by acclamation. No one was opposed to a vote by acclamation. The chair asked if the committee approved the nominations, all approved. She thanked the committee for their support.

Discussion pursued regarding the difference between the facilitator and the chair of the committee. Chair was not sure how it would be split if the facilitator and chair were separated for the curriculum committee. It has never been split. Chair explained that when she was first hired as facilitator she was already chair, she was asked to provide the job description. Chair provided the job description of the chair because there was no difference between the facilitator and the chair duties and were originally intended to be the same.

COURSES:

7.2 ACOM 12 Adult Literacy

It was MSC (L. Harvey/G. Jones, 7-0) to approve the course deactivation of ACOM 12 Adult Literacy

7.3 ADPE 90 Hawaiian Dance

It was MSC (G. Jones/P. James, 7-0) to approve the course update: Title and description change, assignments, Methods of Instruction and Textbooks update for ADPE 90 Hawaiian Dance

Discussion:

Chair explained that the department is trying to draw more students to this course by changing the title. The hope is that it will work for all students. The course will also be taught on campus now, adding options for more students.

7.4 AUTO 89.4 Hybrid Vehicle Propulsion

It was MSC (P. James/R. Cerreto, 7-0) to approve AUTO 89.4 Hybrid Vehicle Propulsion as a New Course

7.5 AUTO 89.4 Hybrid Vehicle Propulsion

It was MSC (R. Cerreto/J. Speakman, 7-0) to approve the prerequisite of AUTO 89.3 with a minimum grade of "C" for AUTO 89.4 Hybrid Vehicle Propulsion

Discussion:

Chair inquired if the committee members are checking that the prerequisites are appropriate for the courses. Committee members replied affirmative.

Pam James mentioned that the prerequisite is not included in the catalog description area. Chair stated that the Office of Instruction should be adding approved prerequisites to the catalog and

schedule descriptions because they can only be added after they are approved. In addition, CSU and UC should be added by the Office of Instruction after approval.

7.6 AUTO 89.4 Hybrid Vehicle Propulsion

It was MSC (J. Speakman/L. Harvey, 7-0) to approve the prerequisite of AUTO 50 with a minimum grade of "C" for AUTO 89.4 Hybrid Vehicle Propulsion.

Discussion:

Chair indicated that the Office of Instruction has always and will continue to add the prerequisites in the catalog description area of the COURSE OUTLINE OF RECORD in CurricUNET

7.7 AUTO 89.4 Hybrid Vehicle Propulsion

It was MSC (R. Cerreto/L. Harvey, 7-0) to approve the prerequisite of AUTO 79, AUTO 80, AUTO 80.6, AUTO 80A or AUTO 82 for AUTO 89.4 Hybrid Vehicle Propulsion

7.8 BADM 103 Financial Accounting Fundamentals

It was MSC (G. Jones/S. Visser, 7-0) to approve the class cap change from 42 to 35 for BADM 103 Financial Accounting Fundamentals

7.9 BADM 103 Financial Accounting Fundamentals

It was MSC (G. Jones/P. Golder, 7-0) to approve the Recommended Preparation of ENGL 45 and BADM 142 for BADM 103 Financial Accounting Fundamentals

7.10 CHEM 201 General Chemistry

It was MSC (P. Golder/J. Stahlke, 7-0) to approve the removal of CHEM 100 as prerequisite for CHEM 201 General Chemistry

Discussion:

Lisa Harvey explained that CHEM 201 is the first course that a student would take if he/she is a Chemistry major. CHEM 100 is taken by students who are not prepared to take CHEM 201. Discontinuing the prerequisite of CHEM 100 would allow students who are Chemistry majors to complete the courses at an accelerated rate. Removing the CHEM 100 prerequisite is best for the Chemistry major or those who want to become doctors, or similar fields because taking CHEM 100 first may push the student back a year since CHEM 201 is taught in the fall only and CHEM 202 in the spring only.

7.11 CHEM 207 Introductory Chemistry III: Biochemistry

It was MSC (L. Harvey/S. Visser, 7-0) to approve the course update: prerequisite change, removing recommended preparation of CHEM 206 and updating manual for CHEM 207

7.12 CHEM 207 Introductory Chemistry III: Biochemistry

It was MSC (L. Harvey/G. Jones, 7-0) to approve the prerequisite of CHEM 100 for CHEM 207 Introductory Chemistry III: Biochemistry

Discussion:

Committee recommends to add CHEM 201 as prerequisite before the catalog deadline. Lisa Harvey will contact department chair

Leslie Huiner joined the meeting at 3:20 pm

7.13 CIS 98 Ethical Hacking

It was MSC (G. Jones/R. Cerreto, 8-0) to approve CIS 98 Ethical Hacking as a New Course

7.14 CIS 98 Ethical Hacking

It was MSC (R. Cerreto/J. Speakman, 8-0) to approve the prerequisite CIS 83 with a minimum grade of "C" for CIS 98 Ethical Hacking

Discussion:

Melina from Office of Instruction will add the prerequisites in the catalog description area of the Course Outline of Record.

7.15 CIS 98 Ethical Hacking

It was MSC (L. Huiner/P. James, 8-0) to approve the prerequisite of CIS 261 with a minimum grade of "C" for CIS 98 Ethical Hacking

Discussion:

Chair mentioned that there was a discussion in the past about having higher level courses as a prerequisite. The prerequisite for this course is a 200 level for a 98 course which it is not transferrable, but it is used for an AA or AS degree, so the Chair asked if that is correct or if it could affect the degree. She suggests that the course be at a 100-level course. The committee consensus was that the prerequisite was OK the way it is proposed.

7.16 CIS 98 Ethical Hacking

It was MSC (J. Stahlke/L. Huiner, 8-0) to approve the prerequisite of CIS101 with a minimum grade of "C" for CIS 98 for CIS 98 Ethical Hacking

7.17 CIS 98 Ethical Hacking

It was MSC (P. Golder/S. Visser, 8-0) to approve the Distance Education as a Method of Instruction for CIS 98 Ethical Hacking

7.18 CMST 208 Fundamentals of Journalism

It was MSC (P. James/J. Speakman, 8-0) to table CMST 208 Fundamentals of Journalism based on the rigor of a 200-level class.

Discussion:

Jackie Stahlke referenced that this course is crossing with JOUR 108, so it could be an issue with ADT. The course has to be approved before updating the ADT.

Chair questioned the reason why this course is being crossed listed to a 100 level when a 200 level has more rigor than the 100. Chair explained that the rule is that a 200 level has more rigor, so it should not be equal to a 100-level course. Gregory Jones explained that the discipline chair was trying to align numbers only.

The other issue for this course is the word fundamental, in the title, as it indicates it is an introductory course. Fundamental should be used for 100 level courses.

Chair requested to bring the issue to the department chair. Also, the cross-listed course needs to be updated at the same time.

Because the course has been tabled, items 7.19, 7.20 and 7.21 are postponed for approval.

7.19 CMST 208 Fundamentals of Journalism

Prerequisite of ENGL 45 for CMST 208 Fundamentals of Journalism was postponed because the course has not been approved yet.

7.20 CMST 208 Fundamentals of Journalism

Corequisite of CMST 208LA was postponed because the course has not been approved yet.

7.21 CMST 208 Fundamentals of Journalism

Distance Education as a Method of Instruction for CMST 208 Fundamentals of Journalism was postponed because the course has not been approved yet.

7.22 CMST 283 Streaming Video Production and Distribution

It was MSC (L. Harvey/P. James, 8-0) to table CMST 283 Streaming Video Production and Distribution based on the rigor of a 200-level class.

Committee member inquired if this course should be a 100-level course. Representative responded that the number was picked because there was already a 183 course.

4-unit content was reviewed, the committee agreed that the content is acceptable for 4 units.

Chair suggested for the faculty, the department chair and the curriculum representative to review the course to decide if the course in fact should be a 200-level course. If they decided that it should remain a 200-level course, they need to update the content with more rigor than the 100-level course.

Sandy Visser suggested training for discipline experts in regard to the rigor and number sequencing of the courses. Chair agreed.

Since course was table, item 7.23 - Distance Education as a Method of Instruction for CMST 283 is also postpone

7.23 CMST 283 Streaming Video Production and Distribution

Distance Education as a Method of Instruction postponed due to the course being tabled based on the rigor of a 200-level class.

7.24 ESL 43A Low Advanced Reading and Vocabulary I

It was MSC (L. Huiner/P. Golder, 8-0) to table due to no content change but increase in unit value.

Discussion

ESL 43A is replacing ESL 43 – number change and units change. ESL 43 will automatically be marked historical in CurricUNET.

Committee inquired about the content of this proposal because it has been changed to a 4-unit class, but there is no change in content or any justification for a higher number of units.

Patty Golder explained she has requested an Ad Hoc report for basic skills and ESL which is going to show how many students are moving on. She explained the state of California has not been bridging ESL and Basic Skills into ESL and English 50, and the state is looking to eliminate English 6. The bridge is that people starting at a certain level need to go to an Adult Ed or move on, so the Ad Hoc report is going to show how many students are moving on to ENGL 6, ENGL 50 or ENGL 101, and how many students are staying in basic skills for a long period of time.

Lisa Harvey shared that sometimes the content of the course is extensive from the beginning, and that is why this course needed to increase the number of units. The chair questioned that in this case it has already been taught as a three-unit course.

The chair states that the originator needs to make changes in content, objectives and/or SLOs to justify the additional number of hours when the course is changed from a 3-unit to a 4-unit course. When assessing the SLOs, if the assessments indicate that the students are not successful, they can use this fact to indicate that the content is too vast for 3 units and therefore they can either increase the units or change the content whichever is more appropriate. Another suggestion would be to change it to a 1-unit lab and 3-unit lecture. The lab would then afford more one on one time with the students.

Richard Cerreto was asked to present the curriculum committee's concern regarding the value of the laboratory load/hours to the VVCFA negotiation team. It is important that laboratory

load/hours be more equal to lecture load/hours. The curriculum committee would like to have it negotiated to bring the value of the laboratory higher. The Chair shared that some schools have equal load for laboratory and lecture. Adding laboratory time to English and Math courses would be good so students could have the benefit of more one on one time with instructors which is as valuable as straight lecture.

Item 7.25 and 7.26 are also postpone due to course being tabled

Patty Golder will talk to Maria Ruiz to review and find out the reason on the increase of units.

7.25 ESL 43A Low Advanced Reading and Vocabulary I

Prerequisite: Qualifying placement scores of equivalent coursework
Item postponed because the course was tabled.

7.26 ESL 43A Low Advanced Reading and Vocabulary I

Distance Education as a Method of Instruction
Item postponed because the course was tabled.

7.27 GEOL 128 Special Topics

It was MSC (R. Cerreto/L. Harvey, 8-0) to approve course update: units, repeatability and description change. Assignments, Methods of Instruction and Methods of Evaluation updated for GEOL 128 Special Topics

7.28 GUID 105 Personal & Career Success

It was MSC (J. Stahlke/P. James, 8-0) to approve course update: recommended preparation, removing cross listing of PSYC 105, instructional objectives, assignments and textbooks for GUID 105 Personal & Career Success

7.29 GUID 105 Personal & Career Success

It was MSC (L. Harvey/J. Stahlke, 8-0) to approve Recommended Preparation of ENGL 45 for GUID 105 Personal & Career Success.

Discussion:

Office of Instruction will add the recommended preparation in the catalog description of the course outline of record in CurricUNET.

7.30 GUID 107 Learning Strategies and Study Skills

It was MSC (P. James/ J. Stahlke, 8-0) to approve Course Update: Recommended Preparation changed from ENGL 50 to ENGL 45 for GUID 107 Learning Strategies and Study Skills

7.31 PAL 206 California Employment Labor Law

It was MSC (R. Cerreto/J. Stahlke, 8-0) to approve PAL 206 California Employment Labor Law as a New Course

Discussion

Chair introduced Lynne Glickstein as the new hire for Paralegal Studies. Lynne shared that they hope this course will bring more people in from outside the paralegal program because there is a lot of labor individuals in the high desert; unions in the fire, police and/or teacher's areas that want to learn new skills. Part has to do with the specialty of what the paralegal does. Also, there is human resources and federal regulation that are part of what the paralegal studies is doing. There is a bigger market with all those people. The hope of the discipline is to draw multiple demographics into the program.

7.32 PAL 206 California Employment Labor Law

It was MSC (R. Cerreto/P. James, 8-0) to approve Distance Education as a Method of Instruction for PAL 206 California Employment Labor Law

7.33 PAL 207 Conflict Resolution and Negotiations

It was MSC (R. Cerreto/S. Visser, 8-0) to approve PAL 207 Conflict Resolution and Negotiations as a New Course

Discussion:

Lynne shared that this course has a broaden attraction to many different groups because for mediation you don't have to have litigation services, however, her ultimate goal is to have a state certificate for statue phase mediation training, so they can come to VVC and get a certificate and be able to work at consumer affairs, housing ward and a variety of places that they can say "I have done training in alternative dispute resolutions." This will have a broad reach to those people who work in other disciplines and so forth. She also claims that if someone has been asked to take a conflict resolution class, this is a course that can be taken. Pam James sees this course as part of a communication degree as well. Lynne indicated that this is a current trend.

Chair indicated this is another reason why there is a need to add new courses to an addendum so that trends can be offered to students while they are relevant.

Lynne states that because it is a Career Technical Education (CTE), it makes the prospective employment valuable for the student and employers. She also added that because this course meets the American Bar Association (ABA) approval, the discipline has to have it in inventory. The discipline wants the paralegal program be ABA approved. She shared that she has to update the certificate because ABA requires that the classes be paralegal focus. Therefore, she will be writing courses that are similar to the Criminal Justice, Math and Business courses but paralegal based. Chair asked to check that the courses are different enough that the students can take both and learn different content from both. As long as the students can take them both, the committee is in agreement.

While reviewing the course outline of record, Lisa discovered a typo on the manual that says "resolving" instead of "resolving". As per the Chair request, Office of Instruction will fix the typo in the course outline of record in CurricUNET.

7.34 PAL 207 Conflict Resolution and Negotiations

It was MSC (R. Cerreto/L. Harvey, 8-0) to approve Distance Education as a Method of Instruction for PAL 207 Conflict Resolution and Negotiations

Discussion

Jackie Stahlke asked to make a course outline of record correction to this item because it says Distance Education as a Method of Instruction for PAL 206 California Employment and Labor Law, and it should say Distance Education as a Method of Instruction for PAL 207 Conflict Resolution and Negotiations.

Office of Instruction will correct

7.35 RMGT 82 Customer Service

It was MSC (L. Harvey/L. Huiner, 8-0) to approve the Course Update: TOP Code, Instructional Objectives, SLOs, Course Content, Assignments, Methods of Instruction, Method of Evaluation and Textbook for RMGT 82 Customer Service

7.36 RMGT 83 Kitchen/Dining Room Training

It was MSC (L. Harvey/G. Jones, 8-0) to approve the Course Update: TOP Code, Instructional Objectives, Course Content, Assignments, Methods of Instruction and Textbook for RMGT 83 Kitchen/Dining Room Training

7.37 RMGT 83 Kitchen/Dining Room Training

It was MSC (R. Cerreto/L. Harvey, 8-0) to approve the prerequisite of RMGT 81 with a minimum grade of "C" for RMGT 83 Kitchen/Dining Room Training

- 7.38 RMGT 83 Kitchen/Dining Room Training**
It was MSC (L. Harvey/S. Visser, 8-0) to approve the prerequisite of RMGT 82 with a minimum grade of "C" for RMGT 83 Kitchen/Dining Room Training
- 7.39 RMGT 83 Kitchen/Dining Room Training**
It was MSC (P. Golder/L. Harvey, 8-0) to approve the prerequisite of RMGT 86 with a minimum grade of "C" for RMGT 83 Kitchen/Dining Room Training
- 7.40 RMGT 83 Kitchen/Dining Room Training**
It was MSC (R. Cerreto/P. James, 8-0) to approve the prerequisite of RMGT 87 with a minimum grade of "C" for RMGT 83 Kitchen/Dining Room Training
- 7.41 RMGT 84 Kitchen/Dining Room Management**
It was MSC (L. Harvey/R. Cerreto, 8-0) to approve the Course Update: TOP Code, Instructional Objectives, SLOs, Course Content, Assignments, Methods of Instruction, Method of Evaluation and Textbook for RMGT 84 Kitchen/Dining Room Management
- 7.42 RMGT 84 Kitchen/Dining Room Management**
It was MSC (L. Huiner/G. Jones, 8-0) to approve the Prerequisite: RMGT 83 with a minimum grade of C for RMGT 84 Kitchen/Dining Room Management
- 7.43 RMGT 85 Advanced Restaurant Management**
It was MSC (L. Harvey/G. Jones, 8-0) to approve the Course Update: TOP Code, Instructional Objectives, SLOs, Assignments, Methods of Instruction, Method of Evaluation and Textbook for RMGT 85 Advanced Restaurant Management
- 7.44 RMGT 85 Advanced Restaurant Management**
It was MSC (R. Cerreto/S. Visser, 8-0) to approve the Prerequisite: RMGT 84 with a minimum grade of C for RMGT 85 Advanced Restaurant Management
- 7.45 SPAN 101 Elementary Spanish**
It was MSC (P. Golder/J. Stalhke, 8-0) to approve the Course Update: Instructional Objectives, Assignments, Methods of Instruction and Textbooks for SPAN 101 Elementary Spanish
- Discussion:**
Chair shared with the committee that she has requested to add CC approval dates to all courses, so when searching for a course (deactivated, historical, etc.), a date will show in CurricUNET.
- 7.46 SPAN 101 Elementary Spanish**
It was MSC (P. Golder/R. Cerreto,8-0) to approve Distance Education as a Method of Instruction for SPAN 101 Elementary Spanish
- 7.47 SPAN 102 Elementary Spanish**
It was MSC (G. Jones/P. Golder, 8-0) to approve the Course Update: Instructional Objectives, Assignments, Methods of Instruction, Method of Evaluation and Textbooks for SPAN 102 Elementary Spanish
- 7.48 SPAN 102 Elementary Spanish**
It was MSC (P. Golder/R. Cerreto, 8-0) to approve Distance Education as a Method of Instruction for SPAN 102 Elementary Spanish

TABLED COURSES:

None

8.0 PROGRAMS/CERTIFICATES

8.1 Automotive Inspection and Maintenance Technician

It was MSC (S. Visser/L. Harvey, 8-0) to approve Certificate Deactivation

8.2 Automotive Window Tinting

It was MSC (S. Visser/G. Jones, 8-0) to approve the Certificate Deactivation

8.3 Automotive Transmission Specialist

It was MSC (S. Visser/J. Speakman, 8-0) to approve the certificate for CNET only

Discussion

Committee discovered that the Catalog shows 12 units which includes AUTO 55 course with variable units, but when looking at the AUTO 55 active course it shows 5 units. When entered in CurricUNET, the system is picking up the variable units of the courses.

Certificate has not changed, but the catalog has to be updated

8.4 Criminal Justice Certificate of Achievement

It was MSC (R. Cerreto/J. Speakman, 8-0) to approve the change from Administration of Justice to Criminal Justice

Discussion:

This is changing the name and all courses in the certificate from Administration of Justice to Criminal Justice, and this certificate is a 24 units certificate.

Office of Instruction will update the agenda with the course outline of record certificate.

8.5 CADD Technician I

Deleted, was previously approved

8.6 Network Specialist

It was MSC (L. Harvey/J. Stahlke, 8-0) to approve the certificate update

8.7 Nursing Assistant/ Home Health Aide

It was MSC (J. Speakman/L. Harvey, 8-0) to approve the certificate for CurricUNET only

TABLED PROGRAMS/CERTIFICATES

None

9.0 INFORMATION/DISCUSSION:

9.1 Certificates/Degrees not in CurricUNET/Catalog – deactivate?

Chair sent a list with certificates that have not been conferred in the last 5 years. She sent an e-mail to the department chairs explaining that those certificates have not been conferred those certificates in five years or more, so she asked if they want the certificates to be deactivated.

She is receiving answers saying from some saying yes and others saying no.

Electronics, for example, has certificates that are not in CurricUNET and are not updated, some of the courses have been deactivated.

If the Chair brings a list of certificates for deactivation to the next meeting, the committee will officially deactivate them, so the office of instruction can inactivate them in Colleague.

Pam James stated that it is important to deactivate them because the college is not doing any service to the students since they think that those are active certificates, but in reality, they are not because many of their courses have been deactivated, so it makes the Ed Plan inaccurate as

well. In addition, Patty Golder shared that when she sat with ACCJC, this was one of the discussion she had with them because those certificates are being offered, nothing is being done with them and they don't have Program Learning Outcomes (PLOs) so in effect, the college is out of compliance. She told them that those certificates were going to be deactivated.

Leslie Huiner suggested to give an option to the departments before deactivating the certificates. She suggests to give a dateline on when they need to initiate the changes.

Pam James explains that there is a timeline for the catalog, and that should be the timeline to update the certificates.

Chair will send an e-mail explaining that it was discussed at the curriculum committee meeting, and the committee will like to give him the opportunity to update the certificate. She will explain that the committee will officially deactivate them, but if everything gets updated by March 30th, they will go into the next catalog. Now that the certificates have been entered in CurricUNET by the Chair, so it is easier to update them.

Chair states that the only certificates that will be deactivated are the ones that have not been awarded for the last five years. The ones with students who are working toward earning the certificates will not be deactivated.

All members of the committee agreed to deactivate all certificates with no awards in the last five years.

Chair also shared she has talked to Dave Olsen about the EMS refresher because no certificates have been awarded in the last five years. He explained that what is happening is that the students are not filling out the application, but he will make sure to let the students know. Chair advised him that if no certificates are issued this Fall, the certificate will be deactivated.

9.2 Addendum Criteria

Chair sent the addendum criteria to the committee, and she pointed that new courses are only included in the regular catalog not the addendum, and it is important to discuss the criteria.

Chair asked the counselors on the committee if the new courses are in the addendum, what does that affect, and what would the students do if they want to take that course instead? In addition, she inquired if the students can skip a course in the Ed Plan, or if they take extra courses outside of the Ed Plan. Counselors explained that students do it all the time. However, if they are on appeal for Financial Aid, the Appeal Committee questions why the student is taking courses outside of their Ed Plan. They need to come back to counseling to update their Ed Plan, and it goes back to the Appeal Committee. It was indicated that new courses need to be included in the addendum with a statement warning students that they must go back and get their Ed Plan updated.

Bottom line is that anybody receiving Federal Aid needs to follow their Ed Plan.

Chair asked Pam James what she thought about it; Pam agreed that it is a good idea.

Another important criterion that should be included in the addendum is Program Deactivation; otherwise, a student can start a program in the spring, but the program is gone in the fall.

9.3 Changes in the new PCAH (PowerPoint)

Moved to 9-14-17 due to time limit on this meeting

9.4 New Chancellor's Office site – <https://coci2.ccctechcenter.org>

Chair explained the Chancellor's Office has a new curriculum inventory system, and the committee can visit the site provided to find the list of programs and courses approved.

9.5 C-ID List

Moved to 9-14-17 due to time limit on this meeting

9.6 CMST 108 Course approved in error in CurricUNET

Chair explained there was an error made by the Office of Instruction in regards to 108 and 180. Committee approved CMST 180 but 108 was marked in CurricUNET instead. CMST 108 will be reviewed at the next meeting.

10. PUBLIC COMMENTS RELATED TO NON-AGENDA ITEMS:

None

11. ADJOURNMENT

The meeting was adjourned at 5:20 p.m.

Respectfully submitted,

Debra Blanchard
Chair