

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

**SEPTEMBER 8, 2016**

**2:45PM**

**1. CALL TO ORDER**

The meeting was called to order at 2:56 p.m. by Debra Blanchard, Chairperson.

**MEMBERS PRESENT:** Debra Blanchard, Chairperson, Lisa Harvey, Patty Golder, Leslie Huiner, Scott Jones, Pamela James, Gregory Jones, Jackie Stahlke, Jeanine Speakman.

**GUESTS:** Malia Carpenter

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

Additions: Add FIRE 59 as agenda item 6.25.

Correction: Change agenda items 6.1, 6.2, and 6.3 to agenda items 6.22, 6.23, and 6.24. Move agenda items 6.22, 6.23, and 6.24 to the beginning of the Action Items.

Additions: Discussion – Maternity Leave as agenda item 8.4.

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

**4. MINUTES:**

It was MSC (L. Harvey/P. James, 7-0) to approve as presented the minutes of June 9, 2016.

**5. CONSENT AGENDA:**

It was MSC (P. James, G. Jones, 7-0) to approve the consent agenda items 5.1 through 5.53.

**5.1 KIN 103 History and Appreciation of Dance**

Textbook only revision

**5.2 KIN 177 Athletic Training IV**

Textbook only revision

**5.3 KIN 180A Tennis**

Textbook only revision

**5.4 KIN 185 Football Techniques and Conditioning**

Textbook only revision

**5.5 KIN 185B Offensive Football Techniques and Conditioning**

Textbook only revision

**5.6 KIN 185C Defensive Football Techniques**

Textbook only revision

**5.7 KIN 186A Introduction to Aqua Aerobics**

Textbook only revision

**5.8 KIN 186B Aqua Jogging**

Textbook only revision

**5.9 KIND 160A Tap Dance IA**

Textbook only revision

**5.10 KIND 160B Tap Dance IB**

Textbook only revision

- 5.11 **KIND 160C Tap Dance IC**  
Textbook only revision
- 5.12 **KIND 161A Tap Dance IIA**  
Textbook only revision
- 5.13 **KIND 161B Tap Dance IIB**  
Textbook only revision
- 5.14 **KIND 161C Tap Dance IIC**  
Textbook only revision
- 5.15 **KIND 166A Introduction to Ballet Dance IA**  
Textbook only revision
- 5.16 **KIND 166B Building Ballet Basics IB**  
Textbook only revision
- 5.17 **KIND 166C Ballet Fundamentals IC**  
Textbook only revision
- 5.18 **KIND 167A Introduction to Intermediate Ballet IIA**  
Textbook only revision
- 5.19 **KIND 167B Intermediate Ballet Dance IIB**  
Textbook only revision
- 5.20 **KIND 170A Jazz Dance IA**  
Textbook only revision
- 5.21 **KIND 170B Jazz Dance IB**  
Textbook only revision
- 5.22 **KIND 170C Jazz Dance IC**  
Textbook only revision
- 5.23 **KIND 171A Jazz Dance IIA**  
Textbook only revision
- 5.24 **KIND 171B Jazz Dance IIB**  
Textbook only revision
- 5.25 **KIND 171C Jazz Dance IIC**  
Textbook only revision
- 5.26 **KIND 180 Introduction to Classical Musical Theatre Dance**  
Textbook only revision
- 5.27 **KIND 181 Introduction to Contemporary Musical Theatre Dance**  
Textbook only revision
- 5.28 **KIND 182 Beginning Classical Musical Theatre Dance**  
Textbook only revision
- 5.29 **KIND 183 Beginning Contemporary Musical Theatre Dance**  
Textbook only revision

- 5.30 **MATH 63 Pre-Statistics Mathematics**  
SLO only revision
- 5.31 **MUSC 101 Fundamentals of Music**  
SLO only revision
- 5.32 **TA 160A Tap Dance IA**  
Textbook only revision
- 5.33 **TA 160B Tap Dance IB**  
Textbook only revision
- 5.34 **TA 160C Tap Dance IC**  
Textbook only revision
- 5.35 **TA 161A Tap Dance IIA**  
Textbook only revision
- 5.36 **TA 161B Tap Dance IIB**  
Textbook only revision
- 5.37 **TA 161C Tap Dance IIC**  
Textbook only revision
- 5.38 **TA 166A Introduction to Ballet Dance IA**  
Textbook only revision
- 5.39 **TA 166B Building Ballet Basics IB**  
Textbook only revision
- 5.40 **TA 166C Ballet Fundamentals IC**  
Textbook only revision
- 5.41 **TA 167A Introduction to Intermediate Ballet IIA**  
Textbook only revision
- 5.42 **TA 167B Intermediate Ballet Dance IIB**  
Textbook only revision
- 5.43 **TA 167C Intermediate Ballet IIC**  
Textbook only revision
- 5.44 **TA 170A Jazz Dance IA**  
Textbook only revision
- 5.45 **TA 170B Jazz Dance IB**  
Textbook only revision
- 5.46 **TA 170C Jazz Dance IC**  
Textbook only revision
- 5.47 **TA 171A Jazz Dance IIA**  
Textbook only revision
- 5.48 **TA 171B Jazz Dance IIB**  
Textbook only revision

- 5.49 **TA 171C Jazz Dance IIC**  
Textbook only revision
- 5.50 **TA 180 Introduction to Classical Musical Theatre Dance**  
Textbook only revision
- 5.51 **TA 181 Introduction to Contemporary Musical Theatre Dance**  
Textbook only revision
- 5.52 **TA 182 Beginning Classical Musical Theatre Dance**  
Textbook only revision
- 5.53 **TA 183 Beginning Contemporary Musical Theatre Dance**  
Textbook only revision

## 6. ACTION ITEMS

### 6.22 **Curriculum Deadlines for 2016-2017**

It was MSC (G. Jones/J. Speakman, 7-0) to approve the corrected calendar of curriculum deadlines.

Also discussion to propose exchanging the September 22nd Curriculum Committee meeting for September 29th so that Debby and Malia can attend the Curriculum and Financial Aid Workshop (see attachments).

On September 22, 2016 there is a Financial Aid/Curriculum meeting in Irvine. Is the committee okay with cancelling the Sept. 22<sup>nd</sup> meeting and moving it to Sept. 29<sup>th</sup> instead? The committee agreed to cancel the Sept. 22<sup>nd</sup> meeting and hold the next Curriculum Committee meeting on September 29<sup>th</sup>. Enough committee members will be present on Sept. 29<sup>th</sup> to have a quorum.

Leslie Huiner arrived at 3:10pm.

### 6.23 **Curriculum Handbook for 2016-2017 (see attachment)**

First read: Debby will add the cooperative education information that was identified by Maggi Dunsmore. Leslie would like to discuss the elimination of the second CTE area rep. Debby shared that a year ago the assigned departments were reorganized to split the load with Scott and Lisa. Lisa said that she has not had any problems keeping up with the number of departments assigned to her. Scott is also okay with the number of departments he has. Leslie's understanding is that eliminating the secondary rep. was only a trial. She was unaware that it would be a permanent decision, so she would like to discuss it further with the committee today. Debby shared that eliminating one position was okay to help with the voting of items. An odd number of votes avoids the problem of having a tie vote. Leslie shared that the Curriculum Committee Chair would be responsible for breaking the tie vote, if that were to happen. Debby stated that what she's hearing from the committee is that we may need another Articulation officer instead of another CTE area rep. In that case, this person would be the articulation person for CTE and could help Scott. Debby would like to further discuss this and bring it back to the next meeting on September 29th. Options to consider are: the committee could add back the other CTE area rep, if they think that's the best route, or we can leave it the way that it is and watch to see how things work out. Debby would like to talk to people in CTE to see what their feelings are about having 1 CTE curriculum area rep. Debby suggested the idea of perhaps having an anonymous survey via SurveyMonkey. Patty asked if there is anyone on campus that knows Articulation and CTE programs. Pam said no, not at this time. Lisa suggested training someone who could perform these functions. Debby suggested that Pam talk to Dr. Maphumulo and the CTE Dean to apprise them of the changes coming down from the State in regards to CTE. Leslie asked Debby to look at the reference to Oxnard College that comes up when viewing the Curriculum handbook in CurricUNET using Firefox. Debby will check with Justin to see why the document tab is showing up that way. Lisa asked why the handbook is being updated. Debby shared that the handbook is out of date and needs to be updated. Patty also shared that the handbook is being used for accreditation.

It was MS (J. Speakman/L. Harvey) to approve the Curriculum Handbook for 2016-2017. Motion failed. It was MSC (G. Jones/J. Stahlke, 8-0) to table agenda item 6.23.

**6.24 AP 4260 Prerequisites/Corequisites/Advisories (see attachment)**

Debby Blanchard shared that there is an AP 4260 posted on the Academic Senate website. It was approved by the Senate but it does not that it was approved by the BOT. Debby researched an extensive number of colleges and found that almost all colleges have an AP 4260, and the language for the AP is exceptionally similar across all of the colleges. Once the committee agrees on the write-up for AP 4260, then it would be sent to the Senate and ultimately to the BOT. AP 4260 is being reviewed so that everyone knows what the process is.

It was MS (G. Jones/P. Golder) to approved AP 4260 Prerequisites/Corequisites/Advisories. Motion Failed. It was MSC (S. Jones/J. Stahlke, 8-0) to table the item.

**Courses**

It was MSC (J. Stahlke/P. James, 8-0) to bundle agenda items 6.1, 6.6, 6.9, 6.10, 6.11, 6.12, 6.13, 6.14, and 6.15

It was MSC (P. Golder/L. Harvey, 8-0) to approve the bundle in one motion.

**6.1 AENG 10.7B ESL Intermediate Speaking II**

Course Deactivation

**6.6 ESL 5 Beginning Listening and Speaking**

Course Deactivation

**6.9 GEOL 102 Historical Geology**

Course Deactivation

**6.10 GEOL 103 Geology of California**

Course Deactivation

**6.11 HIST 10 Exploring the Mojave Road**

Course Deactivation

**6.12 KIND 152 Dance Choreography I**

Course Deactivation

**6.13 MATH 66 Pre-College Mathematics**

Course Deactivation

**6.14 RSPT 241 Basic Princ of RT**

Course Deactivation

**6.15 RSPT 242 RT Application/Proced**

Course Deactivation

**6.2 CMST 107 Family Communication**

It was MSC (G. Jones/P. James, 8-0) to approve the course update for CMST 107 Family Communication.

**6.3 CMST 107 Family Communication**

It was MSC (G. Jones/L. Harvey, 8-0) to approve distance education as a method of instruction for CMST 107 Family Communication.

- 6.4 CTMF 140 Manufacturing Internship**  
It was MSC (J. Speakman/P. James, 8-0) to approve the first read - Course Update (remove CSU transferability) for CTMF 140 Manufacturing Internship.
- 6.5 CTMF 140 Manufacturing Internship**  
It was MS (P. James/L. Harvey) to approve the second read - course update (remove CSU transferability) for CTMF 140 Manufacturing Internship. Motion failed. It was MSC (P. James/S. Jones, 8-0) to table agenda item 6.5.
- 6.7 FIRE 40 Fire Fighter Entrance Exam Techniques**  
It was MSC (S. Jones/J. Stahlke, 8-0) to approve the course update for FIRE 40 Fire Fighter Entrance Exam Techniques.
- 6.8 FIRE 40 Fire Fighter Entrance Exam Techniques**  
It was MSC (L. Harvey/P. James, 8-0) to approve distance education as a method of instruction for FIRE 40 Fire Fighter Entrance Exam Techniques.

**Tabled Courses:**

- 6.16 PAL 101 Law Office Technology for Paralegals**  
It was MS (G. Jones/P. James) to approve PAL 101 Law Office Technology for Paralegals as a new course. Motion failed. It was MSC (P. James/J. Stahlke, 8-0) to table the item.
- It was MSC (P. James/L. Harvey, 8-0) to bundle agenda items 6.17, 6.18, 6.19, 6.20, and 6.21.  
It was MSC (P. James/J. Speakman, 8-0) to table the bundle.
- 6.17 PAL 101 Law Office Technology for Paralegals**  
Corequisite: PAL 100
- 6.18 PAL 101 Law Office Technology for Paralegals**  
Distance Education
- 6.19 PAL 200 Law Office Management for Paralegals**  
New Course
- 6.20 PAL 200 Law Office Management for Paralegals**  
Corequisite: PAL 100
- 6.21 PAL 200 Law Office Management for Paralegals**  
Distance Education
- 6.25 FIRE 59 Basic Wildland Fire Academy**  
It was MSC (S. Jones/L. Huiner, 8-0) to approve the course update for FIRE 59 Basic Wildland Fire Academy, as corrected.
- 7. PROGRAMS/CERTIFICATES:**
- 7.1 Administration of Justice Certificate**  
It was MSC (G. Jones/J. Speakman, 8-0) to approve the certificate update – entering into CurricUNET only for the Administration of Justice certificate.
- 7.2 Animal Health Technician Certificate**  
It was MSC (L. Harvey/L. Huiner, 8-0) to approve the certificate update: program level outcomes for the Animal Health Technician certificate.
- 7.3 CSU GE Requirements**  
It was MSC (P. James/G. Jones, 8-0) to approve the program update – entering into CurricUNET only for the CSU GE Requirements.

**7.4 Digital Animation Artist Certificate**

It was MSC (J. Stahlke/P. Golder, 8-0) to approve the certificate deactivation for the Digital Animation Artist certificate.

**7.5 Environmental Horticulture & Restoration Technician Certificate**

It was MSC (L. Harvey/S. Jones, 8-0) to approve the certificate update: program level outcomes for the Environmental Horticulture & Restoration Technician certificate.

**7.6 Intersegmental General Education (GE) Transfer Curriculum**

It was MSC (G. Jones/P. James, 8-0) to approve the program update – entering into CurricUNET only for the Intersegmental General Education (GE) Transfer Curriculum.

**7.7 Restaurant Management Certificate**

It was MSC (L. Huiner/L. Harvey, 8-0) to approve the program update – entering into CurricUNET only for the Restaurant Management certificate.

**7.8 VVC A.S. Degree**

It was MSC (J. Stahlke/S. Jones, 8-0) to approve the program update – entering into CurricUNET only for the VVC A.S. Degree.

**8. INFORMATION/DISCUSSION:**

**8.1 Certificate list and title changes, other changes (when to require, should the committee make changes at the time the courses come in or should we require all courses changes that affect certs to be made by users).**

Scott Jones is working with Heath Cohen, Fire Tech. Dept. Chair, on updating his courses and subsequent certificates. Debby wants to add this as a standing item for discussion until everything has been addressed.

**8.2 Certificate changes that require Chancellor Office approval - course changes also require that the certificate be updated and approved separately. (PCAH, p. 179-182) Certificate of Achievement updates must be State approved prior to updating the catalog. Should locally approved certificates follow the same procedure?**

The committee agrees that locally approved certificates should follow the same procedure as Chancellor approved certificates. If courses are updated, the certificates must also be updated. If certificates are not updated and correct, then the certificate should not be printed in the catalog.

**8.3 Presentation from Curriculum Institute (time permitting): COR 101: The Nuts and Bolts of the Course Outline of Record**

Due to time constraints, this item will be carried over to the September 29<sup>th</sup> meeting.

**8.4 Maternity Leave**

Jackie Stahlke would like to be able to Skype/FaceTime in for the Curriculum Committee meetings. She will miss the last 3 committee meetings while she is on maternity leave. The committee has agreed that this is a good option.

**9. PUBLIC COMMENTS RELATED TO NON-AGENDA ITEMS: None**

**10. ADJOURNMENT**

The meeting was adjourned at 5:04 p.m.

Respectfully submitted,

Debra Blanchard  
Chairperson