

ADOPTED MINUTES
VICTOR VALLEY COLLEGE

SEPTEMBER 14, 2017

2:45 PM

1.0 CALL TO ORDER

The meeting was called to order at 2:46 p.m. by Chair.

MEMBERS PRESENT: Debra Blanchard, Chair, Patty Golder, Lisa Harvey, Pam James, Gregory Jones, Scott Jones, Jeannine Speakman, Jackie Stahlke and Sandy Visser

MEMBERS ABSENT: Richard Cerreto and Leslie Huiner

GUESTS: Reba Pugliese and Melina Rodriguez

2.0 ANNOUNCEMENT OF ADDITIONS/DELETIONS/CORRECTIONS TO AGENDA:

Correction:

Item 6.3 - Tabled at the 8-31-17 meeting as CMST 208 because it needed a 100-level number. Greg Jones indicated the course number was changed to CMST 188. Committee also suggested that the corequisite be changed to 188LA to match the course

3.0 ANNOUNCEMENT COURSE DEVELOPERS MAY COMMENT OR EXPLAIN AGENDA ITEMS.

4.0 MINUTES:

4.1 Minutes from June 8, 2017

It was MSC (S. Visser/J. Speakman, 8-0) to approve the minutes from June 8, 2017.

4.2 Minutes from August 31, 2017

It was MSC (P. Golder/J. Stahlke, 8-0) to approve the minutes from August 31, 2017.

Discussion:

Patty Golder shared that Maria Ruiz is requesting more explanation about the tabled items 7.25 and 7.26 as well as guidance on how to fix the course. Chair explained that prerequisite and distance education were tabled because the course was tabled. The course must be approved first and then the prerequisite and distance education will follow. Chair explained that faculty need to justify the increase in units. There should be more content added and/or rigor to the course. Also, it was suggested to expand the Student Learning Outcomes (SLOs). Patty Golder will share them with the faculty member.

5.0 CONSENT AGENDA:

None

6.0 ACTION ITEM

COURSES:

6.1 CMST 108 Group Discussion

It was MSC (G. Jones/J. Stahlke, 8-0) to approve the Course Update: Instructional Objectives, Assignments and Textbook

Discussion:

Office of Instruction will update the codes and dates screen in CurricUNET to match the Curriculum Committee and Board of Trustees approval dates.

6.2 **FIRE 51T Firefighter I Certification Testing**

It was MSC (L. Harvey/P. James, 8-0) to approve FIRE 51T Firefighter I Certification Testing as a New Course as corrected

Discussion:

Class cap was approved by Dr. Peter Maphumulo.

Corrections to the Course Outline of Records were made during the meeting as follow:

- Safety issues were removed from the maximum class size justification, and
- Capitalized the first letter of “Demonstrate” in the Student Learning Outcome

Chair explained that Catalog Committee is working on having a digital catalog, and the request is to be a live catalog; therefore, as the committee makes changes on the Course Outline of Records (CORs), those changes are reflected automatically in the catalog. The CORs have to be transferable to the system because making the changes manually would not work. Chair states that committee have to be very strict with the wording and the word capitalizations on the CORs.

A question was raised in regards to capitalizations when listing Student Learning Outcomes, so English Area Representative explained that in this case as long as the outcomes are separated by a semicolon they can start with a capital letter.

TABLED COURSES:

6.3 **CMST 188 Fundamentals of Journalism**

It was MSC (G. Jones/S. Visser, 8-0) to approve CMST 188 Fundamental of Journalism as a New Course as corrected. It was previously tabled based on the rigor of a 200-level course.

Discussion:

Course Outline of Records was changed from CMST 208 to CMST 188. It also changed the justification of the maximum class size to “space is limited to 25 computers” instead of “25 computers” because that is the limitation not the seats in the room.

In the future, it might need to be reviewed because of pedagogical reasons; however, as of right now, it stays as 25 because the course was approved by the Vice President for 25. Committee recommended the area representative to bring this discussion back to the department chair; if there will be any changes, she can add as pedagogical reason that teacher must do an individual check of all written work in each computer station. More importantly, to attach research documentation about journalism class limitations for the Vice President’s approval. To find class size limitations, the chair recommended to go to the ASCCC website www.asccc.org.

Jackie Stahlke inquired when the cross listed course, JOUR 108, is going to be submitted thru the approval process, or if there is a policy that directs the faculty to submit courses that are linked together to be updated. She strongly recommended that both courses should be submitted at the same time to match. Chair explained that thru the approval process the area representative should have checked that both courses are the same. Greg Jones explained that the department’s idea is for this course to replace JOUR 108. Chair recommended in that case to deactivate JOUR 108; that way they don’t have to worry about updating or cross listing. However, chair reaffirmed that if a course is cross listed both courses should be submitted for approval at the same time.

For new courses with cross listings, chair requested that Office of Instruction brings both Course Outline of Records for the curriculum review to make sure they match; if courses do not match, the original course will be tabled. CMST was indicated to be cross-listed with JOUR 108.

Greg Jones will report back at the next meeting as to what will be done about JOUR 108.

6.4 CMST 188 Fundamentals of Journalism

It was MSC (G. Jones/L. Harvey, 8-0) to approve the Prerequisite of ENGL 45 for CMST 188 Fundamentals of Journalism. This item was postponed because the course was not approved yet.

Discussion:

Chair inquired about why it was changed from ENGL 50 to ENGL 45; Area Representative explained that the course number was changed for the following reasons: with a 45 number, the course was labeled as basic skills and basic skills funding could be secured; the English department followed the math department's path in realigning course numbers.

Articulation officer asked why the number was changed. Chair answered because 50 to 99 are degree applicable, but 45 is not. Articulation officer is conducting an investigation because the college could be in violation since a non-degree applicable course or transferred level course is affecting the IGETC. She believes it has to be associate degree applicable; however, she is double checking on that.

6.5 CMST 188 Fundamentals of Journalism

It was MSC (J. Stahlke/ G. Jones, 8-0) to approve Corequisite of CMST 208LA which was postponed on 8-31-17 because the course was not been approved yet.

Discussion:

Committee suggested to change the number of the Corequisite to CMST 188LA. Once that course is changed, faculty can submit a prerequisite only proposal in CurricUNET.

Office of Instruction will correct the agenda to say Corequisite instead of Prerequisite

6.6 CMST 188 Fundamentals of Journalism

It was MSC (S. Visser/ S. Jones, 8-0) to approve Distance Education as a Method of Instruction for CMST 188. Fundamentals of Journalism. It was postponed on 8-31-17 because the course was not approved yet.

Discussion:

Chair inquired if any of the committee members attended the distance education training. Patty Golder stated she did attend, so Chair questioned if the distance education page match up with what was being taught at the training. Patty Golder stated that it does match.

6.7 CMST 160 Streaming Video Production and Distribution

It was MSC (G. Jones/P. James, 8-0) to approve CMST 160 Streaming Video Production and Distribution as a New Course as corrected. It was previously tabled based on the rigor of a 200-level course.

Discussion

Gregory Jones stated that he had discussed with the department chair, and this course needed to be changed to CMST 160. Change was made during the meeting.

Articulation Officer explained that when a course is submitted to ASSIST, they inquire about the term when the course was first taught; that is the date showing in ASSIST. Chair stated that this is another reason why an Addendum is very important. Right now, with no new courses added in the addendum, the faculty does not know when the course is going to be taught. Articulation Officer mentioned that she will save the Course Outline of Record (COR).

Chair explained that currently CurricUNET is creating an issue with the final approval of the CORs. The issue is that Office of Instruction only has two options for final approval: Implement or Approve for Later Implementation. When Office of Instruction selects implement, the COR automatically becomes active putting the existing (older) COR historical. When they select Approve for Later Implementation, CurricUNET keeps the COR black until the effective date blocking faculty from any activity or work on that course until the course becomes active. This

creates two problems. When the COR is implemented right away, and the active course is turned historical, the Student Learning Outcomes (SLOs) can be new, and do not match with the Syllabus. This just happened with the new Criminal Justice (CJ) courses, and they are not effective until fall 2018. She explained that she is currently working on get them back for Later Implementation; however, this also creates an issue because if any changes are required, the faculty cannot make any corrections until Fall 2018.

This is a CurricUNET function, and it cannot be changed. Chair explained that in the past VVC used to offer courses as soon as courses were approved by the state. Since rules have been changed, courses can only be offered if they are listed in the catalog or addendum. In the past depending on the timing, after the course was approved by the state, the course could be offered the following semester. According to the Chair per ACCJC, the course has to be advertised for equal access to the students; however, if there is a digital catalog available online all the time, maybe this would allow quicker offerings of new courses.

Chair asked the counselors, Pam James and Jackie Stahlke, how a live digital catalog would affect them. They stated that they would be using the live digital catalog instead of a printed catalog. However, they need to pay closer attention into the schedules and the time of transferability because the dateline to submit courses to ASSIST is June. Pam James shared that all courses approved by the curriculum committee are submitted to ASSIST at the end of each June. This is because each college has an assigned month and VVC is June. She also submits each December for UC/IGETC.

Counselors agreed that having a weekly catalog update will not affect the Educational Plans.

Jackie Stahlke considered that having a live catalog will bring many discussions between Admissions and Counseling because changes being made in the middle of the semester may affect the catalog rights. Pam James and Jackie Stahlke stated that currently catalog rights are for the academic year, so what is printed in the catalog is good for the entire school year. However, live catalog means that changes will be reflected as they are being made. Scott Jones commented that it could work like a timestamp. Chair states that it is favored by students, so she shared a conversation she had with students in the Associate Student Body (ASB); they would like courses offered as soon as they are approved by the Curriculum Committee. She explained that there is a process of approval that has to be followed after Curriculum Committee approves curriculum, that it has to be approved by Chancellor's Office before being offered.

Chair indicated that she had collected addendums from many colleges from California. One of those colleges have quarterly catalogs; one for each term, spring, summer, winter and fall. This would solve the issue about catalog rights because there would be a catalog for each term. However, there is a need for a lot of conversations about the topic. She will be calling the college that has four catalogs and ask about the catalog rights.

Jackie Stahlke shared that the issue of the addendum was discussed during the counseling meeting. She talked about new courses and their articulation pieces because the students have been told that a course will meet an area, but then later they have to take another course because the initial course was not CSU or UC approved yet. Pam James explained that IGETC course submission and approvals are in December. Therefore, CSU will be included after curriculum committee approves and UC should be added when approval is received. Office of Instruction needs to add the UC in the catalog and in the COR after it has been approved.

Chair asked the counselors to bring this discussion to the counseling meetings because it is important to offer new courses to the students as soon as they are approved. She also informed the committee that the Catalog Committee will have some digital catalog demonstrations scheduled for the month of October.

6.8 CMST 160 Streaming Video Production and Distribution

It was MSC (L. Harvey/G. Jones, 8-0) to approve Distance Education as a Method of Instruction postponed due to the course being tabled based on the rigor of a 200-level class.

6.9 ESL 43A Low Advanced Reading and Vocabulary I

It was MSC (P. Golder/J. Stahlke, 8-0) to table the Course update: Change course number and title, description change, instructional objectives, Student Learning Outcomes, course content, assignments and textbook update. Tabled due to no content change but increase in unit value.

Discussion

Patty Golder requested a timeline for completing this course. The chair suggested to be state approved by end of October, so it can be part of the addendum in case there is an addendum; otherwise, it will have to wait until the Fall 2018.

6.10 ESL 43A Low Advanced Reading and Vocabulary I

It was MSC (P. Golder/J. Stahlke, 8-0) to table Prerequisite: Qualifying placement scores of equivalent coursework due to the course being tabled.

6.11 ESL 43A Low Advanced Reading and Vocabulary I

It was MSC (P. Golder/J. Stahlke, 8-0) to table Distance Education as a Method of Instruction due to the course was tabled.

7.0 PROGRAMS/CERTIFICATES

It was MSC (L. Harvey/G. Jones, 8-0) to bundle items 7.1, 7.2, 7.3, 7.4, 7.5, 7.6, 7.7, 7.8, 7.9, 7.10, 7.11, 7.12, 7.13, 7.14, 7.15, 7.16, 7.17, 7.18, 7.19, 7.20, 7.21, 7.22, 7.23, 7.24, 7.25, 7.26, 7.27, 7.28, 7.29, 7.30, 7.31, 7.32, 7.33, 7.34, 7.35, 7.36, and 7.37 for Certificate Deactivations

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

Discussion:

Pam James inquired about item 7.2 Associate Degree in Arts. Chair explained that it has not been awarded for 5 years, and it is not state approved either.

Per Anthony Bonato's e-mail, Electrical Technician Certificate why was it being deactivated. This certificate is not in the Catalog, not in CurricUNET, or recorded at the state. It has not been awarded in the last 5 years.

Q-10 Level I Certificate Welding Certificate was separated by mistake as Q-10 Level I Certificate item 7.33 and Welding Certificate item 7.38. Office of Instruction will fix the error, and remove item 7.38 from agenda.

Chair shared with the committee that she sent an e-mail in the summer to every department chair that included the list of certificates for deactivation since they have not been awarded for the past 5 years; then she sent a reminder during the first or second week of school. The certificates from the faculty who did not replied back, she typed a yes on the Yes Deactivation column. It is better to deactivate them and remove them from the list. This allows the Office of Instruction to inactivate them in Colleague and at the Chancellor's Office. It is important to remember that they are not being removed, only deactivated; if they decide to bring them back they can update and submit them for approval.

Chair shared that some file cabinets with Curriculum Committee documents will be transferred from the Counseling building to the Office of Instruction. She also has showed the Dean of Instruction the place in the Human Resources building where curriculum documents are stored.

7.1 A+ Certification Examination Preparation Certificate

Certificate Deactivation

7.2 Associate Degree in Arts

Degree Deactivation

7.3 Certified Phlebotomy Technician 1B Certificate

Certificate Deactivation

- 7.4 **Certified Phlebotomy Technician 1C Certificate**
Certificate Deactivation
- 7.5 **Cisco Networking Academy Level II Certificate**
Certificate Deactivation
- 7.6 **Cisco Networking Academy Level III Certificate**
Certificate Deactivation
- 7.7 **Cisco Networking Academy Level IV Certificate**
Certificate Deactivation
- 7.8 **Cisco Networking Academy Level V Certificate**
Certificate Deactivation
- 7.9 **Cisco Networking Academy Level VI Certificate**
Certificate Deactivation
- 7.10 **Cisco Networking Academy Level VII Certificate**
Certificate Deactivation
- 7.11 **Collegial Education Lvl2: Curriculum Specialization Certificate**
Certificate Deactivation
- 7.12 **Collegial Education Lvl2: Teaching/Long Specialist**
Certificate Deactivation
- 7.13 **Collegial Education Lvl2: Technology Specialization Certificate**
Certificate Deactivation
- 7.14 **Collegial Education Level I Certificate**
Certificate Deactivation
- 7.15 **Communication Electronics Certificate**
Certificate Deactivation
- 7.16 **Digital Photography Certificate**
Certificate Deactivation
- 7.17 **Electrical Technician Certificate**
Certificate Deactivation
- 7.18 **Equine Health Certificate**
Certificate Deactivation
- 7.19 **Escrow Secretarial Services**
Certificate Deactivation
- 7.20 **Fiber Optic Cabling Technician**
Certificate Deactivation
- 7.21 **Fire Prevention Officer Certificate**
Certificate Deactivation
- 7.22 **Geographic Information Systems for Emergency Response and Management Certificate**
Certificate Deactivation
- 7.23 **GIS for the Social Science Certificate**
Certificate Deactivation

- 7.24 **Journalism Certificate**
Certificate Deactivation
- 7.25 **Juvenile Counselor Course Certificate**
Certificate Deactivation
- 7.26 **Landscape Irrigation Certificate**
Certificate Deactivation
- 7.27 **MCSE Examination Preparation Level I Certificate**
Certificate Deactivation
- 7.28 **MCSE Examination Preparation Level II Certificate**
Certificate Deactivation
- 7.29 **Module A Reserve Academy Firearms Only Certificate**
Certificate Deactivation
- 7.30 **N+ Certification Examination Preparation Certificate**
Certificate Deactivation
- 7.31 **Netware Certificate**
Certificate Deactivation
- 7.32 **Network Cabling Technician Certificate**
Certificate Deactivation
- 7.33 **QC-10 Level I Welding Certificate**
Certificate Deactivation
- 7.34 **Real Estate Escrow Certificate**
Certificate Deactivation
- 7.35 **Reserve Level I Certificate**
Certificate Deactivation
- 7.36 **Reserve Level II Certificate**
Certificate Deactivation
- 7.37 **Water Resource Management Certificate**
Certificate Deactivation
- 7.38 **Welding Certificate**
Removed from Agenda

TABLED PROGRAMS/CERTIFICATES
None

9.0 INFORMATION/DISCUSSION:

9.1 Changes in the new PCAH (PowerPoint)

Chair explained that per Title 5, anybody who is involve in the approval process has to be trained in the new Program Courses Approval Handbook (PCAH), so Chair is bound to train the committee. She stated that she will send a training schedule too.

Chair shared Title 5 updates that were reviewed during the Curriculum Institute this past July. She stated that she believes VVC is ahead on many of those changes. One of the sections reviewed talks about the contact hours and the out of class hours. She explained the faculty has to include the outside of class hours in the Course Outline of Records for "Activity" not lecture or

laboratory course hours. Melina Rodriguez from Office of Instruction shared that the new Curriculum Inventory matches the regulation, and the new system requires the addition of outside hours for "Activity". Chair reminded the committee that COCI 2.0 is the new Chancellor's Office Curriculum Inventory (<https://coci2.ccctechcenter.org/>).

Information about contact hours is available in CurricUNET.

Completion of the PowerPoint will be scheduled for the next meeting on 9-28-17.

9.2 C-ID List

Chair shared that Pam James sent e-mails to the department chairs notifying many of the course C-ID approvals were going to expire. Pam James claimed that every time she received an e-mail notifying her about course C-ID was about to expire, she forwarded the e-mails to the department chairs.

Chair asked what do the department chairs need to do when they have an expired C-ID Course. Pam James stated that the first thing to do is to compare the C-ID descriptor with their existing curriculum and make sure they match. Sometimes the review groups update the descriptor. If they do not match, they have to copy the Course Outline of Records in CurricUNET, and then update the course per C-ID. Then they make the changes in CurricUNET and launch and approve.

Another recommendation is for prerequisites or corequisites; when listing them on the COR, the faculty have to state that the selected courses (prerequisite and/or corequisite) are a C-ID requirement in addition to the validation date. Pam James will pick them up as they are put through the curriculum process.

The list of C-ID course status is provided to the committee is from April 2017, however Pam James has requested a more recent list. They are having issues with the site, and she has not been able to print the list with dates. C-ID is working on the issue, and she has forwarded an e-mail from C-ID to Melanie Jones, Dean of Instruction, letting her know of the issue.

10. PUBLIC COMMENTS RELATED TO NON-AGENDA ITEMS: None

11. ADJOURNMENT

The meeting was adjourned at 5:12 p.m.

Respectfully submitted,

Debra Blanchard
Chair