

**MINUTES  
VICTOR VALLEY COLLEGE**

**SEPTEMBER 28, 2017 2:45 PM**

**1.0 CALL TO ORDER**

The meeting was called to order at 2:50 p.m. by Chair.

**MEMBERS PRESENT:** Debra Blanchard, Chair, Richard Cerreto, Patty Golder, Lisa Harvey, Leslie Huiner, Pam James, Gregory Jones, and Jackie Stahlke

**MEMBERS ABSENT:** Scott Jones, Jeannine Speakman and Sandy Visser

**GUESTS:** Reba Pugliese and Melina Rodriguez

**2.0 ANNOUNCEMENT OF ADDITIONS/DELETIONS/CORRECTIONS TO AGENDA**

ADDITION:

Item 8.2 - E-mail from Pam James about C-ID Submission

Item 8.3 – ENGL 45 Investigation Findings

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

**4.0 MINUTES:**

**4.1 Minutes from September 14, 2017**

It was MSC (G, Jones/P. Golder, 7-0) to approve the minutes from September 14, 2017 as corrected.

Discussion:

Item 6.4 - Last paragraph removed from 9-14-17 minutes; however, Patty Golder requested that the paragraph show for the record on 9-28-17 (added as discussion item 8.3).

**5.0 CONSENT AGENDA:**

It was MSC (R. Cerreto/L. Harvey, 7-0) to approve the consent agenda

**5.1 AUTO 51 Automotive Engines and Drive**

SLO Only Revision

**5.2 ATHL 125P Preparation for Intercollegiate Golf**

SLO Only Revision

**6.0 ACTION ITEM**

**6.1 Annual Credit Course Certification**

It was MSC (L. Harvey/R. Cerreto, 7-0) to approve the signature for Annual Credit Course Certification.

Discussion:

Chair signed the Annual Credit Course Certification, and she explained it is signed annually. She shared that it is important to bring it to committee, so the committee knows that it got processed, and this record can serve as proof for Chancellor's Office.

**COURSES:**

**6.2 ALDH 177 Athletic Training IV**

It was MSC (J. Stahlke/L. Huiner, 7-0) to approve ALDH 177 Athletic Training IV needing a new Board of Trustee approval due to issues at the Chancellor's Office.

**Discussion:**

Data in COCI is having major issues; this course is showing inactive, so to edit the course from inactive to active, the course has to be reviewed by the committee and approved by the Board of Trustees again.

**6.3 ART 103 The Art of American Cinema**

It was MSC (R. Cerreto/P. James, 7-0) to approve ART 103 The Art of American Cinema needing a new Board of Trustee approval due to issues at the Chancellor's Office

**Discussion:**

Data in COCI is having major issues; this course is showing inactive, so to edit the course from inactive to active, the course has to be reviewed by the committee and approved by the Board of Trustees again.

**6.4 ART 108 Art and Life of Italy**

It was MSC (G. Jones/P. Golder, 8-0) to approve ART 108 Art and Life of Italy needing a new Board of Trustee approval due to issues at the Chancellor's Office.

**Discussion:**

Data in COCI is having major issues; this course is showing inactive, so to edit the course from inactive to active, the course has to be reviewed by the committee and approved by the Board of Trustees again.

**6.5 ART 109 Survey of African American Art**

It was MSC (L. Harvey/P. James, 7-0) to approve ART 108 Survey of African American Art needing a new Board of Trustee approval due to issues at the Chancellor's Office

**Discussion:**

Data in COCI is having major issues; this course is showing inactive, so to edit the course from inactive to active, the course has to be reviewed by the committee and approved by the Board of Trustees again.

**6.6 AUTO 89.3 Introduction to Hybrid, Electric Vehicle, and Alternative Propulsion Vehicle Technology**

It was MSC (L. Huiner/G. Jones 7-0) to approve AUTO 89.3 as a new course

**6.7 AUTO 89.3 Introduction to Hybrid, Electric Vehicle, and Alternative Propulsion Vehicle Technology**

It was MSC (R. Cerreto/L. Huiner, 7-0) to approve the prerequisite of AUTO 50 for AUTO 89.3

**6.8 AUTO 89.3 Introduction to Hybrid, Electric Vehicle, and Alternative Propulsion Vehicle Technology**

It was MSC (P. Golder/L. Harvey, 7-0) to approve the recommended preparation of ENGL 6 for AUTO 89.3

**6.9 CMST 184 Interactive Design for Internet Communication**

It was MSC (G. Jones/P. Golder, 7-0) to approve the course update: course number and title change, cross listing removed, assignments and textbook update for CMST 184 Interactive Design for Internet Communication

**6.10 GUID 59 Special Issues in Personal Development**

It was MSC (J. Stahlke/P. James, 7-0) to approve the course update: class size, assignments, methods of instruction, methods of evaluation, text and other materials and distance education updated for GUID 59 Special Issues in Personal Development

**6.11 GUID 59 Special Issues in Personal Development**

It was MSC (P. Golder/J. Stahlke, 7-0) to approve the recommended preparation of ENGL 45 for GUID 59 Special Issues in Personal Development

## **TABLED COURSES:**

### **6.12 ESL 43A Low Advanced Reading and Vocabulary I**

It was MSC (P. Golder/R. Cerreto, 7-0) 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**

Representative has not heard from the department chair about this course.

Office of Instruction will send an e-mail requesting department chair to attend the meeting to discuss the update. Chair requested Melina Rodriguez to send the e-mail to Patty Golder and carbon copying her. Patty Golder will forward the e-mail to the Department Chair.

### **6.13 ESL 43A Low Advanced Reading and Vocabulary I**

It was MSC (P. Golder/J. Stahlke, 7-0) to table Prerequisite: Qualifying placement scores of equivalent coursework due to the course (6.12) being tabled.

### **6.14 ESL 43A Low Advanced Reading and Vocabulary I**

It was MSC (P. Golder/J. Stahlke, 7-0) to table Distance Education as a Method of Instruction due to the course (6.12) being tabled.

## **7.0 PROGRAMS/CERTIFICATES**

### **7.1 Emergency Medical Technician**

It was MSC (L. Harvey/ L. Huiner, 7-0) to approve the Certificate Deactivation

#### **Discussion:**

This certificate was in the list of certificates to be deactivated. Chair had previously contacted the faculty, and he asked not to deactivate it; however, faculty has requested to deactivate it now.

## **TABLED PROGRAMS/CERTIFICATES**

None

## **8.0 INFORMATION/DISCUSSION:**

### **8.1 New PCAH and Title 5 Changes (continuation from 9/14/17)**

Chair shared that there was a conversation among the Curriculum ListServ group about the difference between Lab and Field Work. She explained that Field Work is where the student is not being supervised by the teacher of record. They are supervised by a professional in the field. i.e.: Patti Jennings' course because the students are going to be working for a license therapist. Lab is directly supervised by the instructor.

Chair will send an e-mail to the Curriculum Listserv group inquiring about lab vs. activity for science courses. Making use of the Academic Senate Curriculum Institute 2017 Power Point Presentation "Title 5 and PCAH Updates", chair continued providing training to the committee on the following topics:

- Credit Course Approval (**§55100**)
  - Streamlining with COCI
- Approval of Credit Programs (**§ 55130**)
  - Language was revised to provide better guidance on the required components of a program and to support the curriculum streamlining efforts.
  - Changes on § 55130(b) where "Place of proposed program in district master plan" was replaced with "An explanation of how the program is appropriate to the objectives and conditions of higher education and community college education in California and how it conforms to statewide master planning"

- Changes to CTE requirements
  - Narrative
  - LMI
  - Regional Consortium Recommendations
    - VVC gets it from Inland Empire Regional Consortium
  - Advisory Committee Minutes
    - Need to show the name of the Certificate and the date it was approved
- To support streamlining, language was added to provide clear instructions on who should be required to certify that all requirements are met for credit programs and when certification should occur.
- Consequences if districts or colleges do not comply
- Clarity regarding multi-college district
- Additional clarification for ADTs was added to § 55130(f) after first read
- Conditions for Claiming Attendance (**§ 58050**)
- Program and Course Approval Handbook, 6<sup>th</sup> Editions
  - Significant revisions to structure and new guidance on unit calculations, program goals, and supporting documentation, and more
  - From one to three documents: PCAH, Submission Guidelines, Technical Document for COCI.
  - Final version was released July 12 on [CCCCO website](#)
  - New PCAH Structure

Chair shared that Peter Maphumulo has requested to print copies of the PCAH for the department chairs, and they were going to be distributed during the Department Chairs meeting; however, there was not time because they had a guest speaker that day. However, it is already available on the website in CurricUNET.

- Noteworthy Changes: Hours and Units Calculation
  - Total Contact Hours = total time per term that a student is under the direct supervision of an instructor or other qualified employee... including lecture, recitation, discussion, seminar, laboratory, clinical, studio, practicum, activity, to-be-arranged, etc.
  - Outside-of-class Hours = required for calculations, expressed in ratio of in-class to outside-of-class hours
    - **1:2** for Lecture (lecture, discussion, seminar and related work)
    - **2:1** for Activity (activity, lab w/ homework, studio, and similar)
    - **3:0** for Laboratory (traditional lab, natural science lab, clinical, and similar)
    - **Hours-per-unit Divisor** = 48-54 for semesters, or 33-36 for quarters
- Noteworthy Changes: Program Goals
  - Goal classification for credit programs  
Chair explained about the requirements for the office of instruction when submitting proposals
    - Transfer
    - CTE
    - Local
- Noteworthy Changes: Supporting Documentation for Programs  
VVC does not do that very often.
  - Documentation/justification for Transfer Prep degree submissions (not ADTs):
    - No longer requires 51% major articulation with one UC/CSU. May now include other types of documentation, such as:
      - Programmatic articulation agreements
      - ASSIST documentation – major articulation for majority of required courses

- Table of program requirements from catalog of targeted transfer institution with crosswalk to CCC program requirements
  - Lower division major prep endorsed by professional bodies/program accreditors
  - Formal letters from targeted institution verifying program alignment
- Documentation/justification for Local community need (not transfer prep) degrees or certificates:
  - Letters of support
  - Surveys
  - Other evidence that program supports community needs

Chair explained that if a program is submitted based on Transfer Prep or Local community need, the submitter needs to have all documentation.

- Noteworthy Changes: Additional Guidance
  - Collaborative programs
    - There are residency issues when colleges rely on other college to offer all courses required for degree
      - There should be a written agreement before doing this
  - Grade of "P" OK for ADTs
    - Before was not allowed

Chair stated that if committee decides to review the Power Point Presentation from the ASSSC, they are welcome to do so <http://www.asccc.org/content/updates-pcah-and-title-5> .

## 8.2 **C-ID Submission E-mail from Pam James**

Pam James explained that previously Associate Degree for Transfer (ADT) could not be submitted without C-IDs approvals. The new policy now is that they can be submitted if the courses have been submitted to C-ID in the last 45 days prior of the ADT submission. She also explained that C-ID is working on glitches. She has submitted two courses and she is not able to see the submission, so she contacted the C-ID and they are able to see it. Courses can be submitted to the C-ID only after the Board of Trustee approval.

Melina Rodriguez explained that the CCCCCO can approved an ADT without C-ID approval as long as our Office of Instruction provides proof that the course was submitted to C-ID at least 45 days prior to the ADT submission.

Chair suggested that the Dean of Instruction, Melanie Jones, request a report from Miguel in the C-ID office showing all course submissions.

C-ID conditionally approved courses were also discussed; policy states that all courses conditionally approved have to submit requested information within 90 days.

## 8.3 **ENGLISH 45**

Patty Golder requested to have the findings of ENGL 45 on record, so faculty can follow it.

"Subsequently, after deliberation and investigation after the meeting, it was deduced that English 45 is within the parameters of the Guidelines for Title 5 Regulations. In addition, the course was not rejected by the Chancellor's Office and was in fact approved. In addition, other examples were sighted".

ENGL 45 will not be counted for their Associate Degree.

## 8.4 **Dateline Catalog Submission**

Chair shared that Melanie Jones sent an e-mail informing her that it was decided to change the catalog dateline from March 30<sup>th</sup> to December 14<sup>th</sup>. This was so the catalog can be out by May.

**8.5 Course Substitutions**

Chair noted that after receiving an e-mail from Jackie Stahlke inquiring about course substitutions for English 50 to 45, she brought the question to the Curriculum Listserv. If a student fails English 50 and when they retake the course only English 45 is available, the grade for English 45 should replace the failure for English 50. According to the listserv, this is a local college decision.

**9.0 PUBLIC COMMENTS RELATED TO NON-AGENDA ITEMS:**

**None**

**10.0 ADJOURNMENT**

The meeting was adjourned at 3:56 p.m.

Respectfully submitted,  
Debra Blanchard  
Chair