

ADOPTED
MINUTES
VICTOR VALLEY COLLEGE

SEPTEMBER 29, 2016

2:45PM

1. CALL TO ORDER

The meeting was called to order at 2:59 p.m. by Debra Blanchard, Chairperson.

MEMBERS PRESENT: Debra Blanchard, Chairperson, Lisa Harvey, Richard Cerreto, Scott Jones, Jackie Stahlke, Jeanine Speakman.

GUESTS: Malia Carpenter, Melina Rodriguez, Hamid Eydgahi, Claude Oliver, Patricia Jennings, Lynne Glickstein, Linda Kelly, Dave Meyer

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

Deletion: Agenda item 6.41 – FIRE 105, Building Construction for Fire Protection

Addition: Add CIS 201, Programming Concepts and Methods I, Recommended Prep: CIS 101, as agenda item 6.21A

Addition: Due to technical issues, the following courses were inadvertently left off of the agenda.

Add as agenda items:

6.58 – ELCT 84, Computer Networking, Course Deactivation

6.59 – ELCT 88, Indust Process Control Applications, Course Deactivation

6.60 – ELCT 80, Fiber Optics Cabling, Course Deactivation

6.61 – ELCT 83, Small Office/Home Office (SOHO) Networking, Course Deactivation

6.62 – ELCT 97, Telecommunications: Digital Communications, Course Deactivation

6.63 – ELCT 5, CET Exam Preparation, Course Deactivation

6.64 – ELCT 69, Network Topologies & Cabling, Course Deactivation

6.65 – ELCT 81, Soldering Theory and Techniques, Course Deactivation

6.660 – ELCT 91, Microprocessor Interfacing, Course Deactivation

6.67 – ELCT 92, Microprocessor Applications, Course Deactivation

6.68 – ESL 40, Advanced Pronunciation, Course Deactivation

6.69 – ESL 40A, Low Advanced Pronunciation, Course Deactivation

6.70 – ESL 12C, Basic Internet, Course Deactivation

6.71 – ESL 13, High Begin Reading and Vocabulary, Course Deactivation

6.72 – ESL 3, Low Beg Read and Write, Course Deactivation

6.73 – SPAN 130, Spanish for Health Professional, Course Deactivation

6.74 – SPAN 131, Spanish for Health Professionals II, Course Deactivation

6.75 – SPAN 135, Span for Business, Course Deactivation

6.76 – CIDG 77, Print Production Processes, Course Deactivation

6.77 – ETEC 107, Introduction to Internet, Course Deactivation

Addition: Aviation Maintenance Technology: Aviation Airframe as agenda item 7.2

Addition: Aviation Maintenance Technology: Aviation Powerplant as agenda item 7.3

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

4. MINUTES:

It was MSC (L. Harvey/J. Stahlke, 5-0) to approve as presented the minutes of September 8, 2016.

The Curriculum Chairperson requests that agenda item 6.9 be moved to the front of the agenda. It was MSC (L. Harvey/R. Cerreto, 5-0) to move agenda item 6.9 before agenda item 5.1.

The Curriculum Chairperson requests that agenda item 8.1 be moved to the front of the agenda, following agenda item 6.9. It was MSC (R. Cerreto/J. Speakman, 5-0) to move agenda item 8.1 before agenda item 5.1 and after agenda item 6.9.

ACTION ITEM:

6.9 ASTR 101 Descriptive Astronomy

Discussion: Linda Kelly, Dave Meyer, and Hamid Eydgahi were present to discuss the course update for ASTR 101. Chairperson shared that the CTA contracts states that class capacity is changed via the Vice-President of Instruction in consultation with the Discipline Expert and Dept. Chair. Hamid has concerns about the change in class capacity, so he is here to speak with the committee. Hamid shared that he has read an Academic Senate white paper that outlines the process for determining enrollment cap but he is unclear if there is a different written process at VVC. Hamid cited that the CTA contract states that a change in class cap is done through discussion with the Vice-President of Instruction. Considering both of these documents, Hamid thinks that changing the cap is outside of the Curriculum Committee's area of approval. His understanding is that changing the class cap should be discussed between the faculty, Dean, and VPI. Chairperson asked why the cap would not be reduced. Hamid said that it isn't that he doesn't support it, it's that he wants to know why the cap is being reduced so that he can decide on his support/position behind it. Linda Kelly and David Meyer, Astronomy faculty, are here to explain why they would like to change the class cap. When David started teaching Astronomy in 2002, the cap was 40 and they're not sure when the cap changed to 50. The Planetarium does not allow enough space for students and it has also created problems with cheating. Linda has had to rewrite her curriculum and exams to try and address this problem. Linda feels that the ASTR program is no longer competitive with other institutions because we only offer an introductory class. She would like to reduce the cap, introduce new classes, and hopefully hire new adjunct faculty to help grow the program and become more competitive in the field. Linda has done some research with other community colleges in regards to what their class caps are for introductory astronomy classes. She has found the following class caps at other local community colleges: Mt. SAC – 36, RCC – 40, College of the Desert – 40, AVC – 40, Glendale – 40, El Camino College – 40. She shared that enrollment over the last several years has increased beyond 50 students. Trying to manage this many students and distribute materials has negatively impacted her instruction time. She feels that reducing the cap to 40 will help the students and help instruction. Jackie Stahlke asked that if there are 50 seats with no extra room, how are students handled if they need interpreters? Linda shared that they are doing well, but they are cramming into the room. She thinks that lowering the cap will be beneficial for these students so that they can be more successful in class. She also shared that this many students has created hazardous situations in the classroom. Jackie is concerned about ADA accessibility for students. Lisa Harvey asked what the Fire Marshall cap is for the ASTR classroom? Linda is unsure. Lisa asked her to please find out what the Fire Marshall cap is. Linda is also concerned about class cancellation when the class cap is so high, thus skewing the percentage that the Dean is considering when cancelling classes. Lynne shared that her main concern is student access and student success. She thinks that management should start looking for other adjunct that will be able to teach more ASTR classes. Chairperson referred to the "Setting Course Maximums..." attachment: legal codes, student and instructor safety, instructor workload, fiscal viability for the institution. The primary basis should be the pedagogical factors that influence the success of students in the course. Linda Kelly, Jackie Stahlke, and Lynne Glickstein shared that they are very concerned about student safety. Linda shared that at one point, one of the aisles was completely blocked, thus creating a potentially hazardous situation for the students. It was MSC (L. Harvey/R. Cerreto, 5-0) to approve the course update for ASTR 101, Descriptive Astronomy.

DISCUSSION:

8.1 PSYC 219 – Prerequisite: Requires permission from the instructor and the Psychology Department Chair

Patricia Jennings, Psychology Dept. Chair, is here to speak with the committee regarding the prerequisite for PSYC 219. The committee has tabled this course in the past due to questions about instructor and Dept. Chair consent as a prerequisite. Patty Jennings shared that this course is modeled after what Orange Coast College offers. Their curriculum shows the same type of prerequisite for the course. Patty talked to both Richard Cerreto and Scott Jones about individualized instruction and preceptorship, but neither of these options worked for this class. Patty thinks that the consent of the instructor is very important due to the large number of parolees. She is hoping to develop a program where her students will work in the school districts.

She thinks that CurricUNET is not accommodating non-instructional supervisory consent that she feels is very important to this class. Patty shared printouts of the comments she received in CNET in regards to structuring this course. Chairperson shared that you cannot have restricted access to California Community College classes unless it is by audition, regulatory agency requirements, and safety. Chairperson asked if instructor/dept. chair approval fits under “safety”? Patty thinks that it could. OCC says fieldwork experience is a component of the mental health programs. OCC requires CPR certification, instructor consent, and instructor approval of fieldwork placement settings. Patty shared that this course helps our students by addressing one of the shortages that employers have identified in their applicants. Chairperson and Lisa Harvey shared that they think instructor approval for this class addresses the “safety” issue. Chairperson also asked about this class being submitted as Lecture only. If there are Lab activities, then the class must be lecture/lab, per Title 5. Lisa asked about the prereq.- can the permission by instructor and dept. chair be an “and/or” instead of requiring both? Chairperson shared that the person approving the student should be “licensed” and not all faculty are. Chairperson recommends that the prerequisite is an “and” for safety purposes. Patty and Richard are going to work together to address the “lab” concern. The COR lists lab content but is only set up as a Lecture. Scott Jones asked if a student takes a PSYC 101 equivalent at a different school, will they be able to take this course? Chairperson and Patty said yes.

The Curriculum Chairperson requests that agenda items 6.52, 6.53, 6.54, 6.55, 6.56, and 6.57 be moved to the front of the agenda. It was MSC (L. Harvey/J. Stahlke, 5-0) to move agenda items 6.52, 6.53, 6.54, 6.55, 6.56, and 6.57 before agenda item 5.1 and after agenda item 8.1.

ACTION ITEMS:

TABLED COURSES:

Lynne Glickstein, Paralegal instructor, is present to discuss new courses PAL 101 and PAL 200. These courses have been tabled in the past due to the committee’s questions about the course corequisites. Lynne shared that this is a CTE program in most schools so they won’t be found at a CSU or UC. CSUs have put these kinds of courses in their extension programs for a certificate. Other Community Colleges have included these courses into their curriculum for American Bar Association accreditation. These courses are viewed as preparation for Law School. The law schools are asking colleges to move toward the AAT model. It’s an American Bar Association requirement that this must be part of the curriculum. Chairperson asked why PAL 100 needs to be a corequisite. Lynne said the courses are designed so that students have a flow and foundation. Lynne is working on a complete revision of the program. Since the PAL program spans 3 different disciplines, it’s been hard to track students and when they are taking courses. Lynne gets e-mails from prospective students all the time wanting to know if we are ABA accredited. At this time, we are not, but that is what she wants to work toward. Since we don’t offer an AA, pathway, or have ABA accreditation, VVC’s program is losing students to colleges “down the hill”. These courses are corequisites to provide the students with better content. Lisa Harvey asked if we are worried about these courses being CSU transferrable. Chairperson said that we would mark them as transferrable. Lisa is concerned that the extension programs are Graduate level. Lynne shared that they are really not graduate level courses. Richard Cerreto asks that we double-check the TOP codes. Chairperson asked if approving these will help us obtain ABA accreditation. Lynne said that it would be required in order for VVC to obtain ABA accreditation. Richard asked what the ABA requirements/guidelines are for the class. Lynne said you have to have legal software experience, deposition experience, and other legal technology experience. We currently don’t have the ability to address this need. Our students are competing for jobs against other students who come from ABA schools. Richard asked if the technology is the only thing that we’re lacking. Lynne said no, it’s also instruction that the institution needs. If we don’t provide these resources, then we’re not giving students what they need to compete for jobs.

6.52 PAL 101 Law Office Technology for Paralegals

It was MSC (L. Harvey/J. Stahlke, 5-0) to approve PAL 101 Law Office Technology for Paralegals as a new course.

- 6.53 PAL 101 Law Office Technology for Paralegals**
It was MSC (J. Stahlke/L. Harvey, 5-0) to approve PAL 100, Intro to Paralegal Studies, as a corequisite for PAL 101 Law Office Technology for Paralegals.
- 6.54 PAL 101 Law Office Technology for Paralegals**
It was MSC (J. Speakman/C. Cerreto, 5-0) to approve distance education as a method of instruction for PAL 101 Law Office Technology for Paralegals.
- 6.55 PAL 200 Law Office Management for Paralegals**
It was MSC (L. Harvey/J. Speakman, 5-0) to approve PAL 200 Law Office Management for Paralegals as a new course.
- 6.56 PAL 200 Law Office Management for Paralegals**
It was MSC (J. Stahlke/S. Jones, 5-0) to approve PAL 100, Intro to Paralegal Studies, as a corequisite for PAL 200 Law Office Management for Paralegals.
- 6.57 PAL 200 Law Office Management for Paralegals**
It was MSC (L. Harvey/J. Stahlke, 5-0) to approve distance education as a method of instruction for PAL 200 Law Office Management for Paralegals.

5. CONSENT AGENDA:
It was MSC (L. Harvey/R. Cerreto, 5-0) to approve the consent agenda items 5.1 through 5.4.

5.1 CIS 136 Introduction to the Internet
SLO only update

5.2 CIS 50 Computer Ethics
SLO only update

5.3 KIND 167C Intermediate Ballet IIC
Textbook only revision

5.4 TA 167C Intermediate Ballet IIC
Textbook only revision

6. ACTION ITEMS

6.1 Discipline Name Change: Administration of Justice to Criminal Justice
It was MSC (L. Harvey/J. Stahlke, 5-0) to approve the discipline name change from Administration of Justice to Criminal Justice.

6.2 AP 4260 Prerequisites/Corequisites/Advisories – 2nd Read (attachment)
It was MSC (R. Cerreto/L. Harvey, 5-0) to approve AP 4260 Prerequisites/Corequisites/Advisories.

6.3 Curriculum Handbook – 2nd Read
No Action – will be brought back for a 3rd reading.

Courses

It was MSC (L. Harvey/R. Cerreto, 5-0) to bundle agenda items 6.4, 6.7, 6.8, 6.20, 6.28, 6.41, 6.58, 6.59, 6.60, 6.61, 6.62, 6.63, 6.64, 6.65, 6.660, 6.67, 6.68, 6.69, 6.70, 6.71, 6.72, 6.73, 6.74, 6.75, 6.76, and 6.77.

It was MSC (R. Cerreto/J. Stahlke, 5-0) to approve the bundle in one motion.

6.4 AENG 10.4A Review Class for ESL Beginners
Course Deactivation

- 6.7 **ALDH 84 Intravenous Therapy**
Course Deactivation
- 6.8 **ANIM CR Transfer Credit Summary**
Course Deactivation
- 6.20 **CIDG 75 Page Layout and Design**
Course Deactivation
- 6.28 **ENGL 50X Writing Fundamentals**
Course Deactivation
- 6.41 **FIRE 20 I-333 Strike Team**
Course Deactivation
- 6.58 **ELCT 84, Computer Networking**
Course Deactivation
- 6.59 **ELCT 88, Indust Process Control Applications**
Course Deactivation
- 6.60 **ELCT 80, Fiber Optics Cabling**
Course Deactivation
- 6.61 **ELCT 83, Small Office/Home Office (SOHO) Networking**
Course Deactivation
- 6.62 **ELCT 97, Telecommunications: Digital Communications**
Course Deactivation
- 6.63 **ELCT 5, CET Exam Preparation**
Course Deactivation
- 6.64 **ELCT 69, Network Topologies & Cabling**
Course Deactivation
- 6.65 **ELCT 81, Soldering Theory and Techniques**
Course Deactivation
- 6.660 **ELCT 91, Microprocessor Interfacing**
Course Deactivation
- 6.67 **ELCT 92, Microprocessor Applications**
Course Deactivation
- 6.68 **ESL 40, Advanced Pronunciation**
Course Deactivation
- 6.69 **ESL 40A, Low Advanced Pronunciation**
Course Deactivation
- 6.70 **ESL 12C, Basic Internet**
Course Deactivation
- 6.71 **ESL 13, High Begin Reading and Vocabulary**
Course Deactivation

- 6.72 **ESL 3, Low Beg Read and Write**
Course Deactivation
- 6.73 **SPAN 130, Spanish for Health Professional**
Course Deactivation
- 6.74 **SPAN 131, Spanish for Health Professionals II**
Course Deactivation
- 6.75 **SPAN 135, Span for Business**
Course Deactivation
- 6.76 **CIDG 77, Print Production Processes**
Course Deactivation
- 6.77 **ETEC 107, Introduction to Internet**
Course Deactivation

Discussion: Jackie noted that some of these course deactivations are part of a certificate, so what should we do? Chairperson shared that when things were approved manually, the updated certificate had to be submitted with the course update. Lisa asked if we could notify the faculty that the item would not go to committee unless both are done? Chairperson shared that it would be a logistical nightmare. Richard suggested adding a step in CurricUNET that would help to track course updates and certificate updates to make sure that everything is good to go. In the meantime, Chairperson asked if Jackie would be able to notify the faculty that their certificates are being affected. Jackie said yes, she would email the faculty. Chairperson wants the faculty to know that they are required to update their certificates.

- 6.5 **AENG 10.6 Low Intermediate Reading and Writing**
It was MSC (R. Cerreto/L. Harvey, 5-0) to approve the course update for AENG 10.6 Low Intermediate Reading and Writing.
- 6.6 **AENG 10.6 Low Intermediate Reading and Writing**
It was MSC (R. Cerreto/S. Jones, 5-0) to approve the recommended prep: AENG 10.4 for AENG 10.6 Low Intermediate Reading and Writing.
- 6.10 **CHDV 239 Administration of Children's Programs I**
It was MSC (L. Harvey/J. Stahlke, 5-0) to approve the course update: description change for CHDV 239 Administration of Children's Programs I.
- 6.11 **CHDV 239 Administration of Children's Programs I**
It was MSC (R. Cerreto/J. Speakman, 5-0) to approve the prerequisite: CHDV 106 for CHDV 239 Administration of Children's Programs I.

It was MSC (L. Harvey/R. Cerreto, 5-0) to bundle agenda items 6.12, 6.13, 6.14, 6.15, 6.16, 6.17, and 6.18. It was MSC (R. Cerreto/S. Jones, 5-0) to approve the bundle in one motion.

- 6.12 **CHDV 239 Administration of Children's Programs I**
Prerequisite: CHDV 100
- 6.13 **CHDV 239 Administration of Children's Programs I**
Prerequisite: CHDV 110
- 6.14 **CHDV 239 Administration of Children's Programs I**
Prerequisite: CHDV 142

- 6.15 **CHDV 239 Administration of Children's Programs I**
Prerequisite: CHDV 150
- 6.16 **CHDV 239 Administration of Children's Programs I**
Prerequisite: CHDV 160
- 6.17 **CHDV 239 Administration of Children's Programs I**
Prerequisite: CHDV 200
- 6.18 **CHDV 239 Administration of Children's Programs I**
Prerequisite: CHDV 210
- 6.19 **CHDV 239 Administration of Children's Programs I**
It was MSC (J. Stahlke/S. Jones, 5-0) to approve distance education as a method of instruction for CHDV 239 Administration of Children's Programs I.
- 6.21 **CIS 201 Programming Concepts and Methods I**
Reiji Cass, department faculty, has asked the Curriculum Chair to table this item. It was MSC (L. Harvey/C. Cerreto, 5-0) to table the item.
- 6.21A **CIS 201, Programming Concepts and Methods I**
Recommended Prep: CIS 101 – No Action
- 6.22 **CMST 128 Special Topics**
It was MSC (R. Cerreto/S. Jones, 5-0) to approve CMST 128 Special Topics as a new course-adding to CurricUNET, as corrected.
- 6.23 **CMST 129 Independent Study**
It was MSC (L. Harvey/R. Cerreto, 5-0) to approve CMST 129 Independent Study as a new course -adding to CurricUNET.
- 6.24 **CT 90 Introduction to Construction**
It was MSC (R. Cerreto/S. Jones, 5-0) to approve CT 90 Introduction to Construction as a new course.
- 6.25 **CT 90 Introduction to Construction**
It was MSC (R. Cerreto/S. Jones, 5-0) to approve distance education as a method of instruction for CT 90 Introduction to Construction.
- 6.26 **CT 91 Introduction to Construction Lab**
It was MSC (J. Stahlke/R. Cerreto, 5-0) to approve CT 91 Introduction to Construction Lab as a new course.
- 6.27 **CT 91 Introduction to Construction Lab**
It was MSC (R. Cerreto/S. Jones, 5-0) to approve the one-way corequisite: CT 90 for CT 91 Introduction to Construction Lab.
- 6.29 **ESL 30B Intermediate Pronunciation**
It was MSC (L. Harvey/J. Speakman, 5-0) to approve the course update: description change for ESL 30B Intermediate Pronunciation.
- 6.30 **ESL 30B Intermediate Pronunciation**
It was MSC (R. Cerreto/L. Harvey, 5-0) to approve the recommended prep: ESL 30A or ESL 35A or equivalent or qualifying test scores, as corrected, for ESL 30B Intermediate Pronunciation.
- 6.31 **FIRE 10C Company Officer's Skills Maintenance**
It was MSC (R. Cerreto/J. Speakman, 5-0) to approve the course update: title change for FIRE 10C Company Officer's Skills Maintenance.

- 6.32 FIRE 10C Company Officer's Skills Maintenance**
It was MSC (R. Cerreto/J. Stahlke, 5-0) to approve distance education as a method of instruction for FIRE 10C Company Officer's Skills Maintenance.
- 6.33 FIRE 11C Rescue Systems 2**
It was MSC (R. Cerreto/L. Harvey, 5-0) to approve the course update: remove prerequisite for FIRE 11C Rescue Systems 2.
- 6.34 FIRE 11C Rescue Systems 2**
It was MSC (R. Cerreto/S. Jones, 5-0) to approve distance education as a method of instruction for FIRE 11C Rescue Systems 2.
- 6.35 FIRE 95 Basic Fire Academy**
It was MSC (R. Cerreto/L. Harvey, 5-0) to approve the course update: unit change for FIRE 95 Basic Fire Academy.
- 6.36 FIRE 95 Basic Fire Academy**
It was MSC (J. Speakman/J. Stahlke, 5-0) to approve the prerequisite: FIRE 11B with a minimum grade "C" or CA State Fire Marshall Confined Space Awareness Certificate for FIRE 95 Basic Fire Academy.
- 6.37 FIRE 95 Basic Fire Academy**
It was MSC (R. Cerreto/J. Stahlke, 5-0) to approve the prerequisite: EMS 60 with a minimum grade "C" or EMT certification for FIRE 95 Basic Fire Academy.
- 6.38 FIRE 95 Basic Fire Academy**
It was MSC (R. Cerreto/J. Speakman, 5-0) to approve the prerequisite: FIRE 82A with a minimum grade "C" or CSTI HazMat First Responder Operational Certificate for FIRE 95 Basic Fire Academy.
- 6.39 FIRE 95 Basic Fire Academy**
It was MSC (S. Jones/L. Harvey, 5-0) to approve the prerequisite: FIRE 66 with a minimum grade "C" or I200 Certificate for FIRE 95 Basic Fire Academy.
- 6.40 FIRE 95 Basic Fire Academy**
It was MSC (S. Jones/R. Cerreto, 5-0) to approve distance education as a method of instruction for FIRE 95 Basic Fire Academy.
- 6.42 JOUR 129 Independent Study**
It was MSC (L. Harvey/J. Speakman, 5-0) to approve JOUR 129 Independent Study as a new course-adding to CurricUNET.

Quorum dissolved by a member of the committee leaving. All of the following agenda items will be moved to the October 11, 2016 agenda.

- 6.43 MATH 42 Elementary Algebra**
Course Update: Unit change, description change, remove corequisite
- 6.44 MATH 270 Differential Equations**
Course Update
- 6.45 MUSC 202 Intermediate Theory-Chromatic Practice I**
Course Update: Description Change
- 6.46 MUSC 202 Intermediate Theory-Chromatic Practice I**
Prerequisite: MUSC 103

6.47 MUSC 203 Intermediate Theory-Chromatic Practice - Part II

Course Update: Description Change

6.48 NURS 221 Nursing Process 1

Course Update: Prerequisite change, remove corequisite

6.49 NURS 221 Nursing Process 1

Prerequisite: NURS 246 with a minimum grade "C"

6.50 NURS 221 Nursing Process 1

Prerequisite: NURS 220 with a minimum grade "C"

Tabled Courses:

6.51 CTMF 140 Manufacturing Internship

Course Update

7. PROGRAMS/CERTIFICATES:

7.1 Digital Animation Artist Certificate

Certificate Deactivation

8. INFORMATION/DISCUSSION:

8.2 Discussion of prerequisite types: two-way, one-way, etc.

See attachments.

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 29th meeting.

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

10. ADJOURNMENT

The meeting was adjourned at 5:17 p.m.

Respectfully submitted,

Debra Blanchard
Chairperson