

ADOPTED/CORRECTED

MINUTES
VICTOR VALLEY COLLEGE

OCTOBER 13, 2016

2:45 PM

1. CALL TO ORDER

The meeting was called to order at 2:45 p.m. by Debra Blanchard, Chairperson.

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

GUESTS: Melina Rodriguez, Patricia Ellerson, Steven Coultas and Evelyn Marquez

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

Basic Inspection Area Smog Tech should be 7.5 not 7.3, and 7.4 should say Officer not Office.

ANNOUNCEMENT

- Chairperson announced the meeting will be tape recorded, so Melina does not miss any important information. No objections.

DELETION

- Word None from Action Item 6.0

ADDING TO DISCUSSION:

- Sharing Certificate Information with Counseling, Admissions and Records and Financial Aid
- Certificates and course updates. When a course changes, that requires certificates updates.

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

4. MINUTES:

It was MSC (G. Jones / J. Stahlke, 9-0) to approve as presented the minutes of September 29, 2016.

5. CONSENT AGENDA:

It was MSC (L. Harvey/ J. Speakman, 9-0) to approve the consent agenda items 5.1 through 5.5.

5.1 CMST 105 Intercultural Communication

Textbook only revision

5.2 CMST 109 Public Speaking

Textbook only revision

5.3 FIRE 40A Firefighter Physical Agility Entrance Exam Techniques

SLO only update

5.4 KIND 167C Intermediate Ballet IIC

Textbook only revision

5.5 TA 167C Intermediate Ballet IIC

Textbook only revision

6.0 ACTION ITEM:

COURSES

6.1 MATH 42 Elementary Algebra

It was MSC (P. James/R. Cerreto, 9-0) to approve the course update: Unit change, description change, remove co-requisite for MATH 42 Elementary Algebra

6.2 MATH 270 Differential Equations

It was MSC (R. Cerreto/S. Jones, 9-0) to approve the course update for MATH 270 Differential Equations

6.3 MUSC 202 Intermediate Theory-Chromatic Practice I

It was MSC (J. Stahlke/P. Golder, 9-0) to approve the course update: Description Change for MUSC 202 Intermediate Theory – Chromatic Practice I

6.4 MUSC 202 Intermediate Theory-Chromatic Practice I

It was MSC (G. Jones/P. Golder, 9-0) to approve the course update: prerequisite MUSC 103 for MUSC 202 Intermediate Theory – Chromatic Practice I

Chairperson explained that the prerequisites start in the fall because they have to be reported to the Chancellor's Office by August 1st thru MIS. They also have to be added to the catalog.

6.5 MUSC 203 Intermediate Theory-Chromatic Practice I

It was MSC (P. Golder/L. Harvey, 9-0) to approve the course update: Description Change for MUSC 203 Intermediate Theory-Chromatic Practice I

6.6 NURS 221 Nursing Process 1

It was MSC (J. Speakman/L. Harvey, 9-0) to approve the course update: prerequisite change, remove corequisite for NURS 221 Nursing Process 1

6.7 NURS 221 Nursing Process 1

It was MSC (J. Speakman/R. Cerreto, 9-0) to approve the course update: prerequisite NURS 246 with a minimum grade "C" for NURS 221 Nursing Process 1

6.8 NURS 221 Nursing Process 1

It was MSC (J. Speakman/R. Cerreto, 9-0) to approve the course update: prerequisite NURS 220 with a minimum grade "C" for NURS 221 Nursing Process 1

It was MSC (P. James/S. Jones, 9-0) to bundle agenda items 6.9, 6.10, 6.11, 6.12, 6.13, 6.14, 6.15, 6.16, 6.17, 6.18, 6.19, 6.20, 6.21, 6.22, 6.23, and 6.24.

It was MSC (J. Speakman/P. James, 9-0) to approve the bundle in one motion.

6.9 ALDH 91 Basic CPR

It was MSC (J. Stahlke/S. Jones) to approve course deactivation.

It was MSC (P. James/R. Cerreto, 9-0) to bundle agenda items 6.9, 6.10, 6.11, 6.12, 6.13, 6.14, 6.15, 6.16, 6.17, 6.18, 6.19, 6.20, 6.21, 6.22, 6.23, and 6.24.

It was MSC (J. Speakman/P. James, 9-0) to approve the deactivation of the bundle in one motion.

6.10 CHDV 139 Introduction to Early Intervention

Course Deactivation

- 6.11 **CHDV 211 Early Intervention Practicum/Fieldwork Experience**
Course Deactivation
- 6.12 **FIRE 121 Fire Management 2B**
Course Deactivation
- 6.13 **FIRE 3A Certified Volunteer Fire Fighter**
Course Deactivation
- 6.14 **FIRE 3B Certified Volunteer Firefighter**
Course Deactivation
- 6.15 **FIRE54 Fire Command 2E**
Course Deactivation
- 6.16 **FIRE 55 Fire Instructor 2A**
Course Deactivation
- 6.17 **FIRE 58B Emerg Mgmt Response**
Course Deactivation
- 6.18 **FIRE 58D Intro Mit for Disas**
Course Deactivation
- 6.19 **FIRE 61 Rescue Practices**
Course Deactivation
- 6.20 **FIRE 61F Staging Area Mgr**
Course Deactivation
- 6.21 **FIRE 80A Int Wildland Fire**
Course Deactivation
- 6.22 **FIRE 80B Wildland Fire Sup**
Course Deactivation
- 6.23 **FIRE 9 Fire Control III**
Course Deactivation
- 6.24 **NURS 225 LVN to RN**
Course Deactivation
- 6.25 **WELD 71 Flux Cored Arc Welding**
It was MSC (S. Jones/G. Jones) to discuss

This is a new course, and it is the first course since the course cap discussion. Chairperson explained when a course cap is changing, she will send a list to Peter Maphumulo, and he will have a conversation with the originator or chair to discuss the change. When the decision is made on what the cap will be, Peter will e-mail the curriculum chairperson back and at that time the committee can approve the Course Outline of Record with the new cap. She was able to put a list together for this meeting, and this was the only course for discussion. She sent the list to Peter already. Chairperson asked to table this course to follow the new procedure. Normally, these courses will not be on the agenda until they have followed the cap approval steps. The plan is for the Chairperson to meet with Peter and Jessica Gibbs on Monday, and she will propose to have course cap revision only just like the one for SLO and textbook revision only option. The originator will fill out the establishing or changing the course cap option, and this will be directed straight to Peter. Then, if it is a new course, the Chairperson will have to be notified, and she will like the cap to be discussed at the Dean's level, so they provide the information to Peter; he will then be

coordinating the meetings with the originators to establish and approve the cap. He can also request a change. This will be step three in the process. After step 3 is completed, the committee will be able to review it.

Pam James asked if the cap change request is due to safety for the amount of students welding at the same time. Chairperson explained that they offer multiple labs at the same time and layer them. She verified the information with the originator; she added that this course is not needed right now, so it came out in perfect timing to test the new process out.

Lisa Harvey inquired why the administrators are now questioning the course cap and what is the thought process on this because throughout her years serving in the committee they have never done so; her experience is that the faculty always consider an appropriate cap. The chairperson shared that the cap change for the Astronomy class is what started this discussion. Many course changes on cap loads have happened in the last few years, and she has reviewed them and only lab classes show more than 45 students. The class cap for lecture classes is 45 students. This has been brought to the administrators. This issue has been discussed at a recent Senate meeting, and Jessica Gibbs has brought up this issue to Peter and explained that it has been happening for a very long time. This is not only a contractual issue, but it also is a Senate issue. Therefore, this is a good time to settle. The new process will alleviate the issue, and she recapped the process explained previously.

Patty Golder asked if this issue is only for dropping the cap number or also increasing the number. The Chairperson explained that class cap revision can be either up or down; if the administration increases the cap, this will be also a violation of the contract. Class cap revision will be either up or down.

Cap revision will be lack on revision, so it does not affect the substantial revisions. The suggestion will be that when it gets to the Deans, they review, make sure the cap section is filled in, and will not approve it but have to e-mail Peter; then Peter will contact the originator.

Patty Golder brought up the issue that CurricUNET shows a comment on some courses stating that cap change has to be approved by the VP of Instruction. Melina has added the comments, and she was asked not to add any comments.

Leslie Huiner joined the meeting at 3:03 pm

It was MSC (R. Cerreto/J. Speakman 8-2) to table for class cap (S. Jones/L. Harvey opposed)

6.26 MUSC 130 Women's Choir

It was MSC (S. Jones/ J. Stahlke, 10-0) to approve the course update: grading change for MUSC 130 Women's Choir.

TABLED COURSES:

6.27 CTMF 140 Manufacturing Internship

It was MSC (L. Harvey/ L. Huiner 10-0) to table CTMF 140 Manufacturing Internship course update.

Leslie Huiner shared that it still needs minor changes, so Scott will contact Tony about the changes needed to be made.

7. PROGRAMS/CERTIFICATES:

It was MSC (L. Huiner/S. Jones, 10-0) to bundle agenda items 7.1, 7.4 and 7.5

Jackie Stalhke inquired about how the deactivation affects the catalog rights if the certificate is being deactivated in the spring. Scott Jones and the chairperson explained that it does not affect the catalog rights. The students have catalog right for whatever certificate in the catalog available whenever semester they first start whether the certificate is deactivated or not.

It was MSC (R. Cerreto/ S. Jones, 10-0) to approve the certificate deactivations in the bundle in one motion.

7.1 **Digital Animation Artist Certificate**

Certificate Deactivation for Digital Animation Artist Certificate

7.4 **Fire Company Officer**

Deactivation for Fire Company Officer

7.5 **Basic Inspection Area Smog Tech**

Certificate Deactivation for Basic Inspection Area Smog Tech

7.2 **Aviation Maintenance Technology: Aviation Airframe Technician Certificate**

It was MSC (R. Cerreto/ S. Jones, 10-0) to approve Certificate update for Aviation Airframe Technician Certificate with a grade "C" or better and all documentation attached (LMI, Regional Consortia Approval Minutes, Advisory Committee Recommendations, and the narrative with all specifics about the certificate).

This certificate only needs the Board of Trustees approval to be submitted to the Chancellor's Office for final approval. The previous approval is more than two years old, so the committee has to approve it in order to be submitted to the BOT for approval.

Leslie Huiner mentioned that it has to show "C" or better instead of "B" or better, so CurricUNET was changed by Scott Jones.

Since all information is available for other courses, Scott Jones attached all information needed in CurricUNET, so the committee could act on it.

7.3 **Aviation Maintenance Technology: Aviation Powerplant Technician Certificate**

It was MSC (P. James/ R. Cerreto, 10-0) to approve Certificate update for Aviation Powerplant Technician Certificate

Everything is attached and grade fixed.

Since this has been changed in committee, Patty Golder inquired if this will be an occurrence. Chairperson explained that this is an old certificate that needed to be fixed. It should have never passed the approval without the attachments. From now on for CTE and 18 units or more certificates, all documentation has to be attached to CurricUNET before moving them forward.

8. INFORMATION/DISCUSSION:

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

See attachments.

Chairperson found and shared old document with information about pre-requisite. She also included some practices from other colleges to compare because the committee has to evaluate whether the prerequisite or co-requisite are valid, documented properly and if there is a necessary impact on a group of people or a disproportionate impact to the college. The committee should be the expert of this.

Example: nursing staff has discussed it among themselves, and they have found out information about it. Many courses on the lower level they realize that the co-requisite should be the prerequisite. After test scores were evaluated the department realized that the co-requisites were not effective as the prerequisite would be.

One way co-requisite--Chairperson read the Butte College handout
Two way co- Chairperson also referred to the Butte College handout (courses have to be taken at the same time)

Chairperson asked if the committee wants to leave a one-way or two-way into CurricUNET. Leslie Huiner expressed it should be left now that they know the definition; she also suggests to have a question mark that contains the description when clicked on it. Since one-way or two-way only applies to co-requisites. CurricUNET should have a drop down showing one-way, two-way and sequential showing the definitions. On the reasons for prerequisites, one-way and two-way co-requisites have to go. Communication or computation skills should be added. The chairperson will clean-up the areas of prerequisites and co-requisites.

Lisa Harvey claims that the committee has been accepting prerequisites where the department has been discussing, so she asked if we are going back where the department has to provide data. The Chairperson states that the committee accepts course content review as a way to justify prerequisites. However, collecting data will make it more persuasive. CurricUNET has only content review (as a qualitative review) or data analysis.

On prerequisites, we should have quantitative review as a way to justify that it is helping the student to be successful.

Lisa Harvey expressed that if a student can pass the SLO and fails the class, then the SLOs should be rewritten. Lisa Harvey also inquired if there is a sequence of classes that requires one after the other, then is there a need for collecting data? The Chairperson replied no because it is based on content. The data is needed when revalidating or can be offered as co-requisite. Data from other schools also can be used.

8.3 Certificates and Course Updates

Added to discussion

CIS 202 is changing the units 4 to 3, and they have a certificate. It is the Programming Certificate.

A course will not be approved for the new units until the certificate is approved.

When a course is changing units, which will also affect the certificate, the Chairperson will be sending a request for change; she will explain that the course is attached to the specific certificate with a certain amount of units that will be affected by the course changing in units, and until she does not receive the certificate update submitted, she will not move it forward, which creates a problem because CurricUNET is holding the course to be changed. She states that an option could be to write it in to a non-course, which also may affect the certificate. She shared that Lorena Dorn suggested that they can use the pending in the launch in the certificate as Santiago Canyon College

currently does. However, after approval that course will change to active. Before doing that, she has to request that option from CurricUNET. We will have to allow pending and launch, which means that pending is not even submitted, so it is important to be very diligent in looking at certificates to make sure all the courses are active before approving the certificate.

When a course is not available for moving the certificate, the certificate cannot be moved. Approve the course then launch the certificate would be the next step.

The Chairperson has to allow the use of pending before launching the certificate. The Chairperson will ask Governet to allow pending and launched courses entered into certificates. There will be the options for active, pending and launched. After some discussion, the Chairperson will check with Governet on the options that could be available because instead of using pending it could be waiting or not submitted.

In an agenda, a course cannot be added at the same time as the certificate because the certificate does not match the course. If the committee approves a course at the same time as the certificate, especially if the course has to be sent to the state because this can seat at the state level for a long period of time, the certificate will not be matching the courses available. Therefore, the certificate has to be held until the courses are approved.

8.4 Sharing Information with Admissions and Records, Counseling and Financial Aid

Added to discussion

The chairperson shared that Melina (after attending a training) brought up that certificate and program changes be shared with Admissions and Records, Counseling and Financial Aid after approved.

Pam claims that this could be another reason for an addendum, and the reason for sharing the information with the counselors. But the changes have an effective date, so it cannot be reported until the Chancellor's office approves it. However, there are certificates that don't need the Chancellor's approval, so one of the reasons behind this it is to match all systems: Program Participation Agreement, Catalog, CurricUNET and Curriculum Inventory.

The chairperson will add Jason Judkins and Greta Moon to the state approval e-mail.

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

Carried to next agenda on November 10, 2016

9. PUBLIC COMMENTS RELATED TO NON-AGENDA ITEMS:

The fifth Thursday in the spring semester, the committee will meet (March 30, 2017)

10. ADJOURNMENT

The meeting was adjourned at 4:17 p.m.

Respectfully submitted,

Debra Blanchard

Chairperson