

**APPROVED MINUTES
VICTOR VALLEY COLLEGE**

OCTOBER 26, 2017 2:45 PM

1.0 CALL TO ORDER

The meeting was called to order at 2:47 p.m. by Chair.

MEMBERS PRESENT: Debra Blanchard, Chair, Scott Jones, Patty Golder, Sandy Visser, Jackie Stahlke, Jeannine Speakman, Gregory Jones, Pamela James

MEMBERS ABSENT: Richard Cerreto

GUESTS: Reba Pugliese and Natasha Schumacher

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

ADDITION:

Introduction of Natasha Schumacher, Instruction Office specialist

ADDITION:

For discussion: Course Substitution Form for A. Mezz, Electronics certificate

CORRECTION:

7. Should be 7.1 Educational Technology Certificate of Career Preparation

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

4.0 MINUTES:

4.1 Minutes from October 12, 2017

It was MSC (S. Jones/S. Visser, 9-0) to approve the minutes from October 12, 2017.

5.0 CONSENT AGENDA:

None

6.0 ACTION ITEMS:

COURSES:

6.1 ESL 25 Pre-Intermediate Listening & Speaking

It was MSC (P. Golder/L. Harvey, 9-0) to approve ESL 25 Pre-Intermediate Listening & Speaking for course update, description, instructional objectives, textbooks, grading, top code, entrance, course work, methods of evaluation, student learning outcomes.

6.2 ESL 25 Pre-Intermediate Listening & Speaking

It was MSC (P. Golder/G. Jones, 9-0) to approve recommended preparation: Qualifying placement scores or completion of AENG 10.5,

6.3 ESL 25 Pre-Intermediate Listening & Speaking

It was MSC (P. Golder/J. Stahlke, 9-0) to approve distance education

Discussion:

It was asked if there were any other ESL classes that have distance education and there are not. Discussion took place on the feasibility of offering this course as a distance education course.

6.4 HIST 104 World History Since 1500

It was MSC (L. Harvey/P. James, 9-0) to approve course update: textbook update, instructional objectives, student learning outcomes, assignments, textbook update, methods of instruction

6.5 MATH 228H Honors Analytic Geometry and Calculus III

It was MSC (J. Speakman/L. Huiner 9-0) to approve course update: title change, entrance skills, instructional objectives, assignments, textbook update, methods of instruction

6.6 MATH 228H Honors Analytic Geometry and Calculus III

It was MSC (S. Visser/J. Stahlke, 9-0) to approve prerequisite: MATH 227 for MATH 228H

6.7 MATH 228H Honors Analytic Geometry and Calculus III

It was MSC (L. Harvey/S. Visser, 9-0) to approve the prerequisite of MATH 227H for MATH 228H

TABLED COURSES:

6.8 ESL 43A Low Advanced Reading and Vocabulary I

It was MSC (P. Golder/J. Stahlke, 9-0) to approve the (proposal) course update: change course number and title, description change, instructional objectives, student learning outcomes, course content, assignments and textbook update.

Discussion:

Changes were made adding more rigor under content (vocabulary) and instructional objectives. After discussion of the content change it was concluded that the student learning outcomes covered all updated content and no changes were required to the student learning outcomes. Correction to wording was made in Unit 3.1.

6.9 ESL 43A Low Advanced Reading and Vocabulary I

It was MSC (P. Golder/G. Jones, 8-1, Opposed by L. Huiner) to approve prerequisite: Qualifying placement scores or equivalent coursework

Discussion:

Prerequisite: Who makes the determination what is equivalent course work. It was noted that students must talk to the instructors. How do the students know they need to talk to the

instructors? It was mentioned that in the first class a diagnostic evaluation is made of each student. If a student does not qualify can they stay in the course?

Validation date was updated by committee based on conversation between originator and area representative. It was also noted that there were no other prerequisites for the ESL courses. It was also noted that the office of instruction adds prerequisites to catalog and schedule descriptions after approval.

6.10 ESL 43A Low Advanced Reading and Vocabulary I

It was MSC (G. Jones/L. Harvey, 9-0) to approve distance education as a method of instruction

7.0 PROGRAMS/CERTIFICATES

Education Technology Certificate of Career Preparation

Corrected title to Educational Technology Certificate

MSC (L. Harvey/S. Visser, 9-0) to approve to add to CurricUNET only

TABLED PROGRAMS/CERTIFICATES:

None

8.0 INFORMATION/DISCUSSION:

Course Substitution Form for A. Mezz - A+ Certificate Examination

ELCT 65 has been deactivated substituting ELCT 110. Certificate needs to be updated adding ELCT 110 as an option for ELCT 65. ELCT 69 is deactivated needs to be updated or removed.

9.0 PUBLIC COMMENTS RELATED TO NON-AGENDA ITEMS:

The due date for the catalog was changed to 12/14/17 (curriculum committee approval)

Addendum Issues: Without an addendum or if new courses are not on an addendum, CurricUNET holds the courses in the black and faculty cannot update those courses. In some cases, they could be waiting for 18 months without an addendum.

Lost Files: We have some courses in CNET and COCI which are active yet they are inactive in Colleague. These courses are considered active per curriculum processes. All the courses from the 90's should be in colleague There are also certificates at the chancellor's office but not in our system. We need to find them in our file cabinets to confirm.

State Approval: CTE courses need to be updated every two years, the chancellor's office is kicking back certificates because the courses are not updated.

10.0 ADJOURNMENT

The meeting was adjourned at 4:07 p.m.

Respectfully submitted,

Debra Blanchard, Chair