

**ADOPTED/CORRECTED**

MINUTES  
VICTOR VALLEY COLLEGE

**OCTOBER 27, 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, Richard R. Cerreto, Scott Jones, Jeanine Speakman, Gregory Jones, Leslie Huiner, Patty Golder, Sandy Visser

**MEMBERS ABSENT:** Lisa Harvey, Jackie Stahlke. Pam James

**GUESTS:** Melina Rodriguez

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

- Move AENG 10.5 ESL Level 3 Low Intermediate Listening and Speaking to agenda item 6.8
- AENG 10.5 ESL spelling should say Low Intermediate not Low Intermediate
- Second 6.4 item should be 6.5
- Item 6.5 should be 6.6
- Item 6.5 should include the Course Title – Educational Technology Internship
- Item 6.6 should be 6.7
- 6.2, 6.3, 6.4 have to be pulled because cap size is not approved yet.  
G. Jones asked what the approval process is, and the Chairperson explained that Peter will send an e-mail with the approval until the CurricUNET process is completed.
- Agenda date should be changed
- 6.6 is only a prerequisite update. Nobody but Office of Instruction should add prerequisites to the catalog and schedule description. Until they are approved, they are not allowed on the descriptions.

**ADDITION**

- Add item 6.9 WELD 71 – New Course to Tabled Courses – class cap has been approved
- Add item 6.10 PSYC 219 – to Table Courses from September 29<sup>th</sup> Agenda
- Add to discussion item – request by Patricia Jennings, LMFT

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

**4. MINUTES:**

It was MSC (R. Cerreto / G Jones, 8-0) to table the minutes and bring them back to the upcoming meeting on November 10, 2016 due to spelling errors and changes needed.

**5. CONSENT AGENDA:**

None

**6.0 ACTION ITEM:**

**6.1 AP 4230 New Grading Option (SP) for Noncredit Classes – First Read**

It was MSC (S. Jones/P. Golder) to discuss

Discussion:

The Chairperson shared that after attending the Curriculum Regional meeting on Saturday, Academic Senate explained that SP is the new grading option for noncredit. They also mentioned that we need to change it in CurricUNET. Chairperson looked into the VVC's Board Policy and found that it was lacking; all it had was "A, B, C, D... and then nothing." Chairperson reviewed verbatim from the CCCC website; it shows great points and definitions on all the sections from the Ed Code and everything else. If anybody questions the changes using the same words verbatim, it can be justified.

This has not been run by the counselors yet, so it will be left as a first read, and bring it back for a second read to the next agenda. Chairperson will share it with the counselors to make sure they agree.

**COURSES**

**6.5 ETEC 90 Educational Technology Internship**

It was MSC (R. Cerreto/S.Jones, 8 -0) to approve the course Deactivation of ETEC 90 Educational Technology Internship.

Peter requested the Chairperson to go into CurricUNET and add justifications on class caps; she will include the justification based on what she receives from the originators. Some of the options could be pedagogical issues, ADA, safety and/or legal. After inputting the reasons, she will approve it. This will create a pending status.

Class cap will go to Curriculum Committee for approval. The Chairperson asked to make sure to look into this before approve a course.

**6.6 MATH 105 College Algebra**

It was MSC (J. Speakman/L.Huiner, 8-0) to approve the Prerequisite change from MATH 66 to MATH 90-S for MATH 105 College Algebra.

**6.7 CT148 Special Topic**

It was MSC (S. Visser /G. Jones, 8-0) to discuss.

The Chairperson shared that this is the first course brought for committee's approval using the syllabus. The intent is to qualify what it is in the COR.

After reviewing the syllabus, the committee discovered the syllabus sent to the Chairperson and shared with the committee is the wrong syllabus.

It was MSC (J. Speakman/ P.Golder, 8-0) to table the course.

**6.8 AENG 10.5 ESL Level 3 Low Intermediate Listening and Speaking**

It was MSC (P. Golder / R. Cerreto, 8-0) to table the course update: hours change and recommended skills for AENG 10.5 ESL Level 3 Low Intermediate and Speaking.

The taxonomy on the COR has to be fixed because the word "ask" is not allowed; for example, it could say to articulate and comprehend. Language has to come out of the taxonomy.

## **TABLED COURSES:**

### **6.9 WELD 71 Flux Cored Arc Welding**

It was MSC (S. Jones/ G. Jones, 8-0) to approve the new course WELD 71 Flux Cored Arc Welding as corrected.

Spelling will be left as is on the WR. SLOs says "show an understanding" and it should say "Describe the safety precautions for Flux Cored Arc Welding, and demonstrate the awareness of the safety and welding. Changes were made by committee member.

### **6.10 PSYC 219 Fieldwork in Psychology**

It was MSC (L. Huiner / R. Cerreto, 8-0) to table the course PSYC 219 Fieldwork in Psychology.

There are only three ways to get units: lecture, lab and study. Title 5 Section 55002.5 establishes the minimum expected time on task lecture, study and/or lab work that is necessary to award one unit of credit. There is no other. The PCAH, page 80 Title 5, section 55002.5 establishes that the relationship of hours to units is only for lecture, study, and/or lab.

For the record, "hours to units in the PCAH restricts it to lecture, study and/or lab work that is necessary to award one unit of credit, so there is no other. They are very specific and give examples of lecture and lab and the only hours of homework that they give, use the hours of homework just to show how to get to the total hours they are part of the unit."

The Chairperson also pulled up the information directly from Title 5, section 55002.5 and read it to the committee. She also read the PCAH page 80. She commented that when it says relationship of hours to units, she does not see where it would be any place else; originator can do a combination, but she does not see where it can be anything else. Students cannot earn units for field work unless faculty has assigned lab work for it. Field work itself is not lab content.

For the record "One credit of community college work 'one unit of credit' requires a minimum of 48 hours of lecture, study, or laboratory work at colleges operating on the semester system or 33 hours of lecture, study, or laboratory work on colleges operating on the quarter system. A course requires 96 hours or more of lecture, study or laboratory work at colleges operating on the semester system, or 66 hours or more of lecture, study or laboratory work at colleges operating on the quarter system should provide at least 2 units of credit. The amount of credit awarded will be adjusted in proportion to the number of hours of lecture, study or laboratory work in half unit increments. A district may elect to adjust the amount or credit awarded in proportion to the number of hours of lecture, study, or laboratory work in increments of less than one half of unit."

Our process is that the originator identifies the work.

Chairperson shared she has talked to Governet about it, and they explained that no units are awarded for anything other than lecture or lab, but they also have homework. A practicum is a lab. A clinical is a lab. The bottom line is it needs to say lab/lecture, just lab, just lecture, or a combination of lecture and lab.

The Chairperson asked the committee if they were comfortable with the Title 5 reading, which is out of the PCAH as well. When it says relationship of hours to units, the Chairperson said she does not see where it would be anyplace else, page 80.

The Chairperson will e-mail the originator to explain.

**7. PROGRAMS/CERTIFICATES:**

**7.1 Renewal Energy Certificate**

It was MSC (L. Huiner /R. Cerreto, 7-0) to approve the new certificate Renewal Energy Certificate

Jeannine Speakman stepped out for a short period of time while voting took effect.

**7.2 Photovoltaic Technician Certificate**

It was MSC (S. Jones/R. Cerreto, 7-0) to approve the new certificate Photovoltaic Technician Certificate

The Chairperson explained that a discussion during the Academic Senate Regional Meeting was that ACCJC requires any new or substantial change on certificates over 16 units be sent to them for their review. This is new. We need this in writing before the process is changed.

**7.3 Public Works Certificate**

It was MSC (S. Jones/S. Visser, 8-0) to approve the Certificate Update (CurricUNET only).

**7.4 Basic Residential Maintenance Certificate**

It was MSC (S. Visser/G. Jones, 8-0) to approve the Certificate Update (CurricUNET only).

It was MSC (L. Huiner/S. Jones) to bundle agenda items 7.5, 7.6, 7.7, 7.8, 7.10, 7.11 and 7.12 all certificates going into CurricUNET only.

It was MSC (S.Jones/G.Jones, 8-0) to approve the bundle in one motion.

**7.5 Basic Woodworking Certificate**

Certificate Update (CurricUNET only)

**7.6 Plumbing Technician Certificate**

Certificate Update (CurricUNET only)

**7.7 Basic Electrician Technician Certificate**

Certificate Update (CurricUNET only)

**7.8 Building Inspection Certificate**

Certificate Update (CurricUNET only)

**7.10 Basic HVAC and Refrigeration Services Technician**

Certificate Update (CurricUNET only)

**7.11 Construction Management Certificate**

Certificate Update (CurricUNET only)

**7.12 Expanded Animation Technician MAYA Certificate**

Certificate Update (CurricUNET only)

**7.9 Medical Assistant Certificate**

It was MSC (R. Cerreto/S. Visser) to discuss.

To approve this certificate the originator has to add into CurricUNET the following documentation: the advisory committee minutes, approval from the consortium which Scott will forward to Jeannine as well as LMI. Create a narrative, regional consortium.

Melina will send a narrative template to the entire committee.

It was MSC (S.Jones/R.Cerreto, 8-0) to table the certificate update for Medical Assistant Certificate.

**7.13 Business Escrow Certificate**

It was MSC (G. Jones/R. Cerreto, 8-0) to certificate deactivation for Business Escrow Certificate.

**8. INFORMATION/DISCUSSION:**

**8.1 UC Transfer Courses**

An e-mail from Pamela James was shared that includes the following UC Transfer Courses:  
Approved:

New Approved courses:

CMST 104 & 110

KIN 188A & 201

KIND 161A, 171A & 174A

PHYS 204 & 230

PSYC 217

TA 161A, 171A & 174A

Re-reviewed course and UC approved:

ALDH 142

KIN 142

MATH 105, 105H, 116

POLS 114

PSYC 215

RLST 106

**9. PUBLIC COMMENTS RELATED TO NON-AGENDA ITEMS:**

Patty Golder asked to include the following statement; "for the record, would it be possible to keep our comments professional and not accusatory? Because it only causes a riot."

**10. ADJOURNMENT**

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

Respectfully submitted,

Debra Blanchard

Chairperson