

**ADOPTED**  
**MINUTES**  
VICTOR VALLEY COLLEGE

**NOVEMBER 10, 2016**

**2:50 PM**

**1. CALL TO ORDER**

The meeting was called to order at 2:50 p.m. by Debra Blanchard, Chairperson.

**MEMBERS PRESENT:** Debra Blanchard, Chairperson, Richard R. Cerreto, Scott Jones, Gregory Jones, Leslie Huiner, Patty Golder, Lisa Harvey, Jackie Stahlke via skype

**MEMBERS ABSENT:** Jeanine Speakman, and Sandy Visser

**GUESTS:** Melina Rodriguez, Patricia Ellerson, Patricia Jennings

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

**ADDITION**

- Add item 8.3 – Credit Courses Certification
- Add item 8.4 – Hours and Units Calculations for Credit Courses Instructions
- Add item 8.5 – Reasons for tabled items to be added on Agendas and Minutes

**CORRECTION**

- Item 7.6 – change the certificate from Landscaping Certificate to Landscape Specialist Certificate in CurricUNET only

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

- Patty Jennings is here to address Psyc 219 and Psyc ADT

**4. MINUTES:**

**4.1 Minutes from October 13, 2016** – Tabled due to spelling and grammar errors

It was MSC (L. Harvey/R. Cerreto; 7-0) to approve as presented the minutes of October 13, 2016.

**4.2 Minutes from October 27, 2016**

It was MSC (S. Jones/G. Jones 7 -0) to approve as presented the minutes of October 27, 2016.

Discussion:

P. Golder is reviewing the minutes for punctuation, grammar, sentence structure issues.

**5. CONSENT AGENDA:**

None

**6.0 ACTION ITEM:**

- Leslie Huiner joined the meeting at 3:00 pm
- Pamela James joined the meeting at 3:05 pm

**6.1 Class Cap List from 10/23/16 to 11/7/16**

It was MSC (P. Golder/L. Harvey, 8-1 Lisa Harvey opposed) to discuss

Discussion

Peter wanted an official record of the approved cap sizes. All have been approved and the justification is listed too.

Faculty were changing the course cap in CurricUNET to the number of seats they have in the lab. Peter wants them to leave it the way it is in CurricUNET and then adjust the section on their schedule. For example, for the Journalism sections, they are in a classroom with 17 but CurricUNET has 36; the department chair can cross out the 36 and put 17 on their schedule but not change it in CurricUNET.

Peter does not want arbitrary decisions to change the class cap. This should be across the board because how would faculty know when one lab gets approved and another one does not.

In Journalism, the Chair of the department was trying to make the cross-listed sections the same and fit in the lab.

Lisa Harvey inquired how the faculty is looking at this and how to write curriculum so the classes can be put into any classroom on campus.

## **6.2 Curriculum Handbook – 3<sup>rd</sup> Read**

It was MSC (L. Harvey/P. James, 9-0) to table due to still being revised.

### Discussion

Still being revised by chair and will stay in 3<sup>rd</sup> read. Handbook should be done in late February.

## **6.3 AP 4230 New Grading Option (SP) for Noncredit Classes – 2<sup>nd</sup> Read**

It was MSC (R. Cerreto, S. Jones, 9-0) to approve the **AP 4230 New Grading Option for Noncredit Classes**

### Discussion

Chairperson discussed it with Diane, who inquired about the changes. Chairperson explained the only change is SP; Diane expressed she is not in favor of plus and minus, but the Chairperson explained we are not changing to pluses and minuses. Diane stated she was going to share it with the Counselors at their meeting.

It was not discussed at the counselors meeting.

After committee decided to approve it, the Chairperson asked Leslie Huiner to add it to the Academic Senate Agenda for their review.

It was MSC (L. Harvey/L. Huiner) to move forward items 6.26 to 6.31, 7.4 and 7.7

It was MSC (S. Jones/L. Huiner) to discuss.

Chairperson put a work order into CurricUNET to add Fieldwork, but Jessica requested to change it to Activity instead, so she put in the new request; however, it is not done yet.

The Chancellor's Office will contact the Chairperson today around 4:00 pm about the OC and the COR in regards to the work order placed for CurricUNET.

Per Hours and Units Calculations for Credit Courses Instructions received from the Chancellor's Office, Activity means: in units and hours, lab with homework, studio, and/or similar. The in-class hours to the out-of-class hours ratio is 2:1.

## **6.26 PSYC 219 Fieldwork in Psychology**

It was MSC (S. Jones/L. Huiner) to discuss.

### Discussion:

Chairperson shared she asked the Chancellor's Office and the statewide Academic Senate what we do with field work since we are not the only ones that have field work under lab. Child Development, for example, has a practicum with fieldwork, which is under lab. If field work is different, it is done as an activity instead of a lab. That's why we need clarification on that. Child Development says practicum, fieldwork; Paramedics says field internship, fieldwork. In a dynamic environment, you do what you need to do. Outside of the classroom it is considered all lab hours because you only have lecture hours or lab hours.

Patricia Jennings states that the original was submitted as a lab.

The students taking PSYC 219 are going to work under a licensed professional.

Other curriculum chairs stated that the instructor has to supervise students on site; however, the Co-Op instructor is not able to supervise. In some fields they are not qualified personnel to supervise because they don't hold the necessary license.

Patricia Jennings asked who did the Chairperson contact to get information; the Chairperson states she used listserv.

While reviewing the course in CurricUNET, it was noted that the amount of units are incorrect, so Patricia Jennings, agreed to have Scott Jones make the change from 4 units to 3 units. If the committee was to approve the course as a lab, there is the issue that the lab content is not specified in the COR, so Lisa will provide Patricia Jennings with some verbiage that can be used. Furthermore, the Chairperson suggests that the assessment should be the lab content based on the checklist Patricia Jennings has developed to grade the students. The lab content should be their assessment on their professionalism, their ability to execute techniques, etc. Additionally, recommended prep needs to be added under the prerequisite screen; the approval from the instructor or department chair also has to be listed under requisite. All courses showing as recommended prep should be entered as prerequisites, which include PSYC 101, PSYC 213, PSYC 125 as well as "requires permission from instructor in psychology." English 101 is a recommended prep.

Patricia Jennings requested to table the course because she needs to add all the information in CurricUNET, so the Chairperson agreed to table it until the December 8<sup>th</sup> meeting. If the Chancellor's Office gives a directive, that is different from lab; she will contact the person directly and talk about it, and send an email to whole committee. If the Chancellor's Office says using the term fieldwork is not acceptable, we can change the word to whatever they suggest.

Patricia Jennings states that class cap will be 12 or 15 even when only 5 students might be enrolled at one time. The Chairperson sent an e-mail to Peter for cap size approval.

It was MSC (G. Jones/ P. Golder, 9-0) to table the new course PSYC 219 Fieldwork in Psychology, including its Recommended Preparation Courses and prerequisite due to changes needed; documentation needs to be added into CurricUNET; therefore, Items 6.27, 6.28, 6.29, 6.30, 6.31 are also tabled because it needs to add lab content. Patricia Jennings agreed she will send an update to the Chairperson in time for the next agenda.

**6.27 PSYC 219 Fieldwork in Psychology**

Recommended Preparation: ENGL 101

It was MSC (G. Jones/ P. Golder, 9-0) to table the new course PSYC 219 Fieldwork in Psychology including its Recommended Preparation Courses and prerequisite due to changes needed, and documentation needs to be added into CurricUNET.

**6.28 PSYC 219 Fieldwork in Psychology**

Recommended Preparation: PSYC 101

It was MSC (G. Jones/ P. Golder, 9-0) to table the new course PSYC 219 Fieldwork in Psychology including its Recommended Preparation Courses and prerequisite due to changes needed, and documentation needs to be added into CurricUNET.

- 6.29** **PSYC 219 Fieldwork in Psychology**  
Recommended Preparation: PSYC 213

It was MSC (G. Jones/ P. Golder, 9-0) to table the new course PSYC 219 Fieldwork in Psychology including its Recommended Preparation Courses and prerequisite due to changes needed, and documentation needs to be added into CurricUNET.

- 6.30** **PSYC 219 Fieldwork in Psychology**  
Recommended Preparation: PSYC 125

It was MSC (G. Jones/ P. Golder, 9-0) to table the new course PSYC 219 Fieldwork in Psychology including its Recommended Preparation Courses and prerequisite due to changes needed, and documentation needs to be added into CurricUNET.

- 6.31** **PSYC 219 Fieldwork in Psychology**  
Prerequisite: Requires permission from the instructor and the Psychology Dept. Chair

It was MSC (G. Jones/ P. Golder, 9-0) to table the new course PSYC 219 Fieldwork in Psychology including its Recommended Preparation Courses and prerequisite due to changes needed, and documentation needs to be added into CurricUNET.

- 7.7** **Applied Developmental Psychology Assistant**  
It was MSC (G. Jones/ P. Golder, 9-0) to table the new certificate Applied Developmental Psychology Assistant due to PSYC 219 Fieldwork in Psychology being tabled, which it is part of the certificate.

- 7.4** **AA-T Psychology**  
It was MSC (P. James/ L. Harvey, 9-0) to approve the degree update (CurricUNET only) for AA-T Psychology due to missing CIDs and courses need to be added.

Discussion:

As soon as the CID comes back, Patricia Jennings will review and submit it for approval, and she will also add PSYC 215 and PSYC 217.

CurricUNET needs to have the very first paperwork that was approved by the Chancellor's Office in 2014. What we currently have the committee does not need to take any actions on today.

The Chairperson is asking if she can delete the degree that was entered incorrectly because the units add to zero--any of the ones that did not use the drop down box. Patricia Jennings agreed.

**COURSES**

It was MSC (S. Jones/ L. Harvey) to bundle agenda items 6.4, 6.5, 6.6 and 6.8 Course Deactivation

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

- 6.4** **CIDG 70 Design for Graphic Artists**  
Course Deactivation

- 6.5** **CIDG 71 Survey of Computer Graphics**  
Course Deactivation

- 6.6** **CIDG 72 Computer Illustration**  
Course Deactivation

**6.8 FIRE 55C Fire Instructor 2A**

Course Deactivation

**6.7 EMS 84 Emergency Medical Services**

It was MSC (S. Jones / R. Cerreto, 9-0) to approve the course update for EMS 84 Emergency Medical Services.

Due to changing Title 22, Scott Jones made a small change in content adding Tactical EMS.

**6.9 FIRE 61G Fire Line Emergency Medical Technician (EMT)**

It was MSC (R. Cerreto/G. Jones, 9-0) to approve the course update: title change, textbook, units change and prerequisite description change for FIRE 61G Fire Line Emergency Medical Technician (EMT).

**6.10 FIRE 100 Principles of Emergency Services**

It was MSC (L. Harvey/ L. Huiner, 9-0) to approve the course update: title change and removing the recommended preparation for FIRE 100 Principles of Emergency Services.

**6.11 FIRE 109 Wildland Fire Control**

It was MSC (R. Cerreto /P. Golder, 9-0) to approve the course update: description change and removing recommended preparation for FIRE 109 Wildland Fire Control.

**6.12 MATH 12 Pre-Algebra**

It was MSC (L. Harvey / P. James, 9-0) to approve the course update: description change and removing prerequisite for MATH 12 Pre-Algebra.

**6.13 MATH 90-S Intermediate Algebra with Skills Support**

It was MSC (R. Cerreto/ L. Harvey, 9-0) to approve the new course MATH 90-S Intermediate Algebra with Skills Support.

**6.14 MATH 90-S Intermediate Algebra with Skills Support**

It was MSC (P. Golder/G. Jones, 9-0) to approve the prerequisite of MATH 42 with a grade of "C" or better or by assessment placement for MATH 90-S Intermediate Algebra with Skills Support.

**6.15 MATH 90-S Intermediate Algebra with Skills Support**

It was MSC (S. Jones/ J. Stahlke, 9-0) to approve the prerequisite of MATH 63 with a grade of "C" or better or by assessment placement for MATH 90-S Intermediate Algebra with Skills Support.

**6.16 MATH 90-S Intermediate Algebra with Skills Support**

It was MSC (J. Stahlke / P. James, 9-0) to approve Distance Education as a method of instruction for MATH 90-S Intermediate Algebra with Skills Support.

**6.17 MATH 104 Trigonometry**

It was MSC (R. Cerreto/ L. Harvey, 9 -0) to approve the prerequisite change from MATH 66 to MATH 90-S for MATH 104 Trigonometry.

Discussion:

Only changing the Math 66 to Math 90-s in addition to 90, which was already in the COR

**6.18 MATH 105H Honors College Algebra**

It was MSC (R. Cerreto / S. Jones, 9 -0) to approve the prerequisite change from MATH 66 to MATH 90-S for MATH 105H Honors College Algebra.

**6.19 MATH 132 the Ideas of Math**

It was MSC (R. Cerreto /S. Jones, 9 -0) to approve the prerequisite change from MATH 66 to MATH 90-S for MATH 132 the Ideas of Math.

**TABLED COURSES:**

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

It was MSC (P. Golder/ L. Huiner) to discuss.

Discussion:

Patty Golder has tried to contact the Originator but has not been able to reach her.

Patty requested to add: "There is no response from Originator"

It was MSC (P. Golder/ L. Huiner, 9-0) to table the course AENG 10.5 ESL Level 3 Low Intermediate Listening and Speaking due to the work has not been done yet.

**6.21 CMST 208LA Journalism Lab A**

It was MSC (G. Jones/L. Harvey, 9-0) to approve the new course without a class size CMST 208LA Journalism Lab A.

Discussion:

Peter approved course not to have class size.

**6.22 CMST 208LA Journalism Lab A**

It was MSC (G. Jones/R. Cerreto, 9 -0) to approve the prerequisite of ENGL 50 – Writing Fundamentals for CMST 208LA Journalism Lab A.

**6.23 CMST 208LA Journalism Lab A**

It was MSC (G. Jones/S. Jones, 9 -0) to approve the co-requisite of CMST 208 for CMST 208LA Journalism Lab A.

Discussion:

Per Chairperson's request, Scott Jones deleted the SLOs in assignments during the committee meeting.

**6.24 CT 148 Special Topic**

It was MSC (L. Huiner/P. James, 9-0) to discuss to approve the course revision using the syllabus for CT 148 Special Topic.

Discussion:

The only issue in the syllabus was the title, so Anthony Benato crossed it off and changed it

**6.25 CTMF 140 Manufacturing Internship**

It was MSC (R. Cerreto/L. Harvey) to discuss.

Discussion:

The COR was reviewed during the meeting, and the committee found that the objectives and assignments were not linked. The textbook also needs to be updated.

It was MSC (R. Cerreto / P. Golder, 9-0) to table the course CTMF 140 Manufacturing Internship due to Objectives and assignments were not linked and textbook needs to be updated.

**7. PROGRAMS/CERTIFICATES**

It was MSC (L. Huiner /P. James, 9-0) to bundle agenda items 7.1, 7.2, 7.3, 7.5 and 7.6 Certificate Updates (CurricUNET only).

It was MSC (L. Harvey/ S. Jones, 9-0) to approve the bundle in one motion for certificate updates in CurricUNET only.

**7.1 Paralegal Studies Certificate**

Certificate update (CurricUNET only) for Paralegal Studies Certificate

**7.2 Nursing Licensure Certificate**

Certificate update (CurricUNET only) for Nursing Licensure

**7.3 Building Construction Certificate**

Certificate update (CurricUNET only) for Building Construction Certificate

**7.5 Geography ADT**

Degree update (CurricUNET only) for Geography ADT

**7.6 Landscape Specialist Certificate**

Certificate Landscape Specialist Certificate (CurricUNET only)

**TABLED PROGRAMS/CERTIFICATES**

Moved at the beginning of the meeting while Originator was present.

**8. INFORMATION/DISCUSSION:**

**8.1 Aviation and other programs, issues, CTE**

Discussion:

Scott explained that the aviation certificate and degree was pulled by the catalog because they were going under revision. Now VA are not receiving their GI Bill benefits because there are no certificates in the catalog. Chairperson claims that they had to have been pulled off last minute before it went to publication.

The old certificates, which are the active certificates, were pulled from the catalog, so the Chairperson inquired if that would be the new practice. These certificates are undergoing an update, and it has taken 6 months; meanwhile, there is not a certificate in the catalog, so students registering under the veterans program using the certification by what is in the catalog, can no longer get their GI bill to pay for the aviation program because there is no certificate in the catalog. She has asked Chris if the students would mind taking the aviation courses for less units on an old certificate rather than the new certificate. He stated that the students don't care. However, the federal government won't approve taking those courses unless there is a certificate attached; the current certificate is active.

The Chairperson shared that she has emailed saying we want them in the addendum, so that the VA students can take the courses and be approved. Financial Aid said they are FAA approved but not VA approved. GI bill requires a college certificate and not an FAA certificate. We are saying they are state approved, and she will leave what the students want with Chris because he is a contact with them.

The certificates are approved. They have always been approved. The certificates are not updated in CurricUNET, and that's what we're doing now; Chris has updated them now, and we are waiting for approval from the Chancellor's Office. Taking them out of the catalog means that they went around CurricUNET because in CurricUNET the certificates are still active until they are replaced and approved.

In Title 4, if you award financial aid for courses or certificates that are not state approved, you can owe that money back. We have VA students waiting, and we had a student leave us and go to Chaffey because they have the courses ready.

Patty requested a list of people who needs to be contacted.

**8.2 Presentation from Curriculum Institute – COR 101: The Nuts and Bolts of the Course Outline of Records**

Carried to next agenda on December 8, 2016.

**8.3 AA 16-27 Credit Course Certification**

Discussion:

Chairperson read the form to the committee. By signing the Annual Credit Courses Certification from the Chancellor's Office, we are stating that we have a local process.

**8.4 Hours and Units Calculations for Credit Courses Instructions**

Discussion:

The Certification just signed talks about the college having developed local policy, regulations, or procedures specifying the accepted relationship between contact hours, outside of class hours, and credit for calculating credit hours to ensure consistency in awarding units and credits.

The Chairperson proposed to use these instructions as the curriculum guideline. However, Leslie Huiner requested to pull some pieces from there because there is too much information that could be confusing; in addition, it does not include individualized instruction.

Committee agreed to pull pages 9, 10, 11 and 12 from the instructions as well as removing the quarter reference to be able to use it as a guideline. This needs to be added to the Academic Senate Agenda to be discussed.

**8.5 Reasons for Table Items to be add on Agendas and Minutes**

Discussion:

Tabled items will have to have specific reasons why they have been tabled; the minutes and agendas will include that reason of the action taken.

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

**10. ADJOURNMENT**

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

Respectfully submitted,

Debra Blanchard

Chairperson