

**APPROVED MINUTES
VICTOR VALLEY COLLEGE**

NOVEMBER 30, 2017 2:45 PM

1.0 CALL TO ORDER

The meeting was called to order at 2:45 p.m. by Chair.

MEMBERS PRESENT: Debra Blanchard, Chair, Scott Jones, Patty Golder, Sandy Visser, Jackie Stahlke, Richard Cerreto, Gregory Jones and Lisa Harvey

MEMBERS ABSENT: Leslie Huiner, Pamela James and Jeanine Speakman

GUESTS: Reba Pugliese, Natasha Schumacher, Jessica Gibbs, Lee Bennett and Claude Oliver

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

CORRECTION:

7.24 Should be Collegial Education Certificate, Level II: Teaching and Learning
Specialization

7.28 Level I and Level II

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

4.0 MINUTES:

4.1 Minutes from October 26, 2017

It was MSC (S. Jones/P. Golder, 7-0) to approve the minutes from October 26, 2017.

5.0 CONSENT AGENDA:

None

6.0 ACTION ITEM

Course substitution form: CISCO Networking Academy Certificate Level II
MSC (J. Stahlke, L. Harvey, 7-0) to approve

COURSES:

6.1 AUTO 50.3 Survival Guide for the Motorist

It was MSC (L. Harvey/R. Cerreto, 7-0) to approve AUTO 50.3 Survival Guide for the Motorist for
new course

- 6.2 AUTO 50.3 Survival Guide for the Motorist**
It was MSC (S. Visser/G. Jones, 7-0) to approve AUTO 50.3 Survival Guide for the Motorist for distance education
- 6.3 BADM 144 Business Communications**
It was MSC (R. Cerreto/P. Golder, 7-0) to approve prerequisite: ENGL 101 with a minimum grade of C
- Discussion:** Office of instruction makes changes to prerequisites
- 6.4 BET 100 Introduction to Computers**
It was MSC (L. Harvey/R. Cerreto, 7-0) to approve course update, textbook update
- 6.5 BET 101 Beginning Keyboarding/Typing**
It was MSC (J. Stahlke/ Harvey, 7-0) to approve course update: assignments, textbook update, methods of instruction
- 6.6 BET 107 Internet A/B/C**
It was MSC (P. Golder/S. Jones, 7-0) to approve course update: assignments, textbook update, methods of instruction
- 6.7 BET 118 Microsoft Access**
It was MSC (R. Cerreto/L. Harvey, 7-0) to approve course update, grading-letter grade only, course content, assignments, textbook update, and methods of instruction
- 6.8 BET 122 Intermediate Keyboard/Typing**
It was MSC (S. Jones/G. Jones, 7-0) to approve course update, content, assignments and textbook update
- 6.9 BET 123L Machine Transcription-Legal**
It was MSC (R. Cerreto/S. Visser, 7-0) to approve course update, content, assignments, textbook update, and methods of instruction
- Discussion:** Old textbook but no new textbook currently available
- 6.10 BET 123L Machine Transcription-Legal**
It was MSC (/ , 7-0) to approve recommended prep: BET 104
- 6.11 BET 123M Machine Transcription-Medical**
It was MSC (R. Cerreto/S. Visser, 7-0) to approve course update, content, assignments, textbook update, and methods of instruction
- 6.12 BET 123M Machine Transcription-Medical**
It was MSC (R. Cerreto/L. Harvey, 7-0) to approve recommended prep: BET 104
- 6.13 BET 123T Machine Transcription**
It was MSC (S. Jones/J. Stahlke, 7-0) to approve course update, content, assignments, textbook update, and methods of instruction
- 6.14 BET 123T Machine Transcription**
It was MSC (R. Cerreto/S. Jones, 7-0) to approve recommended preparation: BET 104

- 6.15 BET 124 Records Management**
It was MSC (J. Stahlke/L. Harvey, 7-0) to approve course update, content, assignments, textbook update and methods of instruction,
- 6.16 BET 131 Presentation Software: PowerPoint A/B/C**
It was MSC (J. Stahlke/R. Cerreto, 7-0) to approve course update, content, assignments, textbook update, methods of instruction, SLOs, units/hours and grading-letter grade only
- 6.17 BET 133 Microsoft Office**
It was MSC (R. Cerreto/J. Stahlke, 7-0) to approve course update, content, assignments, textbook update, methods of instruction, methods of evaluation, units/hours and SLO's contact types
- 6.18 BET 136 Career Applications for Word Processing**
It was MSC (P. Golder/G. Jones, 7-0) to approve course update, content, assignments, textbook update, methods of instruction and methods of evaluation,
- 6.19 BET 137 Desktop Publishing: Microsoft Publisher**
It was MSC (R. Cerreto/L. Harvey, 7-0) to approve course update, assignments and textbook update
- 6.20 BET 141 OS; Windows A/B/C**
It was MSC (L. Harvey/S. Jones, 7-0) to approve course update, content, grading-Letter grade only, textbook update, methods of instruction and assignments
- 6.21 BET 142 Office Technologies & Procedures**
It was MSC (S. Jones/R. Cerreto, 7-0) to approve course update, content, assignments, textbook update, methods of instruction and grading-letter grade only
- 6.22 CIS 210 Programming in Visual Basic**
It was MSC (L. Harvey/J. Stahlke, 7-0) to approve course deactivation
- 6.23 ENGD 110 Introduction to 2-D AutoCAD**
It was MSC (R. Cerreto/S. Visser, 7-0) to approve distance education
- 6.24 ENGD 120 Introduction to Inventor**
It was MSC (G. Jones/S. Visser, 7-0) to approve distance education
- 6.25 ENGL 101 English Composition and Reading**
It was MSC (P. Golder/R. Cerreto, 7-0) to approve prerequisite: ENGL 45 with a grade of C or better
- 6.26 ENGL 101H Honors Composition and Reading**
It was MSC (P. Golder/L. Harvey, 7-0) to approve prerequisite: ENGL 45 with a grade of C or better
- 6.27 ENGL 128 Special Topics**
It was MSC (P. Golder/R. Cerreto, 7-0) to approve course update; name change
- 6.28 FIRE 59 Basic Wildland Fire Academy**
It was MSC (S. Jones/S. Visser, 7-0) to approve course update; unit change
- 6.29 FIRE 59 Basic Wildland Fire Academy**
It was MSC (S. Jones/S. Visser, 7-0) to approve recommended prep: FIRE 11B

- 6.30 FIRE 59 Basic Wildland Fire Academy**
It was MSC (S. Jones/S. Visser, 7-0) to approve recommended prep: EMS 50
- 6.31 FIRE 59B Cal Fire Basic Wildland Academy**
It was MSC (S. Jones/L. Harvey, 7-0) to approve course update; title change and course content
- 6.32 FIRE 59B Cal Fire Basic Wildland Academy**
It was MSC (S. Visser/R. Cerreto, 7-0) to approve recommended prep: FIRE 59
- 6.33 JOUR 108LA Journalism Lab A**
It was MSC (G. Jones/P. Golder, 7-0) to Table (J. Stahlke/S. Jones) for course update
- 6.34 JOUR 108 Fundamentals of Journalism**
It was MSC (G. Jones/P. Golder, 7-0) to approve course update
- 6.35 SOC 104 Introduction to Social Work**
It was MSC (R. Cerreto/L. Harvey, 7-0) to approve new course
- 6.36 SOC 104 Introduction to Social Work**
It was MSC (R. Cerreto/J. Stahlke, 7-0) to approve recommended prep: ENGL 101
- 6.37 SOC 104 Introduction to Social Work**
It was MSC (J. Stahlke/R Cerreto, 7-0) to approve recommended prep: eligibility for ENGL 101
- 6.37 SOC 104 Introduction to Social Work**
It was MSC (S. Jones/G. Jones, 7-0) to approve distance education

TABLED COURSES:

None

- 7.0 PROGRAMS/CERTIFICATES**
- Motion to bundle Cnet Only items 7.1, 7.2, 7.3, 7.4, 7.7, 7.9, 7.10, 7.12, 7.13**
It was MSC (S. Jones, J. Stahlke, 7-0) to approve bundle
- Motion to approve Cnet Only items**
It was MSC (S. Jones/ S. Visser, 7-0) to approve Cnet only items in bundle
- 7.1 Associate in Art Degree-Liberal Arts (04975)**
It was MSC (S. Jones/ S. Visser, 7-0) to approve for Cnet only
- 7.2 Art and Humanities Emphasis (18595) AA Associate of Arts**
It was MSC (S. Jones/ S. Visser, 7-0) to approve for Cnet only
- 7.3 Business Administration (10882)**
It was MSC (S. Jones/ S. Visser, 7-0) to approve for Cnet only
- 7.4 Communication Studies A. S. (10882)**
It was MSC (S. Jones/ S. Visser, 7-0) to approve for Cnet only
- 7.5 Criminal Justice A. S.**
It was MSC (S. Jones/S. Visser, 7-0) to approve for name change

- 7.6 **Electronics Engineering Technology: Computer (10797) AS Associate of Science**
It was MSC (R. Cerreto/L. Harvey, 7-0) to approve for Deactivation only
- 7.7 **Fine Arts Major (7595)**
It was MSC (S. Jones/ S. Visser, 7-0) to approve for Cnet only
- 7.8 **Forensic Specialist**
It was MSC (S. Jones/R. Cerreto, 7-0) to approve for update and adding to Cnet
- 7.9 **Geography AS-T, ADT**
It was MSC (S. Jones/ S. Visser, 7-0) to approve for Cnet only
- 7.10 **Math/Science Major (4976)**
It was MSC (S. Jones/ S. Visser, 7-0) to approve for Cnet only
- 7.11 **Police Technician Specialist Certificate**
It was MSC (L. Harvey/R. Cerreto, 7-0) to approve for update and Cnet addition
- 7.12 **Respiratory Therapy (20544) Certificate of Achievement**
It was MSC (S. Jones/ S. Visser, 7-0) to approve for Cnet only
- 7.13 **Respiratory Therapy (04957) A.S. Degree**
It was MSC (S. Jones/ S. Visser, 7-0) to approve for Cnet only
- 7.14 **Cisco Networking Academy Level I Certificate**
It was MSC (J. Stahlke/L. Harvey, 7-0) to approve for deactivation in Cnet Only
- Motion to Bundle all Cnet deactivation in CNET only items (7.14-7.31)**
It was MSC (J. Stahlke/S. Visser, 7-0) to approve the bundle
- Motion to approve Cnet deactivation in CNET only items bundle (7.14-7.31)**
It was MSC (J. Stahlke/L. Harvey, 7-0) to approve the deactivations in the bundle
- 7.15 **Cisco Networking Academy Level II Certificate**
It was MSC (J. Stahlke/S. Visser, 7-0) to approve for deactivation in Cnet only
- 7.16 **Cisco Networking Academy Level III Certificate**
It was MSC (J. Stahlke/S. Visser, 7-0) to approve for deactivation in Cnet only
- 7.17 **Cisco Networking Academy Level IV Certificate**
It was MSC (J. Stahlke/L. Harvey, 7-0) to approve for deactivation in Cnet only
- 7.18 **Cisco Networking Academy Level V Certificate**
It was MSC (J. Stahlke/L. Harvey, 7-0) to approve for deactivation in Cnet only
- 7.19 **Cisco Networking Academy Level VI Certificate**
It was MSC (J. Stahlke/L. Harvey, 7-0) to approve for deactivation in Cnet only
- 7.20 **Cisco Networking Academy Level VII Certificate**
It was MSC (J. Stahlke/L. Harvey, 7-0) to approve for deactivation in Cnet only
- 7.21 **Collegial Education Level I Certificate**
It was MSC (J. Stahlke/L. Harvey, 7-0) to approve for deactivation in Cnet only
- 7.22 **Collegial Education Level II: Technology Specialization Certificate**
It was MSC (J. Stahlke/L. Harvey, 7-0) to approve for deactivation in Cnet only

- 7.23 **Collegial Education Level 2: Curriculum Specialization Certificate**
It was MSC (J. Stahlke/L. Harvey, 7-0) to approve for deactivation in Cnet only
- 7.24 **Collegial Education Level II: Technology Specialization Certificate**
It was MSC (J. Stahlke/L. Harvey, 7-0) to approve for deactivation in Cnet only
- 7.25 **Emergency Medical Technician (Refresher)**
It was MSC (J. Stahlke/L. Harvey, 7-0) to approve for deactivation in Cnet only
- 7.26 **Fiber Optic Cabling Technician Certificate**
It was MSC (J. Stahlke/L. Harvey, 7-0) to approve for deactivation in Cnet only
- 7.27 **Fire Prevention Officer Certificate (07594)**
It was MSC (J. Stahlke/L. Harvey, 7-0) to approve for deactivation in Cnet only
- 7.28 **MCSE Examination Preparation Level I, II Certificate**
It was MSC (J. Stahlke/L. Harvey, 7-0) to approve for deactivation in Cnet only
- 7.29 **N+ Certification Examination Preparation Certificate**
It was MSC (J. Stahlke/L. Harvey, 7-0) to approve for deactivation in Cnet only
- 7.30 **Network Cabling Technician Certificate**
It was MSC (J. Stahlke/L. Harvey, 7-0) to approve for deactivation in Cnet only
- 7.31 **Water Resource Management Certificate**
It was MSC (J. Stahlke/L. Harvey, 7-0) to approve for deactivation in Cnet only

TABLED PROGRAMS/CERTIFICATES

None

8.0 INFORMATION/DISCUSSION:

Chancellor approval on certificates 12 units or more for Strong Workforce

Lee Bennett was recognized by the chair to tell committee member about need for Chancellor office approval of certificates 12 units or higher. We can attain a tremendous amount of data, and Strong Workforce is giving 1.4 million per year but they hold back a certain percentage and will hold more depending on our reporting. By requiring new certificates 12 or more units to be Chancellor approved, it will help with funding and our success data. We are far more successful than what we are reporting due to the fact all our data is not being reported. We can report data without Chancellor office approval but it has been very inconsistent. If the committee requires certificates 12 units or more to be approved by the Chancellor's office, then the data must be reported.

Jessica Gibbs was recognized by the chair and added that the ACCJC now requires institutions to set a goal of completion and this change will help us meet that goal.

Attending committee members indicated they were all in favor of requiring 12 unit certificates or higher to be approved by the chancellor's office.

Computer Integrated Design and Graphics Degree (no control number in catalog, awarded)

CIDG degree has never been approved. The actual degree that is approved is called "Drafting". Claude Oliver indicated he is moving away from CIDG and moving towards Engineering/Drafting and Architecture. Chair asked Claude to send Admission and Records director, Greta Moom, an email copying Chair, Jessica and any others. The degree should not be awarded because it is not approved.

List of Program Outcomes on CurricuNet

The Chair has created a link on CurricuNet to the program outcomes and the chair did a demonstration so the committee could see where the links are on CurricUNet. No other information about Program Outcomes will be included on CurricUNET because we do not have rights to the assessment module.

Prerequisite overrides

Chair indicated that counselors and records can override prerequisites. Example: if a student comes from another college and has taken a similar class, they can override. CHEM 100 had many overrides for 42S. Chair was told that the counselors had a meeting and it was told to them to stop overriding 42S for 42 but even after this meeting, some counselors are still doing it. People may be making decisions without checking with the department chair or curriculum committee which they should be checking with before they do the overrides. Chair of Chemistry is very upset and the Curriculum Committee is supportive of Chemistry. Will ask for a disproportionate impact report.

Requisites and Disproportionate Impact

Jackie Stalhke gave a report regarding disproportionate impact of prerequisites and corequisites.

1. She was unable to find research on sharepoint, or any other database, regarding the impact of a new prerequisites based on content review on both target courses and groups of students in terms of race, gender, ethnicity, disability status and so forth.
 - a. Prerequisites or corequisites can't be renewed unless it is determined to be necessary and appropriate to achieve the purpose for which it has been established.
 - b. The prerequisites or corequisites may be established for a single period of not more than two years while the research is being conducted and the final determination is being made.
 - i. Where is the data?
 - ii. Shouldn't Student Equity be looking at this to implement a plan setting forth the steps the district will take to correct the disproportionate impact?
2. She also mentioned that in our Curriculum Handbook:
 - a. Under section 3(a) it states that prerequisites and corequisites cannot be renewed or established without substantiated evidence.
 - b. Furthermore, under section 6(b), are we really monitoring student equity in all courses i.e. Biology?
 - c. Under section 7, implementation of content review with statistical validation, I don't believe we are doing what we stated in our curriculum handbook.

<https://govt.westlaw.com/calregs/Document/I950943607CD711E0A9F6EE2CF480C8FD?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=%28sc.Default%29>

South region curriculum workshop 11-18-17

Based on AB705 don't do anything yet about creating noncredit courses
Chair will present more at next meeting on 12.14.17, time permitting.

9.0 PUBLIC COMMENTS RELATED TO NON-AGENDA ITEMS:
None

10.0 ADJOURNMENT

The meeting was adjourned at 4:33 p.m.

Respectfully submitted,
Debra Blanchard
Chair