

ADOPTED
MINUTES
VICTOR VALLEY COLLEGE

DECEMBER 8, 2016

2:46 PM

1. CALL TO ORDER

The meeting was called to order at 2:46 p.m. by Debra Blanchard, Chairperson.

MEMBERS PRESENT: Debra Blanchard, Chairperson, Richard Cerreto, Scott Jones, Gregory Jones, Patty Golder, Lisa Harvey, Jackie Stahlke via Facetime; Jeannine Speakman; Sandy Visser, Pamela James.

MEMBERS ABSENT: Leslie Huiner

GUESTS: Melina Rodriguez, Mark Clair, Reba Pugliese, Patricia Ellerson

2. ANNOUNCEMENT OF ADDITIONS/DELETIONS/CORRECTIONS TO AGENDA

Chairperson introduced Mark Clair as Curriculum, Catalog, and Scheduling Dean.

Additions:

- Item 5.2 CMST 106 Interpersonal Communication – SLO Update
- Item 5.3 CMST 106 Interpersonal Communication – Textbook Update
- Item 6.36 MATH 42-S Elementary Algebra with Skills Support – Course Update: Units Change, Description Change
- Item 6.37 MATH 42-S Elementary Algebra with Skills Support – Prerequisite: Adding MATH 12 with a grade of “C” or better and removing MATH 42
- Item 6.38 MATH 42-S Elementary Algebra with Skills Support – Distance Education
- Item 6.39 MATH 120-S Introduction to Statistics with Skills Support – New Course
- Item 6.40 MATH 120-S Introduction to Statistics with Skills Support – Prerequisites: MATH 90, MATH 90-S OR MATH 63 with a grade of “C” or better or eligibility as determined by VVC assessment test
- Item 6.41 MATH 120-S Introduction to Statistics with Skills Support – Distance Education
- Item 6.42 CART 160 Survey of Visual Communication Technologies – Course Update
- Item 6.43 CART 160 Survey of Visual Communication Technologies – Recommended Prep: “Computer Literacy”
- Item 6.44 EDUC 60 Introduction to Online Teaching and Learning – Course Update: Description Change
- Item 6.45 EDUC 60 Introduction to Online Teaching and Learning – Distance Education
- Item 6.46 RSPT 221 Basic Cardiopulmonary Clinical Practicum and Case Study – Prerequisite: RSPT 90 or RSPT 231
- Item 6.47 RSPT 222 Advance Cardiopulmonary Clinical Practicum and Case Study – Prerequisite: RSPT 233

Deletions

- Second Item 7.3 Fire Company Officer Certificate has been already approved for Deactivation on 10/27/16
- Item 5.3 Deleted because there is no “textbook onl”y change, but a course update, which is included in item 5.2

Corrections items:

- 7.3 became 7.4; 7.4 became 7.5; 7.5 became 7.6; 7.6 became 7.7; 7.7 became 7.8; 7.8 became 7.9; 7.9 became 7.10.
- Item 5.1 moved to Tabled Courses section as 6.49
- Item 5.2 moved to Action Item section under Courses as Course Update

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

4. MINUTES:

It was MSC (L. Harvey/J. Speakman 9/0) to approve the minutes from November 10, 2016 with the following changes:

On Third page, in the paragraph that starts with “while reviewing the course in CurricUNET” - second sentence

Corrections:

- to strike: “in addition, she was in agreement to change it to lab, because the committee was uncomfortable approving under “Other””
- remove the word “however” and start next sentence with “If”

No other changes, additions or corrections to the minutes

5. CONSENT AGENDA:

6.0 ACTION ITEM:

6.1 Curriculum Handbook – 3rd Read

Table due to still being revised. It will be done by February’s meeting

6.2 Class Cap List from November 7, 2016

It was MSC (S. Jones/ P. Golder, 9-0) to approve

Discussion

- Chairperson wanted everyone to see what has been done; regarding class size
- DVST is based on the dean’s request
- RSPT due to cohort requirement. Faculty provided the letter requested from Peter Maphumulo.
- Chairperson listed all the reasons for class size approval; committee agreed with the format provided, so they are aware of the reasoning for class size changes. Changes need to be very specific, so the committee needs to be advising the originators on what must to be done
- Peter Maphumulo is being very detailed when reviewing class cap changes
- These are regulatory revisions.

6.3 Certificate Substitution Form – First Read

It was MSC (R. Cerreto/ S. Visser, 9-0) to discuss

Discussion

Form was given to Chairperson by Mike McCracken and the counselors. The committee agreed that due to the need for committee involvement, someone from the committee must sign the form.

Committee agreed to change the form as follows: Eliminating “designee” and adding the specific names, extension number and e-mail address: Pamela James ext. 2550- Pamela.James@vvc.edu ; Jackie Stahlke ext. 2765- Jacqueline.Stahlke@vvc.edu ; Mike McCracken ext. 2677- Mike.McCracken@vvc.edu ; and Curriculum Chair, Debra Blanchard 760-964-6868- Debra.Blanchard@vvc.edu

Chairperson will bring to next meeting for a second read; then it will be sent to Academic Senate for their review and approval.

COURSES

6.4 **BIOL 231 Human Physiology**

It was MSC (L. Harvey/P. James 9/0) to approve the Course Update: Description Change and prerequisite removal for BIOL 231 Human Physiology.

It was MSC (L. Harvey/ R. Cerreto 9/0) to bundle agenda items 6.5, 6.6, 6.7, 6.8, 6.9, 6.10, 6.11, 6.12 for Course Deactivation

It was MSC (S. Jones/ S. Visser, 9-0) to approve the bundle in one motion.

6.5 **FBAS 1 Tae Kwon Do and More!**

Course Deactivation

6.6 **FBAS 9 Open Tennis class**

Course Deactivation

6.7 **FBAS 10 Parenting and Me**

Course Deactivation

6.8 **FABS 100 America's Best Kept Investment Secrets**

Course Deactivation

6.9 **FBAS 101 Read All Day and Get Paid For It**

Course Deactivation

6.10 **FBAS 102 Writing for Magazines**

Course Deactivation

6.11 **FBAS 103 Screenwriting Warriors: Basic Training**

Course Deactivation

6.12 **FBAS 165 Physical Fitness**

Course Deactivation

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

(P. Golder/ R. Cerreto 9/0) to table course AENG 10.5 ESL Level 3 Low Intermediate Listening and Speaking

Discussion

P. Golder said she will meet with the faculty member and make changes.

Tabled because the work is not done – wording taxonomy. SLO wording needs to match to Blooms Taxonomy

6.48 **CMST 106 – Interpersonal Communication**

It was MSC (G. Jones/ J. Speakman 9/0) to approve course update for CMST 106 Interpersonal Communication

6.13 **MATH 42 Elementary Algebra**

It was MSC (L. Harvey/ R. Cerreto, 9-0) to approve removing the Co-Requisite of MATH 42-S for MATH 42 Elementary Algebra

6.14 **MATH 90 Intermediate Algebra**

It was MSC (J. Stahlke/ R. Cerreto, 9-0) to approve adding MATH 42-S as Prerequisite for MATH 90 Intermediate Algebra

6.15 MATH 90-S Intermediate Algebra with Skills Support

It was MSC (J. Speakman/ L. Harvey, 9-0) to approve MATH 90-s Intermediate Algebra with Skills Support as a New Course – after withdrawing from the state, some changes were made such as adding math 42-S as prerequisite and changing some of the prerequisite description

6.16 MATH 120 Introduction to Statistics

It was MSC (L. Harvey/ G. Jones, 9-0) to approve adding MATH 90-S with a grade of “C” or better and removing MATH 66 as prerequisite for MATH 120 Introduction to Statistics

It was MSC (J. Speakman/ R. Cerreto 9/0) to bundle items: 6.17, 6.18, 6.19, 6.20, 6.21, 6.22, 6.23, 6.24, 6.25, 6.26, and 6.27

It was MSC (J. Speakman/ L. Harvey 9/0) to table the bundle due to class cap not being approved yet.

6.17 NURS 220 Pharmacology and Nursing Management

Course Revision

6.18 NURS 220 Pharmacology and Nursing Management

Prerequisite: BIOL 211 with a minimum grade of “C”

6.19 NURS 220 Pharmacology and Nursing Management

Prerequisite: BIOL 221 with a minimum grade of “C”

6.20 NURS 220 Pharmacology and Nursing Management

Prerequisite: BIOL 231 with a minimum grade of “C”

6.21 NURS 220 Pharmacology and Nursing Management

Prerequisite: TEAS V or TEAS score 62% or better

6.22 NURS 220 Pharmacology and Nursing Management

Prerequisite: Admission to Nursing Program as required by BRN

6.23 NURS 222 Nursing Process 2

Course Revision

6.24 NURS 222 Nursing Process 2

Removing Prerequisite of NURS 220

6.25 NURS 223 Nursing Process 3

Course Revision

6.26 NURS 224 Nursing Process 4

Course Revision

6.27 NURS 246 Assessment for Nursing Skills

Course Revision

6.28 RSPT 221 Basic Cardiopulmonary Clinical Practicum and Case Studies

It was MSC (J. Speakman/ R. Cerreto, 9-0) to approve New Course RSPT 221 with a class cap of 29 approved

Discussion

Chairperson shared that she put a work order to show on the WR the list of attachments; that way they will be on record.

Committee agrees to add the Class cap and its reasoning. Chairperson will add a work order for class cap justification

During the committee meeting, S. Jones added Loma Linda under GE to make it transferrable.

6.46 RSPT 221 Basic Cardiopulmonary Clinical Practicum and Case Studies

It was MSC (J. Stahlke/ J. Speakman, 9-0) to approve Prerequisite of RSPT 90 or RSPT 231 for RSPT 221 Basic Cardiopulmonary Clinical Practicum and Case Studies

6.29 RSPT 222 Advance Cardiopulmonary Clinical Practicum and Case Studies

It was MSC (J. Speakman/ L. Harvey, 9-0) to approve New Course RSPT 222 Advance Cardiopulmonary Clinical Practicum and Case Studies

Discussion

S. Jones checked GE requirements

6.47 RSPT 222 Advance Cardiopulmonary Clinical Practicum and Case Studies

It was MSC (L. Harvey/ R. Cerreto, 9-0) to approve Prerequisite of RSPT 233 for RSPT 222 Advance Cardiopulmonary Clinical Practicum and Case Studies

6.36 MATH 42-S Elementary Algebra with Skills Support

It was MSC (R. Cerreto/ J. Stahlke, 9-0) to approve Course Update: units change and description change for MATH 42-S Elementary Algebra with Skills Support

6.37 MATH 42-S Elementary Algebra with Skills Support

It was MSC (G. Jones/ P. Golder, 9-0) to approve adding Math 12 with a grade of "C" or better and removing MATH 42 as prerequisite for MATH 42-S Elementary Algebra with Skills Support

6.38 MATH 42-S Elementary Algebra with Skills Support

It was MSC (S. Jones/ P. James, 9-0) to approve Distance Education for MATH 42-S Elementary Algebra with Skills Support

6.39 MATH 120-S Introduction to Statistics with Skills Support

It was MSC (L. Harvey/ R. Cerreto, 9-0) to approve MATH 120-S Introduction to Statistics with Skills Support as a new course

6.40 MATH 120-S Introduction to Statistics with Skills Support

It was MSC (S. Visser/ R. Cerreto, 9-0) to approve prerequisites of MATH 90, MATH 90-S or MATH 63 with a grade of "C" or better or eligibility as determined by VVC Assessment Test for MATH 120-S Introduction to Statistics with Skills Support

6.41 MATH 120-S Introduction to Statistics with Skills Support

It was MSC (L. Harvey/ P. James, 9-0) to approve Distance Education for MATH 120-S Introduction to Statistics with Skills Support

6.42 CART 160 Survey of a Visual Communication

It was MSC (G. Jones/ P. Golder, 9-0) to approve Course Update for CART 160 Survey of Visual communication

6.43 CART 160 Survey of a Visual Communication

It was MSC (G. Jones/ R. Cerreto, 9-0) to approve recommended prep of "Computer Literacy" for CART 160 Survey of a Visual communication

6.44 EDUC 60 Introduction to Online Teaching and Learning

It was MSC (P. Golder/ R. Cerreto, 9-0) to approve Course Update: description change for EDUC 60 Introduction to Online Teaching and Learning

Discussion

This class needs to be added in the spring 2017, but it has to go to the Chancellor's Office as substantial change, so it will not be added until it is approved.

6.45 EDUC 60 Introduction to Online Teaching and Learning

It was MSC (R. Cerreto/ P. Golder, 9-0) to approve Distance Education for EDUC 60 Introduction to Online Teaching and Learning

TABLED COURSES

6.30 PSYC 219 Fieldwork in Psychology

It was MSC (R. Cerreto/ L. Harvey 9-0) to approve PSYC 219 as a new course with a class cap of 12

Discussion:

Activity content is showing up.

CCCCO has been contacted by Chairperson 4 times to inquire regarding fieldwork, but no answer yet.

For the record: L. Harvey asked, "How are we deciding on the class cap? Some classes are arbitrarily assigned the class size." She would like to have it clarified.

6.31 PSYC 219 Fieldwork in Psychology

It was MSC (R. Cerreto/ L. Harvey, 9-0) to approve PSYC 101 with a minimum grade of "C" as prerequisite for PSYC 219 Fieldwork in Psychology

Discussion

Entrance skills were missing for PSYC 101, so committee decided to add all. S. Jones requested to add "select all" option for entrance skills.

6.32 PSYC 219 Fieldwork in Psychology

It was MSC (R. Cerreto/ L. Harvey, 9-0) to approve PSYC 125 as a recommended prep for PSYC 219 Fieldwork in Psychology

Discussion:

For the record: "The Committee needs to pass this because the students need to get it sooner."

The committee recommendation is that PSYC 125 be made a prerequisite alongside PSYC 101 and not a recommended prep. Minutes from previous meeting state: "All recommended prep should be entered as prerequisites and not recommended prep., including PSYC 213, and PSYC 125."

6.33 PSYC 219 Fieldwork in Psychology

It was MSC (L. Harvey/ J. Speakman, 9-0) to approve PSYC 213 as a recommended prep for PSYC 219 Fieldwork in Psychology

6.34 PSYC 219 Fieldwork in Psychology

It was MSC (S. Jones/ P. Golder, 9-0) to approve required permission from the instructor and psychology department chair as recommended preparation for PSYC 219 Fieldwork in Psychology

Discussion:

This is not enforceable because it is a recommended prep, so the student can fight that PSYC 219 permission from Department chair is not required. The only issue that Chairperson could see is that if originator wanted to change the courses to prerequisites instead of recommended preps, it would have to wait until the class was approved and then the course can be submitted. Then pull it, request the change, and then put it back through.

6.35 PSYC 219 Fieldwork in Psychology

It was MSC (P. Golder/ G. Jones, 9-0) to approve ENGL 101 as recommended prep for PSYC 219 Fieldwork in Psychology.

PROGRAMS/CERTIFICATES

It was MSC (S. Jones/ L. Harvey) to bundle agenda items 7.1, 7.2, 7.3, 7.4, 7.5 for resubmission to BOT for a current approval date

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

7.1 Aviation Maintenance Technology

Approving certificate and attachments

Discussion

CCCCO has a different name than what was launched on CurricUNET, so during the meeting S. Jones fixed the certificate's name; he also made sure that the total amount of units were showing on the WR. In addition, he reviewed the attachments and made sure that the name aligns with the CCCCCO. (Chris Oshita was called on the phone and confirmed actions).

The degree name is Aeronautics and Aviation Technology.

7.2 Computer System II

It was MSC (S. Visser/ P. James, 9/0) approved
-needs attachments

7.3 Administrative Assistant

It was MSC (R. Cerreto/ J. Speakman, 9/0); this is a CNET only
Per committee request, certificate change submission will be removed from the CCCCCO
-it needs attachments
This certificate was left out of the 2014 catalog by accident and has not been re-added since.

7.4 Emergency Medical Services

It was MSC (S. Jones/J. Stahlke, 9/0)

7.5 Medical Office

It was MSC (S. Jones/R. Cerreto, 9/0) to table – it need attachments

7.6 English ADT

It was MSC (P. Golder and P. James, 9-0) to approve Certificate Update for English ADT

J. Stahlke disconnected and P. James left at 5:13 pm

7.7 Horticulture Specialist Certificate

It was MSC (L. Harvey/J. Speakman) to discuss CNET only

Discussion:

BIOL 104 is a deactivated 4-unit class that was included in the certificate. On CurricUNET the certificate shows 24-27 units, but the catalog shows 23-26 units.

It was MSC (R. Cerreto/G. Jones 7/0) to table Horticulture Specialist Certificate because BIOL 104 has been deactivated, so the certificate needs to be updated and submitted to the CCCCCO

7.8 Introductory Networking Certificate

It was MSC (L. Harvey/R. Cerreto, 7-0) to approve Certificate Update for Introductory Networking Certificate

Discussion:

This certificate does not need CCCCCO's approval because it changed to 17 units

TABLED PROGRAMS/CERTIFICATES

7.9 Applied Developmental Psychology Assistant

It was MSC (R. Cerreto, L. Harvey, 7-0) to approve Applied Developmental Psychology Assistant Certificate

Discussion:

M. Rodriguez will call Chairperson if scheduling consideration has to be included in either Colleague or Catalog

7.4 AA-T Psychology

It was MSC (R. Cerreto, S. Jones, 7-0) to approve AA-T Psychology Degree as a New Degree to be added to CurricUNET only

8. INFORMATION/DISCUSSION:

8.1 Program Review for Curriculum Committee

Discussion

President of Academic Senate is inquiring if the committee wants to do their own Program Review (or self- evaluation)

Committee inquired why it needs to be done and what is the benefit of doing it? Chairperson explained it is to find out strengths and shortcomings and feedback from faculty members. It was noted that the Academic Senate should include curriculum in their own Program Review and that Curriculum Committee is not a separate program, nor are any other senate committees. Committee suggested for the Academic Senate to come up with an evaluation system that could be used by committees, in general. Committee will want to have its own survey that can be included in the Senate's program review.

Recommendation: To the Senate President, J. Gibbs – Please make due dates on Mondays instead of Friday when requesting information be given to the senate.

9. PUBLIC COMMENTS RELATED TO NON-AGENDA ITEMS: None

10. ADJOURNMENT

The meeting was adjourned at 5:58 p.m.

Respectfully submitted,

Debra Blanchard

Chairperson