

ADOPTED
MINUTES
VICTOR VALLEY COLLEGE

DECEMBER 10, 2015

2:45PM

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 Cerreto, Patty Golder, Lisa Harvey, Leslie Huiner, Pamela James, Greg Jones, Scott Jones, Jackie Stahlke, Christa White

GUESTS: Maria Ruiz, Malia Carpenter

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

Add: Information/Discussion Program Learning Outcomes on certificates and degrees

Add: Information/Discussion CurricUNET Assessment capability

Add: Information/Discussion Certificate approval process.

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

4. MINUTES:

It was MSC (R. Cerreto/S. Jones, 9-0) to approve as presented the minutes of November 12, 2015.

5. CONSENT AGENDA: None

6. ACTION ITEMS
COURSES

It was MSC (L. Harvey/P. James, 9-0) to move agenda items 6.27, 6.28, 6.29, 6.30, 6.31, 6.32, 6.33, 6.34, and 6.35 before agenda item 6.1. After discussion, it was MSC (P. Golder/R. Cerreto, 9-0) to table agenda items 6.27, 6.28, 6.29, 6.30, 6.31, 6.32, 6.33, 6.34, and 6.35 pending further correction.

6.27 ESL 35B High Intermediate Listening and Speaking

Course update.

6.28 ESL 35B High Intermediate Listening and Speaking

Recommended Preparation: ESL 35A

6.29 ESL 37B High Intermediate Writing and Grammar

Course update.

6.30 ESL 37B High Intermediate Writing and Grammar

Recommended Preparation: ESL 37A or appropriate score on ESL assessment test.

6.31 ESL 49A Bridge to College Success: Listening and Speaking and Pronunciation

New course.

6.32 ESL 49A Bridge to College Success: Listening and Speaking and Pronunciation

Recommended Preparation: ESL 45 or successful completion of any advanced level ESL course or qualifying placement score.

6.33 ESL 49A Bridge to College Success: Listening and Speaking and Pronunciation

Distance education.

- 6.34 ESL 49B Bridge to College Success: Grammar, Reading, and Writing**
New course.
- 6.35 ESL 49B Bridge to College Success: Grammar, Reading, and Writing**
Recommended Preparation: completion of any level four high intermediate ESL course equivalent or qualifying placement score.
- 6.1 CHEM 255 Quantitative Analysis**
It was MSC (C. White/J. Stahlke, 9-0) to approve the course deactivation for CHEM 255 Quantitative Analysis.
- 6.2 CIDG 160 3Ds Max Fundamentals**
It was MSC (R. Cerreto/J. Stahlke, 9-0) to approve the course update for CIDG 160 3Ds Max Fundamentals.
- 6.3 CIDG 261 3Ds Max Character Animation and Advanced Keyframing Techniques**
It was MSC (L. Harvey/G. Jones, 9-0) to approve the course update for CIDG 261 3Ds Max Character Animation and Advanced Keyframing Techniques.
- 6.4 CIDG 261 3Ds Max Character Animation and Advanced Keyframing Techniques**
It was MSC (S. Jones/C. White, 9-0) to approve the prerequisite of CIDG 160 for CIDG 261 3Ds Max Character Animation and Advanced Keyframing Techniques.
- 6.5 MATH 120 Introduction to Statistics**
It was MSC (R. Cerreto/P. James, 9-0) to approve the course update for MATH 120 Introduction to Statistics.
- 6.6 MATH 120 Introduction to Statistics**
It was MSC (R. Cerreto/P. Golder, 9-0) to approve the prerequisites of MATH 90, MATH 63, or MATH 66 with a grade of "C" or better, or by assessment, for MATH 120 Introduction to Statistics.
- 6.7 MATH 120 Introduction to Statistics**
It was MSC (R. Cerreto/C. White, 9-0) to approve distance education as a method of instruction for MATH 120 Introduction to Statistics.
- 6.8 MATH 120H Honors Introduction to Statistics**
It was MSC (R. Cerreto/L. Harvey, 9-0) to approve the course update for MATH 120H Honors Introduction to Statistics.
- 6.9 MATH 120H Honors Introduction to Statistics**
It was MSC (G. Jones/P. Golder, 9-0) to approve the prerequisites of MATH 90, MATH 63, or MATH 66 with a grade of "C" or better for MATH 120H Honors Introduction to Statistics.
- 6.10 MATH 227 Analytic Geometry and Calculus**
It was MSC (L. Huiner/P. James, 9-0) to approve the course update for MATH 227 Analytic Geometry and Calculus.
- 6.11 MATH 227 Analytic Geometry and Calculus**
It was MSC (R. Cerreto/S. Jones, 9-0) to approve distance education as a method of instruction for MATH 227 Analytic Geometry and Calculus.
- 6.12 MATH 42S Elementary Algebra Support**
It was MSC (R. Cerreto/P. James, 8-1, with J. Stahlke dissenting) to approve MATH 42S Elementary Algebra Support as a new course.

6.13 MATH 42S Elementary Algebra Support

It was MSC (R. Cerreto/P. James, 8-1, with J. Stahlke dissenting) to approve MATH 42 as a corequisite for MATH 42S Elementary Algebra Support.

6.14 MATH 42S Elementary Algebra Support

It was MSC (C. White/P. James, 8-1, with R. Cerreto dissenting) to approve distance education as a method of instruction for MATH 42S Elementary Algebra Support.

6.15 MERT 51 Advanced Materials, Lighting and Rendering with MAYA

It was MSC (J. Stahlke/P. Golder, 9-0) to approve the course update for MERT 51 Advanced Materials, Lighting and Rendering with MAYA.

6.16 MERT 51 Advanced Materials, Lighting and Rendering with MAYA

It was MSC (G. Jones/L. Harvey, 9-0) to approve the recommended preparation of MERT 50 for MERT 51 Advanced Materials, Lighting and Rendering with MAYA.

6.17 MERT 52 Digital Character Animation with MAYA

It was MSC (R. Cerreto/C. White, 9-0) to approve the course update for MERT 52 Digital Character Animation with MAYA.

6.18 MERT 52 Digital Character Animation with MAYA

It was MSC (C. White/R. Cerreto, 9-0) to approve the recommended preparation of MERT 50 for MERT 52 Digital Character Animation with MAYA.

6.19 MERT 52 Digital Character Animation with MAYA

It was MSC (L. Harvey/P. James, 9-0) to approve the recommended preparation of MERT 51 or familiarity with a current 3D application, preferably MAYA, for MERT 52 Digital Character Animation with MAYA.

6.20 MERT 53 Advanced Animation/Demo Reels

It was MSC (J. Stahlke/R. Cerreto, 9-0) to approve the course update for MERT 53 Advanced Animation Demo Reels.

6.21 MERT 53 Advanced Animation/Demo Reels

It was MSC (J. Stahlke/R. Cerreto, 9-0) to approve the prerequisite of MERT 50 or CIDG 160 for MERT 53 Advanced Animation Demo Reels.

6.22 MERT 56 Photoshop for Animators

It was MSC (R. Cerreto/L. Harvey, 9-0) to approve the course update for MERT 56 Photoshop for Animators.

6.23 MERT 56 Photoshop for Animators

It was MSC (C. Cerreto/G. Jones, 9-0) to approve the prerequisite of MERT 50 or CIDG 160 for MERT 56 Photoshop for Animators.

6.24 MERT 74 Digital Video Production

It was MSC (P. Golder/J. Stahlke, 9-0) to approve the course update for MERT 74 Digital Video Production.

6.25 MERT 80 Zbrush Fundamentals

It was MSC (P. James/R. Cerreto, 9-0) to approve the course update for MERT 80 Zbrush Fundamentals.

6.26 MERT 80 Zbrush Fundamentals

It was MSC (S. Jones/G. Jones, 9-0) to approve the recommended preparation of MERT 50 or CIDG 160 for MERT 80 Zbrush Fundamentals.

TABLED COURSES:

- 6.36 FIRE 55 (formerly 60B) Command and Control of the Rapid Intervention Crew Deployment**
It was MSC (S. Jones/R. Cerreto, 9-0) to approve, as corrected, FIRE 55 Command and Control of the Rapid Intervention Crew Deployment as a new course.
- 6.37 FIRE 55 (formerly 60B) Command and Control of the Rapid Intervention Crew Deployment**
It was MSC (R. Cerreto/L. Huiner, 9-0) to approve distance education as a method of instruction for FIRE 55 Command and Control of the Rapid Intervention Crew Deployment.

PROGRAMS/CERTIFICATES:

It was MSC (L. Harvey/C. White, 9-0) to bundle items 6.38 through 6.41. It was MSC (C. White/L. Harvey, 9-0) to approve the bundle in one motion.

- 6.38 Basic Inspection Area Smog Technician**
Certificate deactivation.
- 6.39 Import Sport Tuning and Customization**
Certificate deactivation.
- 6.40 Heavy Duty Hydraulic Technician**
Certificate deactivation.
- 6.41 Civil CADD Technician I**
Certificate deactivation.

7. INFORMATION/DISCUSSION

- 7.1 “Ensuring Effective and Efficient Curriculum Processes – An Academic Senate White Paper”**
Streamlining the Curriculum Approval process: there is now a placeholder on the BOT agenda for curriculum items. The consensus amongst committee members is that all curriculum needs to go through the curriculum committee.
- 7.2 “Hours and Units Calculations for Credit Courses”**
The committee recommends that an example from the Chancellor’s Office be included in the catalog so that students have a better understanding of how many outside of class hours are required per unit of credit. Debra Blanchard, chairperson, will share the example with Greta Moon, Director of Admissions and Records, to see if she can include it in the Admissions and Records portion of the catalog.
- 7.3 Program Learning Outcomes on Certificates and Degrees:**
The Curriculum Committee does require Program Learning Outcomes on the certificate. Debby Blanchard checked with Governet, and was advised that TracDat can import this data from CurricUNET, but it does not work the other way around.
- 7.4 CurricUNET Assessment Capability:**
Debby Blanchard and Patty Golder shared with the committee that they will be meeting with Governet on Tuesday, December 15, 2015, to see an example of how the CurricUNET Assessment Module works.
- 7.5 Certificate Approval Process**
The committee discussed the Chancellor’s office requirements for Career Technical Education certificates. According to the Program and Course Approval Handbook, CTE certificates must be submitted with additional back-up documentation. Debby Blanchard, chairperson, asked Malia

Carpenter to send her the narrative template from the Chancellor's office that outlines the required documentation.

8. PUBLIC COMMENTS RELATED TO NON-AGENDA ITEMS

9. ADJOURNMENT

The meeting was adjourned at 5:10 p.m.

Respectfully submitted,

Debra Blanchard
Chairperson