

**APPROVED CURRICULUM MINUTES
VICTOR VALLEY COLLEGE**

DECEMBER 14, 2017 - 2:55 PM

1. CALL TO ORDER

The meeting was called to order at 2:55 p.m. by Chairperson.

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

MEMBERS ABSENT: Pam James and Jeannine Speakman

GUESTS: Melina Rodriguez

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

None

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

None

4. MINUTES:

4.1 Minutes from November 30, 2017

It was MSC (J. Stahlke/ R. Cerreto, 8-0) to open

Discussion: Committee would like the minutes to reflect discussion about counselors being able to waive prerequisites. Jackie will submit Title 5 information to the Chairperson about prerequisites so it can be recorded in the minutes for 11-30-17.

It was MSC (L. Harvey/S. Jones, 8-0) to table

5. CONSENT AGENDA:

None

6.0 ACTION ITEMS:

6.1 BET Department Name Change

It was MSC (L. Harvey / J. Stahlke, 8-0) to approve the name change from Business Education Technology to Business Office Technology

COURSES:

6.2 **BET 68: Proofreading**

It was MSC (S. Visser/G. Jones, 8 -0) to approve course update: course content, assignments, methods of evaluation, textbook and methods of instruction.

6.3 **BET 77 Speed and Accuracy Development**

It was MSC (P. Golder/L. Huiner, 8 -0) to approve instructional objectives, course content, assignments, methods of evaluation, textbook and methods of instruction.

6.4 **CHEM 100 Introductory Chemistry**

It was MSC (R. Cerreto/L. Harvey, 8 -0) to approve course update: description, course content, assignments and textbook as corrected because the prerequisites in the catalog and scheduling description are incorrect. These must be updated by the office of instruction after the prerequisites are approved.

Discussion: Jackie Stahlke has a concern about the prerequisite change taking place in the summer 2018 instead of fall 2018. The Chemistry Chair indicated in an email that he wanted the change in summer not fall. The concern is that the date in the course outline of record will be a mandate as to the implementation of the prerequisite. Chair explained that the "date of implementation" was dependent on other rules as well. Other committee members did not understand why there was such concern over a summer versus fall implementation as the new prerequisites will affect students in either case. It was explained that there are other issues that can affect the implementation and that catalog rights are annual and thus a summer implementation will go against 2017-2018 catalog rights for the students.

Committee approved the changes and Office of Instruction approves the date of implementation for prerequisites; this is a local rule.

Chair reported she asked for a disproportionate impact from the Office of Instructional Research and was told by Ginny Moran that it was up to the chair of the department and the dean of the division. Chair sent an email to Biology and Chemistry. Biology said yes, Chemistry said no. The reason is because the students in the chemistry course should have never been admitted and the data will be skewed.

6.5 **CHEM 100 Introductory Chemistry**

It was MSC (R. Cerreto/L. Harvey, 8 -0) to approve prerequisite MATH 90 and MATH 90S

6.6 **CHEM 201 General Chemistry**

It was MSC (L. Harvey/P Jennings, 8 -0) to approve course update: course content, instructional objectives, description, assignments, methods of instruction, methods of evaluation and textbook.

6.7 **CHEM 201 General Chemistry**

It was MSC (L. Harvey/S Jones, 8 -0) to approve prerequisite MATH 105 or higher with a minimum grade of C

It was MSC (L. Huiner/L. Harvey, 8-0) to approve adding the MATH 105H as a prerequisite.

Scott Jones added a validation date of 12/14/17 to the COR

6.8 **CMST 104 Argumentation and Oral Debate**

It was MSC (G. Jones/R. Cerreto, 8 -0) to approve course update: description, SLOs, course content, assignments and Title 5 category

6.9 **DVST 50 Learning Disability Assessment**

It was MSC (J. Stahlke/R. Cerreto, 8 -0) to approve course update: course number, SLOs and Title 5 Category

6.10 FIRE 65 Basic Wildland Fire Control

It was MSC (S. Jones /S. Visser, 8 -0) to approve course update: instructional objectives and methods of instruction as corrected

6.11 FIRE 65 Basic Wildland Fire Control

It was MSC (S. Jones /P. Golder, 8 -0) to approve distance education

TABLED COURSES:

6.12 JOUR 108LA Journalism Lab A

It was MSC (G. Jones/R. Cerreto, 8-0) to approve course update: description, requisite skills, instructional objectives, assignments and textbook

Discussion: Greg Jones stated he did all of the updates. JOUR 108 was updated to show JOUR 108LA as co-requisite. A suggestion was made to revise the student learning outcomes.

6.13 JOUR 108LA Journalism Lab A

It was MSC (G. Jones/S. Jones, 8-0) to approve distance education

6.14 JOUR 108LA Journalism Lab A

It was MSC (G. Jones/J. Stahlke, 8-0) to approve co-requisite of JOUR 108

7. PROGRAMS/CERTIFICATES

7.1 California State University General Education Requirements Certificate of Achievement (COA)

It was MSC (J. Stahlke /R. Cerreto, 8-0) to open

Discussion:

Chairperson shared that Lorena Dorn researched this type of certificate and found that other colleges are offering them. A narrative was attached in CurricUNET, but the CORs were not. The courses need to be listed in the COA catalog description. A suggestion was made to submit this certificate with the narrative as it is currently written and wait for the Chancellor's office review.

The submitter is using program learning outcomes (PLOs) that are the same as the institutional learning outcomes (ILOs), which have to be approved by the Student Learning Outcomes/Assessment Committee (SLOAC). Patty Golder, SLOAC Chair, will research. Curriculum Committee can approve if needed.

The word "or" needs to be taken out after each course title, or unit ranges will need to be specified. Narrative has to be fixed to reflect exactly what is on the course outline of record (COR), it can not refer the reader to CurricUNET.

Units at the beginning in the first course block need to be specified so the unit range will be displayed correctly.

Definitions for each category have to match.

Title cannot be abbreviated – this is a local rule.

PLOs need to be checked. If ILOs are intended to be used as PLOs, Curriculum Committee is in agreement to use them as such.

It was MSC (S. Jones/L. Harvey, 8-0) to table

7.2 Drafting

It was MSC (L Harvey/R. Cerreto, 7-0) to approve for CurricUNET only

This will replace the CIDG degree

7.3 Intersegmental GE Transfer Curriculum (IGETC) Certificate of Achievement (COA)

It was MSC (R. Cerreto /J. Speakman, 7-0) to discuss

Discussion: Scott Jones made the necessary changes to reflect General Education. Attachments are available.

This COA has the same issues as the CSU COA and the following is a list of corrections needed:

Units

ILOs

ORs

Course List and descriptions of each course

Fix the narrative

It was MSC (R. Cerreto/P. Golder, 8-0) to table

7.4 Music Associate Degree for Transfer (ADT)

It was MSC (R. Cerreto/S. Visser, 8-0) to table because total units that may be double counted should be 6, not 9. The TMC form has typos that need to be corrected before the committee approves it, such as the word "intermediate" and the second MUSC 104 should be MUSC 204.

TMC template to be used is revision 4.

TABLED PROGRAMS/CERTIFICATES

None

8. INFORMATION/DISCUSSION

None

9. PUBLIC COMMENTS RELATED TO NON-AGENDA ITEMS:

None

10. ADJOURNMENT

The meeting was adjourned at 4:15 p.m.