



**PALO VERDE COLLEGE  
Curriculum Committee**

**Minutes**

**November 8, 2012  
3:00 p.m.  
CL129**

**I. Call to Order**

Hortensia Rivera

Meeting called to order at 3:07 p.m. with the following members in attendance:

ASG Rep.	_____	Paul Shibalovich, Division Chair	_____ ✓
Derek Copple, Div. Chair	_____ ✓	David Silva, Div. Chair	_____
Kevin Eoff, Div. Chair	_____ ✓		
Carlos Medina, Div. Chair	_____ ✓	<b>Ex-Officio Members:</b>	
Scott Peterson, Div. Chair	_____ ✓	Irma Dagnino, A.O.	_____ ✓
Sheri Jones, Co-Chair	_____ ✓	June Turner, Librarian	_____
Mike Rhoades, Div. Chair	_____ ✓	Shelley Hamilton, Director of A&R	_____ ✓
Hortensia Rivera, Co-Chair	_____ ✓		

Guest(s): Bruce Wallace, Sandy Sher, Solomon Osayande

Recorder: Lisa Holmes

**II. Approval of Agenda – November 8, 2012**

Action Item

**It was approved by Scott Peterson and seconded by Carlos Medina to approve the agenda for November 8, 2012. All members in favor; motion carried.**

**III. Approval of Minutes – September 13, 2012**

Action Item

**It was moved by Mike Rhoades to approve the minutes of September 13, 2012.**

Scott Peterson asked that the minutes reflect the discussion that took place regarding his request for faculty training. The following statement was added under "Discussion Items":

*Scott Peterson requested training for adjunct – Faculty handbook (evaluations, instructional policies/procedures, SLO assessment, etc.)*

**It was moved by Mike Rhoades and seconded by Paul Shibalovich to approve the minutes of September 13, 2012 as amended. All members in favor; motion carried.**

#### **IV. Articulation Report**

Information/Action Items

Irma Dagnino reported that more courses have been rejected for CI-D. Recommendations are given so those courses can be revised to meet the requirements for approval. Irma gave Kudos to the Sociology faculty for getting their revised outlines back so quickly.

#### **V. Discussion/Information Items**

Hortensia Rivera gave an explanation of the purpose of the Technical Review Committee.

1. BIO 141 Introductory Botany..... Solomon Osayande
2. BIO 210 Human Anatomy ..... Solomon Osayande

There was a brief discussion about BIO 141 and BIO 210.

The Technical Review Committee suggested moving BIO 141 to inactive status since it had not been offered in several years. Dr. Osayande felt that it should be left on active status now that the college is looking to hire adjunct faculty.

The Technical Review Committee had discussed the prerequisite for BIO 210. Hortensia reported that Dr. Osayande would prefer to keep the prerequisite as is unless it gets rejected during the articulation process. If the course gets rejected he will revise the prerequisite and bring the outline back to the committee.

Both BIO 141 and BIO 210 were moved to "New Business" as an action item.

3. Inactive Courses ..... Technical Review Committee

The list of courses that are on inactive status in the back of the catalog was presented to the committee. It was explained to the members that all courses that are moved to "inactive" status are placed on this list but procedures were never written on when or how these courses are to be either deleted permanently or updated and brought back to "active" status. A discussion took place and it was agreed that the list should be cleaned up. Faculty requested that the pdf file presented be emailed to them so that the different divisions can review the list and bring recommendations back to the committee. It was also discussed that the inactive courses should be deleted from the list after a certain number of years of inactivity.

**It was moved by Scott Peterson and seconded by Kevin Eoff to require the divisions to bring a list of courses that should be deleted back to the Curriculum Committee and that from this time forward, courses should be deleted from the list after 5 years of inactivity. All members in favor; motion carried.**

4. Discipline/Division List ..... Technical Review Committee

The discipline/division list was discussed at Technical Review as having some problem areas. Kevin Eoff stated that the fact that there are some vocational disciplines tied in with academic divisions causes some problems.

**It was moved by Carlos Medina and seconded by Mike Rhoades to have the Division Chairs get feedback from their Divisions and research other schools. All members in favor; motion carried.**

## VI. Old Business

Information/Action Items

Course Outline Template.....Technical Review Committee

The Technical Review Committee presented the revised Course Outline template. There was one revision made to the template dated 12/9/10. The current section "Objectives and Learning Outcomes" was divided into two separate sections; "Course Objectives" and "Student Learning Outcomes".

**It was moved by Scott Peterson and seconded by Derek Copple to approve the revised course outline template (dated 11/8/12). All members in favor; motion carried.**

## VII. New Business

Information/Action Items

### A. New/Revised Courses and Programs

1. ART 120 Basic Painting Design and Color .....Technical Review Committee
2. ART 160 Introduction to Sculpture .....Technical Review Committee

**It was moved by Scott Peterson and seconded by Kevin Eoff to approve ART 120 and ART 160 as revised courses with changes noted. All members in favor; motion carried.**

The prerequisites were removed and the course descriptions were updated for ART 120 and ART 160.

3. AS-T Administration of Justice..... William Smith

PSY 155 Introduction to Statistical Analysis for the Social Sciences was added to the template as an option under list B.

**It was moved by Derek Copple and seconded by Mike Rhoades to approve the AS-T in Administration of Justice as a new program. All members in favor; motion carried.**

The AS-T will go to the Board of Trustees for approval before being submitted to the Chancellor's Office. Once approved by the CCCCCO the ACCJC will be contacted with the proposed change.

4. AS-T Business Administration.....Scott Peterson

**It was moved by Mike Rhoades and seconded by Kevin Eoff to approve the AS-T in Business Administration as a new program. All members in favor; motion carried.**

The AS-T will go to the Board of Trustees for approval before being submitted to the Chancellor's Office. Once approved by the CCCCCO the ACCJC will be contacted with the proposed change.

5. AS-T Early Childhood Education ..... Bruce Wallace

**It was moved by Scott Peterson and seconded by Derek Copple to approve the AS-T in Early Childhood Education as a new program. All members in favor; motion carried.**

The AS-T will go to the Board of Trustees for approval before being submitted to the Chancellor's Office. Once approved by the CCCCCO the ACCJC will be contacted with the proposed change.

6. BIO 141 Introductory Botany ..... Solomon Osayande

**It was moved by Kevin Eoff and seconded by Scott Peterson to approve BIO 141 as a revised course with changes noted. All members in favor; motion carried.**

The prerequisites were updated.

7. BIO 210 Human Anatomy..... Solomon Osayande

**It was moved by Kevin Eoff and seconded by Scott Peterson to approve BIO 210 as a revised course with changes noted. All members in favor; motion carried.**

The prerequisite was updated.

- B. Courses and Programs to be Placed on Inactive Status

ART 200 Life Drawing I.....Technical Review Committee

**It was moved by Mike Rhoades and seconded by Scott Peterson to move ART 200 to inactive status. All members in favor; motion carried.**

**VIII. Next Meeting –**

Committee/Information Item

December 13, 2012

**IX. Adjournment of Meeting**

Hortensia Rivera

Being no further business, the meeting adjourned at 4:04 p.m.