



PALO VERDE COLLEGE Curriculum Committee

Minutes

January 30, 2003

3:00 p.m.

CL 129

I. Call to Order

Linda Martin

Meeting called to order at 3:05 p.m. with the following members in attendance:

ASB	_____	Linda McCallister	_____	David Silva	_____✓
Alejandro Garcia	_____	Mickey Miranda-Copple	_____	Chrissy Smith	_____
Joe Jondreau	_____✓	Dyan Perley	_____✓	Brian Thiebaut	_____✓
Chris Jones-Cage	_____✓	Biju Raman	_____	Jim Vikse	_____✓
Greg Larson	_____✓	Sandra Sher	_____✓	Shawn Willsey	_____✓
Linda Martin	_____✓				

Guest(s): Alice McAfee, Donna Hord, Nicole James, Jana Carter, Robert Robertson,
Leticia Guilin

Recorder: Lisa Holmes

II. Approval of Agenda – *January 30, 2003*

Linda Martin requested that the Automotive Technology course outlines be moved to the end of the agenda because Henry Rinaldi would be late to the meeting.

It was moved by Dyan Perley and seconded by Sandra Sher to approve the agenda of January 30, 2003 with changes. All members in favor; motion carried.

III. Approval of Minutes – *December 12, 2002*

It was moved by Chris Jones-Cage and seconded by Brian Thiebaut to approve the minutes of December 12, 2003. All members in favor; motion carried.

IV. Old Business

A. Approval of New, Revised and Updated Course Outlines

1. AUT 100 Introduction to Automotive TechnologyHenry Rinaldi
2. AUT 101 Basic Technician SkillsHenry Rinaldi
3. AUT 102 Engine Analysis/Tune-up.....Henry Rinaldi
4. AUT 103 Suspension, Steering and AlignmentHenry Rinaldi
5. AUT 110 Brake SystemsHenry Rinaldi
6. AUT 112 Engine Electrical Systems.....Henry Rinaldi

7. AUT 113 Standard and Automatic Power TrainsHenry Rinaldi
8. AUT 120 Introduction to Diesel Technology.....Henry Rinaldi
9. AUT 200 Engine Diagnosis/Overhaul.....Henry Rinaldi
10. AUT 201 Auto Maintenance and RepairHenry Rinaldi
11. AUT 202 Fuel and Emissions SystemsHenry Rinaldi
12. AUT 210 Engine Performance and TroubleshootingHenry Rinaldi
13. AUT 212 Automotive Air ConditioningHenry Rinaldi
14. AUT 290 Selected Studies in Automotive Technology.....Henry Rinaldi

It was moved by Joe Jondreau and seconded by Brian Thiebaut to approve items 1-14 as updated courses. All members in favor; motion carried.

15. BUS 101 Introduction to Business..... Max Schoenrock
16. BUS 135 Business Law Max Schoenrock

It was moved by Shawn Willsey and seconded by David Silva to approve item 15 as an updated course and item 16 as a revised course with changes noted. All members in favor; motion carried.

BUS 135 had minor changes in the course description.

17. MAN 105 Principles of Management and Organization Max Schoenrock

It was moved by David Silva and seconded by Chris Jones-Cage to table item 17 for further review by the proper division. All members in favor; motion carried.

V. New Business

- A. Revision of Computer Information Sciences Certificate Linda Martin

- B. Approval of New, Revised and Updated Course Outlines:

1. ENG 095 Reading and Writing Improvement I Jana Carter
2. ENG 096 Reading and Writing Improvement II Jana Carter

Jana Carter suggested that items 1 and 2 be tabled until the next meeting. She stated that the English Division did not have the opportunity to review these course outlines.

It was moved by David Silva and seconded by Brian Thiebaut to table these items for further review of the proper division. All members in favor; motion carried.

3. ESL 050 Beginning English as a Second Language 1Leticia Guilin
4. ESL 051 Beginning English as a Second Language 2Leticia Guilin
5. ESL 052 Beginning English as a Second Language 3Leticia Guilin
6. ESL 054 Beginning English as a Second Language 4Leticia Guilin
7. ESL 055 Intermediate English as a Second Language 1Leticia Guilin
8. ESL 056 Intermediate English as a Second Language 2Leticia Guilin
9. ESL 057 Intermediate English as a Second Language 3Leticia Guilin
10. ESL 058 Intermediate English as a Second Language 4Leticia Guilin
11. ESL 059 Advanced English as a Second Language 1Leticia Guilin
12. ESL 060 Advanced English as a Second Language 2Leticia Guilin
13. ESL 061 Advanced English as a Second Language 3Leticia Guilin

14. ESL 062 Advanced English as a Second Language 4Leticia Guilin

Minor changes were made to the course descriptions on the ESL course outlines during the meeting. The corrections will be made by the Instruction Office. Also, questions were raised about the hours of the course on how it should read. Brian Thiebaut volunteered to look into how hours and units are calculated and will get back to the committee at the next meeting.

It was moved by Joe Jondreau and seconded by David Silva to approve items 3-14 as new courses. All members in favor; motion carried.

15. MAN 145 Organizational Behavior..... Brian Thiebaut

It was moved by Shawn Willsey and seconded by Greg Larson to approve item 15 as a new course. All members in favor; motion carried.

16. NUR 100 Certified Nursing Assistant Sue Valenzuela

Item 16 was brought to the committee at an earlier meeting to break the course into two separate courses, lab and lecture. It was brought back to the committee at this meeting to merge it back together into its original form.

It was moved by Chris Jones-Cage and seconded by Brian Thiebaut to approve item 16 as a revised course. All members in favor; motion carried.

17. THA 120 Acting Theory and Theater Performance Joe Jondreau

It was moved by Brian Thiebaut and seconded by Greg Larson to approve item 17 as a revised course with changes noted. All members in favor; motion carried.

The title was changed from Theatre Performance and Rehearsal to Acting Theory and Theatre Performance. The hours were changed from 6 hours lecture/laboratory to 3 hours lecture/3 hours laboratory. The course description was also changed.

VI. Discussion/Information Items

VII. Next Meeting – February 20, 2002

VIII. Adjournment of Meeting

Being no further business, the meeting adjourned at 4:30 p.m.

Linda Martin