



PALO VERDE COLLEGE Curriculum Committee

Minutes

March 11, 2004
3:00 p.m.
CL 129

I. Call to Order

William Smith

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

Erika Atkins (ASB)	_____	Linda Martin	✓	Shawn Willsey	_____
Jana Carter	✓	Mickey Miranda-Copple	✓	Dyan Perley	_____
Hortensia DeLeon	_____	David Silva	✓	Brian Thiebaux	✓
Chris Jones-Cage	✓	William Smith	✓	Melinda Walnoha	_____
Greg Larson	✓	Sue Valenzuela	✓		_____

Guest(s): Bill Ponder, Leticia Guilin, Eric Eikenberry, Alejandro Garcia, Jerry Lewis, Joe Boire,
Henry Rinaldi, Bruce Wallace, Sandra Sher

Recorder: Lisa Holmes

II. Approval of Agenda – *March 11, 2004*

Action Item

The following items were added to the agenda: Under New Business – “Report from the Chancellor’s Office”; Under Distance Education Language – “AST 105 & AST 110”; Under Lecture/Lab Hours- “CUA Courses”; Under New Courses- “NUR 116” and “ADJ XXX Radioactive Materials Refresher”; Under Revised Courses- “ABE 068, ABE 085 and ADJ 177”.

It was moved by Brian Thiebaux and seconded by Greg Larson to approve the agenda with changes. All members in favor; motion carried.

III. Approval of Minutes – *February 19, 2004*

Action Item

It was moved by Brian Thiebaux and seconded by Chris Jones-Cage to approve the minutes of February 19, 2004. All members in favor; motion carried.

IV. Old Business

Information/Action Items

V. New Business

Information/Action Items

A. Report from the Chancellor’s Office Brian Thiebaux

Brian Thiebaux informed the committee that there are several programs that are offered at PVC that are not approved by the Chancellor’s Office and that it was up to the faculty to correct the problem

William Smith added the Mr. Ralph Black from the Chancellor's office had sent a memo to Jim Hottois that addressed this issue and several others called the Minimum Conditions Review. Dr. Hottois had assigned each of the Vice Presidents tasks that had to be corrected. The programs that are listed in the catalog that are not approved by the Chancellor's Office are: Building Construction Technology degree and certificate, Hazardous Materials degree, Child Development certificates and Computer Information Science degree and Small Business Development degree. There are two other programs that are in the catalog and not approved which are Natural Science/Math degree and the Basic Law Enforcement Academy. The Natural Science/Math degree has already been removed from the catalog and the Basic Law Enforcement Academy will be.

Bill Ponder added that the forms that need to be filled out for program approval and the instructions are in the Curriculum Handbook under Appendix A which is posted on the PVC Curriculum website.

Brian Thiebaux moved that the Instruction Office send a letter to Charlie Klein of the Chancellor's Office to verify that we are on the right track and to double check that we have the right forms for each program.

William Smith stated that the Instruction Office is aware of the issue and because of the research that has already been done by the office and by Mr. Ponder, feels sending a letter to Mr. Klein is unnecessary.

Brian Thiebaux withdrew his motion.

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

1. Prerequisite Justification

- a. ENG 120 – Creative Writing..... Dennese Lilley-Edgerton
- b. ENG 125 – Introduction to Film Applewhite Minyard
- c. ENG 201 – Survey of Science Fiction Applewhite Minyard
- d. ENG 280 – Selected Topics in English Applewhite Minyard
- e. ENG 290 – Selected Studies in English Applewhite Minyard
- f. SPA 115 – Spanish for Spanish Speakers Leticia Guillin
- g. SPE 101 – Intro to Speech Dennese Lilley-Edgerton

Jana Carter told the committee to remove the Prerequisite from SPE 101.

It was moved by David Silva and seconded by Brian Thiebaux to approve the prerequisite justification for items a-f and to delete the prerequisite for SPE 101. All members in favor; motion carried.

2. Distance Education Language

- a. ACC 209 – Payroll Accounting..... Vicki Attaway
- b. ENG 125 – Introduction to Film Applewhite Minyard
- c. ENG 201 – Survey of Science Fiction Applewhite Minyard
- d. ENG 280 – Selected Topics in English Applewhite Minyard
- e. ENG 290 – Selected Studies in English Applewhite Minyard
- f. HIS 125 – California History Amy Colon
- ~~g. HIS 130 – American History I..... Amy Colon~~
- ~~h. HIS 140 – American History II..... Amy Colon~~
- i. PHI 105 – Comparative World Religions Victoria Bresee

j. SPE 101 – Intro to Speech	Dennese Lilley-Edgerton
k. SPE 102 – Public Speaking	Dennese Lilley-Edgerton
l. SPE 103 – Argumentation and Debate	Dennese Lilley-Edgerton
m. AST 105 – Astronomy: The Solar System	Alejandro Garcia
n. AST 110 – Astronomy: Beyond the Solar System	Alejandro Garcia

It was suggested by committee members to change the prerequisite for AST 105.

It was moved by David Silva and seconded by Chris Jones-Cage to approve the Distance Education Language for items a-n and change the prerequisite for AST 105. All members in favor; motion carried.

3. Lecture/Lab Hours

a. ACC 216 – Computer Accounting	Vicki Attaway
b. BUS 100 – Computer Keyboarding	Doretha Jones
c. BUS 102 – Speedwriting	Doretha Jones
d. BUS 107 – Electronic Calculators	Doretha Jones
e. CIS 102 – Personal Computer Applications	Linda Martin
f. CIS 103 – Introduction to the Internet	Linda Martin
g. CIS 113 – Database Applications: Microsoft Access	Linda Martin
h. CIS 120 – Spreadsheets	Linda Martin
i. CIS 123 – Web Page Design Using HTML	Linda Martin
j. CIS 124 – Web Page Design Tools	Linda Martin
k. CIS 143 – Word Processing- Microsoft Word	Linda Martin
l. CIS 146 – Presentation Graphics	Linda Martin
m. CIS 150 – Windows	Linda Martin
n. CIS 170 – Computer Maintenance	Linda Martin
o. CIS 180 – Starting a Web Business	Linda Martin
p. CIS 213 – Database Driven Websites	Linda Martin
q. CIS 230 – Introduction to Javascript	Linda Martin
r. CIS 260 – Desktop Publishing	Linda Martin
s. CIS 265 – Adobe Photoshop	Linda Martin
t. ESL 050 – Beginning ESL, Part 1	Leticia Guillin
u. ESL 051 - Beginning ESL, Part 2	Leticia Guillin
v. ESL 052 - Beginning ESL, Part 3	Leticia Guillin
w. ESL 053 - Beginning ESL, Part 4	Leticia Guillin
x. ESL 054 – Intermediate ESL, Part 1	Leticia Guillin
y. ESL 055 - Intermediate ESL, Part 2	Leticia Guillin
z. ESL 056 - Intermediate ESL, Part 3	Leticia Guillin
aa. ESL 057 - Intermediate ESL, Part 4	Leticia Guillin
bb. ESL 058 – Advanced ESL, Part 1	Leticia Guillin
cc. ESL 059 - Advanced ESL, Part 2	Leticia Guillin
dd. ESL 060 - Advanced ESL, Part 3	Leticia Guillin
ee. ESL 061 - Advanced ESL, Part 4	Leticia Guillin
ff. WEL 100 – Oxyacetylene Gas Welding	Joe Boire
gg. WEL 101 – Shielded Metal Arc Welding	Joe Boire
hh. WEL 102 – Basic MIG Welding	Joe Boire
ii. WEL 103 – Basic TIG Welding	Joe Boire
kk. WEL 200 – Advanced MIG Welding	Joe Boire
ll. WEL 201 – Advanced TIG Welding	Joe Boire
mm. WEL 202 – Advanced Oxyacetylene Welding	Joe Boire
nn. WEL 203 – Consolidated Welding	Joe Boire

oo. CUA 110 – Introduction to Culinary Arts	Jerry Lewis
pp. CUA 115 – Creative Cooking & Menu Prep.....	Jerry Lewis
qq. CUA 121 – Culinary Principles I	Jerry Lewis
rr. CUA 131 – Principles of Baking I	Jerry Lewis
ss. CUA 141 – Pantry.....	Jerry Lewis
tt. CUA 151 – Food Production Management	Jerry Lewis

It was moved by David Silva and seconded by Greg Larson to approve the lecture/lab hour changes to items a-tt with the exception of BUS 100 and BUS 107 which will be sent back to the course initiator for unit corrections. All members in favor; motion carried.

4. New Courses

a. ADS 101 – Intro to Addiction StudiesChris Jones-Cage

It was moved by Jana Carter and seconded by Mickey Miranda-Copple to approve ADS 101 as a new course, effective Fall 2004. All members in favor; motion carried.

b. TPT 090 – Engine Repair George Walters
c. TPT 091 – Automatic Transmission George Walters
d. TPT 092 – Manual Drive Transmission George Walters
e. TPT 093 – Suspension and Steering..... George Walters
f. TPT 094 – Brakes..... George Walters
g. TPT 095 – Electrical George Walters
h. TPT 096 – Heating and Air Conditioning..... George Walters
i. TPT 097 – Engine Performance George Walters
j. TPT 098 – Compressed Natural Gas Vehicles George Walters

It was moved by Jana Carter and seconded by David Silva to approve items b-j as new courses. All members in favor; motion carried.

k. ENG 141 - Survey of British Literature: From the Restoration to Post-Colonialism...Robertson

It was moved by David Silva and seconded by Brian Thiebaut to approve ENG 141 as a new course. All members in favor; motion carried.

l. NUR 116 – LVN Fast Track FundamentalsSue Valenzuela

It was moved by Chris Jones-Cage and seconded by Mickey Miranda-Copple to approve NUR 116 as a new course. All members in favor; motion carried.

m. ADJ 148 – Radioactive Materials Refresher.....Eric Eikenberry

It was moved by Brian Thiebaut and seconded by Chris Jones-Cage to approve ADJ 148 as a new course. All members in favor; motion carried.

5. Revised Courses

a. ABE 020 - Court Appointed Special Advocate Volunteer Training..Eric Eikenberry

It was moved by Brian Thiebaut and seconded by Chris Jones-Cage to approve ABE 020 as a revised course with changes noted. All members in favor; motion carried.

Changes were made to the course description.

- b. ABE 078 – Residential Wiring Eric Eikenberry
- ABE 068 – Process of Parenting Eric Eikenberry
- ABE 085 – Substance Abuse & Control Eric Eikenberry
- ADJ 177 – Civil Disturbance Training Eric Eikenberry

It was moved by Jana Carter and seconded by Chris Jones-Cage to approve ABE 078, ABE 068, ABE 085 and ADJ 177 as revised courses with changes noted. All members in favor; motion carried.

The title of ABE 078 was changed from Basic Electricity to Residential Wiring. Changes were made to the course descriptions, and hours of ABE 068, ABE 078 and ABE 085 and the course description was changed for ADJ 177.

- c. CIS 147 – Networking and Telecommunications..... Bill Ponder

It was moved by Jana Carter and seconded by David Silva to approve CIS 147 as a revised course with changes noted. All members in favor; motion carried.

CIS 147 will become CIS 247 effective Fall 2004.

- d. ENG 133 - Survey of British Literature- Beowulf to the Restoration Robertson
- e. ENG 142 – Mini Courses in Literature..... Robert Robertson

It was moved by David Silva and seconded by Brian Thiebaut to approve ENG 133 and ENG 142 as revised courses with changes noted. All members in favor; motion carried.

The title for ENG 133 was changed and the course descriptions for both ENG 133 and ENG 142 were changed.

- f. FST 135 – Fire Suppression and Emergency Medicine, Level I Eric Eikenberry
- g. FST 136 - Fire Suppression and Emergency Medicine, Level II..... Eric Eikenberry
- h. FST 137 - Fire Suppression and Emergency Medicine, Level III ... Eric Eikenberry
- i. FST 138 - Fire Suppression and Emergency Medicine, Level IV Eric Eikenberry
- j. FST 196 – Fire Science Administration, Level I Eric Eikenberry
- k. NBE 071 – Residential Plumbing Eric Eikenberry
- l. NBE 075 – Household Repairs Eric Eikenberry

It was moved by Jana Carter and seconded by Chris Jones-Cage to approve items f-l as revised courses with changes noted. All members in favor; motion carried.

The course descriptions, hours and units changed for items f-j. The title of NBE 075 changed from Basic Plumbing to Residential Plumbing and the course descriptions and hours were changed on NBE 071 and NBE 075.

- m. SPA 115 – Spanish for Spanish Speakers Leticia Guillin

It was moved by Brian Thiebaut and seconded by Greg Larson to approve SPA 115 as a revised course with changes noted. All members in favor; motion carried.

The hours and units of SPA 115 were changed.

6. Removal of Courses

a. CIS 144 – Word Processing – Word Perfect Bill Ponder

It was moved by Jana Carter and seconded by Mickey Miranda-Copple to approve the removal of CIS 144 from the curriculum and all educational plans. All members in favor; motion carried.

VI. Discussion/Information Items

VII. Next Meeting – *April 8, 2004*

Committee/Information Item

VIII. Adjournment of Meeting

William Smith

Being no further business, the meeting adjourned at 5:00 p.m.