



**PALO VERDE COLLEGE  
Curriculum Committee**

Minutes

October 14, 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:

France Ward (ASB)	<u>✓</u>	Mickey Miranda-Copple	<u>✓</u>	Jim Vikse	<u>✓</u>
Hortensia De Leon	<u>      </u>	Sandra Sher	<u>      </u>	Brian Thieboux	<u>      </u>
Doretha Jones	<u>✓</u>	David Silva	<u>      </u>	June Turner	<u>      </u>
Chris Jones-Cage	<u>✓</u>	William Smith	<u>      </u>	Melinda Walnoha	<u>✓</u>
Applewhite Minyard	<u>✓</u>	Sue Valenzuela	<u>      </u>		<u>      </u>

Guest(s): Fred Ward, Vicki Attaway, George Walters  
Recorder: Lisa Holmes/Corina Richards

**II. Approval of Agenda – October 14, 2004**

Action Item

**It was moved by Chris Jones-Cage and seconded by France Ward to approve the agenda of October 14, 2004. All members in favor; motion carried.**

Mickey Miranda-Copple, curriculum co-chair, added NBE 094 – Readiness for Employment to the agenda as a revised course.

**It was moved by France Ward and seconded by Chris Jones-Cage to approve the amended agenda. All members in favor; motion carried.**

**III. Approval of Minutes – September 16, 2004**

Action Item

**It was moved Doretha Jones and seconded by Chris Jones-Cage to approve the minutes of September 16, 2004. All members in favor; motion carried.**

**IV. Old Business**

Information/Action Items

**V. New Business**

Information/Action Items

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

1. New Courses

a. AUT 090 – Automotive Fabrication & Set-up.....Walters

**It was moved by Applewhite Minyard and seconded by France Ward to approve AUT 090 as a new course. All members in favor; motion carried.**

b. FST 080 – Firefighter Basic Skills .....Walters

**It was moved by Doretha Jones and seconded by France Ward to approve FST 080 as a new course. All members in favor; motion carried.**

c. NUR 105 – CNA – Clinical .....Miranda-Copple

**It was moved by Doretha Jones and seconded by Chris Jones-Cage to approve NUR 105 as a new course. All members in favor; motion carried.**

d. NUR 121 – Fundamentals of Nursing – Clinical .....Miranda-Copple

**It was moved by Chris Jones-Cage and seconded by Applewhite Minyard to approve NUR 121 as a new course. All members in favor; motion carried.**

e. Water Technology I .....Ward

f. Water Technology II.....Ward

**It was moved to postpone Water Technology I and II until the next curriculum meeting. George Walters agreed to help Mr. Ward revise the outlines to include more detail.**

### 3. Revised Courses

ABE 010 – Customer Service .....Jones

ABE 011 – Communicating with Customers .....Jones

ABE 012 – Team Building.....Jones

ABE 013 – Time Management .....Jones

ABE 014 – Stress Management.....Jones

ABE 015 – Conflict Management.....Jones

ABE 016 – Attitude in the Workplace .....Jones

ABE 017 – Managing Organizational Change .....Jones

ABE 018 – Decision Making & Problem Solving .....Jones

ABE 019 – Foundation Essentials, Ethics and Values .....Jones

ABE 040 – Computers Made Simple .....Jones

ABE 083 – Word Processing .....Jones

ABE 095 – Spreadsheet .....Jones

**It was moved by Chris Jones-Cage and seconded by Applewhite Minyard to approve all ABE courses as revised with changes noted. All members in favor; motion carried.**

The hours of these courses were separated from lecture/laboratory hours to lecture and/or laboratory hours.

CRJ 165 – Arrest & Firearms .....Walters/Smith

**It was moved by France Ward and seconded by Applewhite Minyard to approve CRJ 165 as a revised course with changes noted. All members in favor; motion carried.**

The hours were changed from 2 hours lecture, 3 hours clinic/field to "Total clock hours: 48 hours lecture, 16 hours clinic/field" to reflect P.O.S.T. requirements.

NBE 015 – Leadership-Supervisory Skills Enhancement Training .....Jones  
NBE 054 – Topics in Desktop Publishing.....Jones  
NBE 062 – Computer Keyboarding.....Jones  
NBE 066 – Windows .....Jones

**It was moved by Chris Jones-Cage and seconded by Applewhite Minyard to approve all NBE courses as revised with changes noted. All members in favor; motion carried.**

The hours of these courses were separated from lecture/laboratory hours to lecture and/or laboratory hours.

NUR 100 – CNA – Lecture ..... Miranda-Copple  
NUR 120(104) – Fundamentals of Nursing – Lecture..... Miranda-Copple

**It was moved by Doretha Jones and seconded by Chris Jones-Cage to approve NUR 100 and NUR 120 as revised courses with changes noted. All members in favor; motion carried.**

The laboratory hours of these courses were separated out from the lecture hours. The Nursing department created new courses for the lab hours which were approved earlier in the meeting. NUR 100 and NUR 120 (NUR 120 was previously NUR 104) are the remaining lecture hours.

OFA 145 – Intro to Bookkeeping & Quickbooks ..... Gilmore  
OFA 220 – General Office Procedures ..... Gilmore

**It was moved by Chris Jones-Cage and seconded by Applewhite Minyard to approve OFA 145 and OFA 220 as revised courses with changes noted. All members in favor; motion carried.**

The hours of these courses were separated from lecture/laboratory hours to lecture and/or laboratory hours.

## **VI. Discussion/Information Items**

### **VII. Next Meeting –**

Committee/Information Item

The next meeting will be Wednesday, November 10<sup>th</sup> at 3:00 p.m. The meeting was originally scheduled for Thursday, November 11<sup>th</sup> which is a holiday.

### **VIII. Adjournment of Meeting**

William Smith

Being no further business, the meeting adjourned at 3:50 p.m.

