



**PALO VERDE COLLEGE
Curriculum Committee**

Minutes

**October 8, 2009
3:00 p.m.
CL 129**

I. Call to Order

William Smith

Meeting called to order at 3:00 p.m. with the following members in attendance:

Tomas Tellez (ASB)	<u> </u>	Derek Cople	<u> ✓ </u>	Henry Rinaldi	<u> ✓ </u>
Hortensia Rivera	<u> </u>	Philip Clinton	<u> ✓ </u>	Irma Dagnino	<u> </u>
Michael Gaubeca	<u> ✓ </u>	David Silva	<u> ✓ </u>	June Turner	<u> </u>
Kevin Eoff	<u> ✓ </u>	William Smith	<u> ✓ </u>	Melinda Walnoha	<u> ✓ </u>
Sioux Stoeckle	<u> ✓ </u>	Victor Hernandez	<u> </u>	Mickey Miranda-Copple	<u> ✓ </u>

Guest(s): Sandra Sher, Bill Ponder, Reva Gilmore
Recorder: Lisa Holmes/Corina Richards

II. Approval of Agenda –October 8, 2009

Action Item

It was moved by Kevin Eoff and seconded by Philip Clinton to approve the agenda for October 8, 2009.

Mike Gaubeca asked that the General Clerical Assistant Certificates Levels I and II and the Administrative Office Procedures 1 and 2 be removed from the agenda to be postponed until next month's meeting.

It was moved by Kevin Eoff and seconded by Philip Clinton to approve the amended agenda of October 8, 2009. All members in favor; motion carried.

III. Approval of Minutes –April 9, 2009 and September 10, 2009

Action Item

It was moved by Sioux Stoeckle and seconded by Philip Clinton to approve the minutes from April 9, 2009 and September 10, 2009. All members in favor; motion carried.

IV. New Business

Information/Action Items

A. New/Revised Courses and Programs

- 1. ~~General Clerical Assistant Certificate Level I~~ Mike Gaubeca
- 2. ~~General Clerical Assistant Certificate Level II~~ Mike Gaubeca
- 3. ~~OFA~~ - ~~Administrative Office Procedures 1~~ Mike Gaubeca

- 4. ~~OFA _____ Administrative Office Procedures 2~~ Mike Gaubeca
- 5. OFA 130 - Computer 10-key Mike Gaubeca

It was moved by Sioux Stoeckle and seconded by Kevin Eoff to approve OFA 130 as a new course. All members in favor; motion carried.

- 6. OFA 145 – Introduction to Bookkeeping and QuickBooks Mike Gaubeca

It was moved by Philip Clinton and seconded by Kevin Eoff to approve OFA 145 as a revised course with changes noted. All members in favor; motion carried.

The textbooks were updated. The units, hours and course descriptions were revised. Dr. Gaubeca wants an updated license for QuickBooks 2010.

B. Removal of Programs

- Certificate of Career Preparation in JournalismSioux Stoeckle

The Language Arts & Communication Studies division has requested that this certificate be moved to inactive status and removed from the catalog. There is currently no instructor for these courses and when the courses were offered, they were cancelled due to low enrollment. They will look at making these online courses in the future.

It was moved by Kevin Eoff and seconded by David Silva to move the Certificate of Career Preparation in Journalism to inactive and remove it from the catalog. All members in favor; motion carried.

C. Move courses to Inactive status

- 1. JOU 101 Introduction to Journalism.....Sioux Stoeckle
- 2. JOU 110 Newspaper Design and Production.....Sioux Stoeckle
- 3. JOU 150 Photojournalism.....Sioux Stoeckle
- 4. JOU 151 Advanced PhotojournalismSioux Stoeckle
- 5. WEL 104 Introduction to Modern Welding 1 Joe Boire
- 6. WEL 105 Introduction to Modern Welding 2 Joe Boire

It was moved by Kevin Eoff and seconded by David Silva to move JOU 101, JOU 110, JOU 150 and JOU 151 to inactive status. All members in favor; motion carried.

It was moved by Sioux Stoeckle and seconded by Mike Gaubeca to move WEL 104 and WEL 105 to inactive status. All members in favor; motion carried.

V. Discussion/Information Items

VI. Next Meeting –

Committee/Information Item

November 12, 2009

VII. Adjournment of Meeting

Mickey Miranda-Copple

Being no further business, the meeting adjourned at 3:24 p.m.

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