



**PALO VERDE COLLEGE
Curriculum Committee**

Minutes

**November 20, 2003
3:00 p.m.
CL 129**

I. Call to Order

William Smith

Meeting called to order at 3:11 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 Thieboux	✓
Chris Jones-Cage	✓	William Smith	✓	Melinda Walnoha	✓
Greg Larson	✓	Sue Valenzuela	✓		_____

Guest(s): Eric Eikenberry, Solomon Osayande, Sandra Sher
Recorder: Lisa Holmes

II. Approval of Agenda – November 20, 2003

Action Item

It was moved by Jana Carter and seconded by Sue Valenzuela to approve the agenda of November 20, 2003 with changes noted. All members in favor; motion carried.

“Lecture/Lab hours” was added to the agenda under Information Items.

III. Approval of Minutes – October 16, 2003

Action Item

It was moved by Greg Larson and seconded by William Smith to approve the minutes of October 16, 2003. All members in favor; motion carried.

IV. Old Business

Information/Action Items

None

V. New Business

Information/Action Items

A. Curriculum Policies and Procedures

1. Resolution Affirming Curriculum Committee Policies..... Brian Thieboux

Brian Thieboux explained the proposed Academic Senate resolutions on Curriculum Committee procedures.

2. Revised Course Outline Template Brian Thieboux

Brian Thieboux explained proposed revisions to the Course Outline form. Changes include adding language to the first page of the outlines that would identify the course as a distance education course and whether there were laboratory or clinic/field hours for the course.

3. Revised Outline Approval Form Brian Thieboux

Brian Thieboux explained that on the new outline approval form, the divisions should specify the effective date and what degree and/or certificates that the changes will affect.

4. Rite of Passage for Transfer Courses Brian Thieboux

Brian Thieboux presented the "Rite of Passage for Transfer Courses" which explained what happens to a new course from start to finish.

B. Approval of New Programs

1. Addiction Studies Program Chris Jones-Cage

It was moved by Brian Thieboux and seconded by Jana Carter to approve the Addiction Studies Program. All members in favor; motion carried.

It was noted that the Addiction Studies Program will not be published for approximately 2 years.

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

1. ADJ – Racial Profiling Awareness.....Eric Eikenberry

It was moved by Jana Carter and seconded by Greg Larson to approve Racial Profiling Awareness as a new course with the Instruction Office to assign a course number. All members in favor; motion carried.

2. ENG 080 - Basic Reading and Writing Jana Carter
3. ENG 099 - Basic Composition Jana Carter
4. ENG 101 - Reading and Composition Jana Carter
5. ENG 102 - Composition and Introduction to Literature Jana Carter
6. ENG 103 - Critical Thinking and English Composition Jana Carter
7. ENG 120 - Creative Writing Jana Carter
8. ENG 125 - Introduction to Film..... Jana Carter
9. ENG 135 - Great Books Jana Carter
10. ENG 154 – Introduction to Children’s Literature..... Jana Carter

It was moved by Greg Larson and seconded by Chris Jones-Cage to approve prerequisite justifications and added distance education language to items 2-10. All members in favor; motion carried.

11. GEL 110 – California GeologyShawn Willsey

It was moved by Jana Carter and seconded by Chris Jones-Cage to approve GEL 110 – California Geology, as a new course. All members in favor; motion

carried.

12. HEA – Certified Phlebotomy Technician ISue Valenzuela

It was moved by Jana Carter and seconded by Brian Thieboux to approve Certified Phlebotomy Technician I as a new course with the Instruction Office to assign a course number. All members in favor; motion carried.

13. PHE 128 – Beginning Volleyball IISolomon Osayande

14. PHE 130 – Advanced Volleyball IVSolomon Osayande

It was moved by William Smith and seconded by Brian Thieboux to approve items 13 and 14 as revised courses with changes noted. All members in favor; motion carried.

Item 13 had changes to the units and item 14 had changes to the units and prerequisites.

15. PSY 101 – General PsychologyChris Jones-Cage

16. PSY 110 – Personal and Social Adjustment IChris Jones-Cage

17. PSY 115 – Human SexualityChris Jones-Cage

18. PSY 145 – Human RelationsChris Jones-Cage

19. PSY 150 – Introduction to Research MethodsChris Jones-Cage

20. PSY 201 – Life Span DevelopmentChris Jones-Cage

21. PSY 210 – Abnormal Psychology.....Chris Jones-Cage

22. PSY 215 – Social PsychologyChris Jones-Cage

23. PSY 220 – Counseling and InterviewingChris Jones-Cage

24. PSY 230 – Advanced General PsychologyChris Jones-Cage

25. PSY 280 – Selected Topics in PsychologyChris Jones-Cage

26. PSY 290 – Selected Studies in PsychologyChris Jones-Cage

It was moved by Jana Carter and seconded by Brian Thieboux to approve the added distance education language to items 15-26. All members in favor; motion carried.

VI. Discussion/Information Items

1. Melinda Walnoha reported to the committee that Palo Verde College has been out of compliance in its reporting of lecture/laboratory hours. The hours of courses cannot be reported as lecture/lab combos. These hours should be broken down into lecture and laboratory hours. All of the outlines and the catalog need to be changed prior to the publication of the next catalog. It was suggested that the curriculum committee adopt a policy that states that new outlines will not be accepted without these corrections.

It was moved by Greg Larson and seconded by Brian Thieboux that one person from each division will take charge of correcting these outlines and bringing them to the committee for approval. All members in favor; motion carried.

Brian Thieboux moved to amend the previous motion to state that these corrections be made by the March curriculum meeting. All members in favor; motion carried.

2. Retroactive approval of ADJ courses for CSU transfer

It was moved by Brian Thieboux and seconded by Chris Jones-Cage to retroactively approve ADJ 144, 153, 161, 163, 164, 165, 183, 186, 187, and 233 for CSU transfer. All members in favor; motion carried.

VII. Next Meeting – *December 11, 2003*

Committee/Information Item

VIII. Adjournment of Meeting

William Smith

Being no further business, the meeting adjourned at 4:45 p.m.

It was moved by Sue Valenzuela and seconded by Greg Larson to adjourn the meeting of November 20, 2003 at 4:45 p.m. All members in favor; motion carried.

