



**PALO VERDE COLLEGE
Curriculum Committee**

Minutes

December 12, 2002
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 Thieboux	_____✓
Chris Jones-Cage	_____✓	Biju Raman	_____✓	Jim Vikse	_____
Greg Larson	_____✓	Sandra Sher	_____✓	Shawn Willsey	_____✓
Linda Martin	_____✓				

Guest(s): Donna Hord, Nicole James, Deborah Bellflower, Reva Gilmore, Eric Eikenberry
Recorder: Lisa Holmes

II. Approval of Agenda – December 12, 2002

It was moved by Greg Larson and seconded by Biju Raman to approve the agenda of December 12, 2002. All members in favor, motion carried.

III. Approval of Minutes – November 21, 2002

It was moved by Shawn Willsey and seconded by Greg Larson to approve the minutes of November 21, 2002. All members in favor; motion carried.

IV. Old Business

V. New Business

A. Consistency in Course Titles for 280 and 290 courses

Brian Thieboux and David Silva requested that consistency be kept on the 280 and 290 course titles.

It was moved by Brian Thiebaut and seconded by Chris Jones-Cage to approve ENG 280 and 290; the title was changed at the last curriculum meeting and is now back to it's original title. All members in favor; motion carried.

B. Consistency in credit range for 280 and 290 courses

Brian Thiebaut and David Silva requested that consistency be kept on the credit range of the 280 and 290 courses.

It was moved by Brian Thiebaut and seconded by Shawn Willsey to change GEL and GEO 280, and GEL and GEO 290 back to the original units of .25-4 units; it was changed at a previous curriculum meeting. All members in favor; motion carried.

C. Remove cross reference courses

1. CRJ 220 and PSY 220
2. CHD 201 and PSY 201

It was moved by Brian Thiebaut and seconded by Sandra Sher to approve the removal of the cross referenced courses listed on items 1 and 2. All members in favor; motion carried.

D. Correction of Course Titles

1. ENG 103 Critical Thinking and English Composition
2. NUR/HEA 129 Phlebotomist/Lab Assistant Procedures

It was moved by Brian Thiebaut and seconded by Sandra Sher to approve the corrections on items 1 and 2 with changes noted. All members in favor; motion carried.

The title on ENG 103 should be "Critical Thinking and English Composition" and the title on NUR/HEA 129 should be "Phlebotomy/Lab Assistant Procedures."

E. Request for courses to be put on Inactive List

ENG 086, ENG 088, ENG 090, ENG 092, ENG 136, ENG 137

It was moved by Brian Thiebaut and seconded by Greg Larson to move ENG 088, ENG 086, ENG 090, ENG 092, ENG 136 and ENG 137 to the inactive list in the catalog as requested by the English department. All members in favor; motion carried.

F. Request to abandon courses

ENG 083, ENG 159

It was moved by Brian Thiebaut and seconded by Greg Larson to abandon ENG 083 and ENG 159 as requested by the English department. All members in favor; motion carried.

G. Amendment to the Agenda for December 12, 2002

It was moved by Sandra Sher and seconded by Greg Larson to approve the agenda for December 12, 2002 with changes noted. All members in favor; motion carried.

ADJ 162 and CWE 145 were added to the agenda under the Approval of New, Revised and Updated Course Outlines section and item H – Process for submitting course outlines to curriculum committee was also added.

H. Process for submitting course outlines to curriculum committee

It was moved by Shawn Willsey and seconded by Brian Thieboux to adopt a policy that states that ALL outlines, new, revised or updated, will go from the course initiator to the proper department for approval and then to the curriculum committee. All members in favor; motion carried.

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

1. AUT 100 Introduction to Automotive Technology Henry Rinaldi
2. AUT 101 Basic Technician Skills Henry Rinaldi
3. AUT 102 Engine Analysis/Tune-up..... Henry Rinaldi
4. AUT 103 Suspension, Steering and Alignment Henry Rinaldi
5. AUT 110 Brake Systems Henry Rinaldi
6. AUT 112 Engine Electrical Systems..... Henry Rinaldi
7. AUT 113 Standard and Automatic Power Trains Henry Rinaldi
8. AUT 120 Introduction to Diesel Technology..... Henry Rinaldi
9. AUT 200 Engine Diagnosis/Overhaul..... Henry Rinaldi
10. AUT 201 Auto Maintenance and Repair Henry Rinaldi
11. AUT 202 Fuel and Emissions Systems Henry Rinaldi
12. AUT 210 Engine Performance and Troubleshooting Henry Rinaldi
13. AUT 212 Automotive Air Conditioning Henry Rinaldi
14. AUT 290 Selected Studies in Automotive Technology..... Henry Rinaldi

It was moved by Sandra Sher and seconded by Brian Thieboux to table items 1-14 until a later meeting due to lack of information on the outline. 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 Brian Thieboux and seconded by Chris Jones-Cage to table items 15 and 16 until a later meeting. It was suggested that the course initiator run the course through the proper department for approval and then bring it back to curriculum. All members in favor; motion carried.

17. CIS 101 Introduction to Computers & Information Systems..... Linda Martin
18. CIS 103 Introduction to the Internet..... Linda Martin
19. CIS 111 Computer Business Applications..... Linda Martin
20. CIS 113 Database Applications: Electronic Filing Systems Linda Martin

- 21. CIS 120 Spreadsheets Linda Martin
- 22. CIS 123 Web Page Design Using HTML Linda Martin
- 23. CIS 124 Web Page Design Using Tools..... Linda Martin
- 24. CIS 147 Networking and Telecommunications Linda Martin
- 25. CIS 150 Windows Linda Martin
- 26. CIS 180 Starting a Web Business..... Linda Martin
- 27. CIS 213 Data-Base Websites Linda Martin
- 28. CIS 230 Introduction to Javascript..... Linda Martin
- 29. CIS 248 Systems Analysis and Design..... Linda Martin
- 30. CIS 280 Selected Topics in Computer Information Science..... Linda Martin
- 31. CIS 290 Selected Studies in Computer Information Science..... Linda Martin

It was moved by Shawn Willsey and seconded by Greg Larson to approve items 17-31 as revised courses with changes noted. All members in favor; motion carried.

Items 17, 18, 22, 23, 25, 26, 28, 30 and 31 had changes made to their transfer status. Items 19, 24, 27, and 29 had changes to the transfer status and prerequisite. Item 20 had changes to its title, transfer status and description. Item 21 had changes to its transfer status and description.

- 32. CWE 140 Occupational Work ExperienceReva Gilmore
- **CWE 145 General Work Experience.....Reva Gilmore
- 33. CWE 150 Career Success SeminarReva Gilmore
- 34. CWE 155 Career Awareness SeminarReva Gilmore

It was moved by Brian Thieboux to table item 32 for further review from other faculty members; no second was made; motion died.

It was moved by Joe Jondreau and seconded by Sandra Sher to approve items 32-34 as revised courses with changes noted. 9 members in favor, 1 opposed; motion carried.

Changes were made to the course descriptions.

- 35. ENG 084 Basic Developmental Reading Skills.....Deborah Bellflower
- 36. ENG 085 College Reading & Content Area Skills DevelopmentDeborah Bellflower
- 37. ENG 099 Basic Composition Jana Carter

It was moved by Greg Larson and seconded by Sandra Sher to approve items 35-37 as revised courses with changes noted. All members in favor; motion carried.

Items 35 and 36 had prerequisites added and changes to the course descriptions. Item 37 had changes to the transfer status and course description.

- 38. ENG 142 Mini-Courses in Literature Robert Robertson/Jana Carter

It was moved by Greg Larson and seconded by Chris Jones-Cage to table item 38 until a later meeting for further revisions. All members in favor; motion carried.

- 39. GEL 280 Selected Topics in Geology Shawn Willsey
- 40. GEL 201 ~~Grand Canyon Geology~~ Geology of the Grand Canyon..... Shawn Willsey
- 41. GEO 280 Selected Topics in Geography..... Shawn Willsey

It was moved by Chris Jones-Cage and seconded by Brian Thiebaut to approve items 39 and 41 as revised course with changes noted and item 40 as a new course with the Instruction Office to assign a course number. All members in favor; motion carried.

Items 39 and 41 were revised back to their original hours, units and description that was changed at a previous curriculum meeting.

- 42. MAN 105 Principles of Management and Organization Max Schoenrock

It was moved by Brian Thiebaut and seconded by Greg Larson to table item 42 until a later meeting. It was suggested that the course initiator run the course through the proper department for approval and then bring it back to curriculum. All members in favor; motion carried.

- 43. MAT ____ Online Math.....Alice McAfee

It was moved by Greg Larson and seconded by Shawn Willsey to table item 43 until a later meeting. It was suggested that the course initiator run the course through the proper department for approval and then bring it back to curriculum. All members in favor; motion carried.

- 44. OFA 220 General Office ProceduresReva Gilmore

It was moved by Brian Thiebaut and seconded by Shawn Willsey to approve item 44 as a revised course with changes noted. All members in favor; motion carried.

Changes were made to the course description.

- 45. PSY 230 General Psychology Advanced Chris Jones-Cage
- 46. PSY 280 Selected Topics in Psychology Chris Jones-Cage
- 47. PSY 290 Selected Studies in Psychology Chris Jones-Cage

It was moved by Joe Jondreau and seconded by Brian Thiebaut to approve items 45-47 as revised courses with changes noted. All members in favor; motion carried.

Changes were made to the title, units, hours, prerequisite and description of item 45. Items 46 and 47 had changes to the units, transfer status, prerequisites and course descriptions.

- 48. WEL 100 Oxyacetylene Gas WeldingJoe Boire
- 49. WEL 101 Shielded Metal Arc WeldingJoe Boire
- 50. WEL 102 Basic Gas Metal Arc Welding (MIG)Joe Boire
- 51. WEL 103 Basic Gas Tungsten Arc Welding (TIG)Joe Boire

- 52. WEL 200 Advanced Shielding & Gas Metal Arch (MIG) WeldingJoe Boire
- 53. WEL 201 Advanced Tungsten Arc Welding (TIG).....Joe Boire
- 54. WEL 202 Advanced Oxyacetylene WeldingJoe Boire
- 55. WEL 203 Consolidated WeldingJoe Boire

It was moved by Chris Jones-Cage and seconded by Shawn Willsey to approve items 48-55 as updated courses. All members in favor; motion carried.

- 56. ADJ 162 Traffic Safety Admin. (NHTSA)Scotty Gallan

It was moved by Sandra Sher and seconded by Greg Larson to table this outline until a later meeting. All members in favor; motion carried.

VI. Discussion/Information Items

VII. Next Meeting – *January 30, 2002*

VIII. Adjournment of Meeting

Being no further business, the meeting adjourned at 5:01 p.m.

Linda Martin

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