



**PALO VERDE COLLEGE
Curriculum Committee**

Agenda

**December 17, 2009
3:00 p.m.
CL 129**

I. Call to Order

Mickey Miranda-Copple

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

Tomas Tellez (ASB)	<u> </u>	Derek Copple	<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
Recorder: Lisa Holmes/Corina Richards

II. Approval of Agenda –December 17, 2009

Action Item

It was moved by Derek Copple to approve the agenda for December 17, 2009.

Willie Smith made a motion to postpone CIS 101, 102 AND 111 until the February curriculum meeting.

It was moved by Derek Copple and seconded by Mike Gaubeca to approve the agenda for December 17, 2009 as amended. All members in favor; motion carried.

III. Approval of Minutes –November 12, 2009

Action Item

It was moved by Mike Gaubeca and seconded by Philip Clinton to approve the minutes for November 12, 2009. All members in favor; motion carried.

IV. New Business

Information/Action Items

A. New/Revised Courses and Programs

1. ~~CIS 101 Introduction to Computers & Information Systems.....~~ Bill Ponder
2. ~~CIS 102 Personal Computer Applications.....~~ Bill Ponder
3. ~~CIS 111 Computer Business Applications~~ Bill Ponder

4. NBE 043 Personal Safety/Self Defense for Women Rhonda Entwistle

It was moved by Kevin Eoff and seconded by Mike Gaubeca to approve NBE 043 as a new course. All members in favor; motion carried.

B. Updated Course Outlines

1. ABE 010 Customer Service..... Rhonda Entwistle
2. ABE 011 Communicating with Customers..... Rhonda Entwistle
3. ABE 012 Team Building Rhonda Entwistle
4. ABE 013 Time Management..... Rhonda Entwistle
5. ABE 014 Stress Management Rhonda Entwistle
6. ABE 015 Conflict Management Rhonda Entwistle
7. ABE 016 Attitude in the Workplace..... Rhonda Entwistle
8. ABE 017 Managing Organizational Change..... Rhonda Entwistle
9. ABE 018 Decision Making and Problem Solving..... Rhonda Entwistle
10. ABE 019 Foundation Essentials: Values and Ethics..... Rhonda Entwistle
11. ABE 021 Spanish Literacy for the ESL Learner Rhonda Entwistle
12. NBE 015 Leadership/Supervisory Skills Enhancement Training Rhonda Entwistle
13. NBE 094 Readiness for Employment..... Rhonda Entwistle

It was moved by Kevin Eoff and seconded by Henry Rinaldi to approve items 1-13 as updated courses. All members in favor; motion carried.

C. Move Course to Inactive Status

1. ABE 020 Court Appointed Special Advocate Volunteer Training... Rhonda Entwistle

It was moved by Philip Clinton and seconded by Derek Copple to move ABE 020 to inactive status. All members in favor; motion carried.

V. Discussion/Information Items

Course Outline Template

Dennese Lilley-Edgerton

Dennese Lilley-Edgerton was absent from the meeting.

It was moved by Philip Clinton and seconded by Kevin Eoff to postpone this discussion item until the next meeting. All members in favor; motion carried.

VI. Next Meeting –

Committee/Information Item

February 11, 2010

VII. Adjournment of Meeting

Mickey Miranda-Copple

Being no further business, the meeting adjourned at 3:15 p.m.