



**PALO VERDE COLLEGE  
Curriculum Committee**

*Minutes*

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

**I. Call to Order**

Linda Martin

Meeting called to order at 3:20 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, Don Kuykendall  
Recorder: Lisa Holmes

**II. Approval of Agenda – February 20, 2003**

Action Item

The following additions were made to the agenda: Removal of GES courses 105-112, item B31- Technical Preparation Certificate, item B32- Fire Science Technician Certificate, item B33 – A.S. in Hazardous Materials Specialist, item D1 and D2- Move BCT 132 and BCT 136 to active status, item A under Discussion/Information items- Policies and procedures.

**It was moved by Brian Thieboux and seconded by Chris Jones-Cage to approve the agenda for February 20, 2003 with changes. All members in favor; motion carried.**

**III. Approval of Minutes – January 30, 2003**

Action Item

**It was moved by Shawn Willsey and seconded by Greg Larson to approve the minutes of January 30, 2003. All members in favor; motion carried.**

**IV. Old Business**

Information/Action Items

MAN 105 Principles of Management and Organization.....Vicki Attaway  
The members felt that the description was too thin and there were some minor typos.

**It was moved by Greg Larson and seconded by Brian to postpone approving MAN 105 until a later meeting so the outline could be sent back to the division for revisions. All members in favor; motion carried.**

The course outline was brought back to curriculum with corrections made, when the meeting reconvened on February 25, 2003.

**It was moved by Greg Larson and seconded by Brian Thieboux to approve Man 105 as a revised course. All members in favor; motion carried.**

**V. New Business**

Information/Action Items

A. Contact Hours, Semester Units, and CTLC's..... Brian Thieboux

Brian Thieboux explained the equations for figuring contact hours, semester units and CTLC's. A handout was attached to the agenda prior to the meeting. A copy of the handout will be on file with the agenda and minutes, in the Instruction Office.

B. Revision of Degrees and Certificates ..... David Silva

Removal of GES courses 105-112.

David Silva explained that there are too many GES courses offered/listed on the different degrees and certificates. Student services agreed in their last meeting to delete GES 105-112 and to offer GES 101 or GES 115 under the General Studies category.

**It was moved by Brian Thieboux and seconded by Greg Larson to delete GES 105-112 from curriculum, including the catalog, degrees and certificates. All members in favor; motion carried.**

**It was moved by Brian Thieboux and seconded by Shawn Willsey to offer GES 101 or GES 115 in place of GES 105-112. All members agreed; motion carried.**

1. Accounting Certificate
2. Accounting – A.S. Degree

David Silva explained the changes that were made to the Accounting Certificate and A.S. degree. The curriculum committee made no further recommendations.

3. Automotive Technology Certificate

The Curriculum committee recommends the following changes to the Automotive Technology Certificate:

*Change the units on AUT 103 and AUT 113 from 6 units to 3 units to reflect the changes made to those courses in a previous curriculum meeting.*

4. Automotive – A.S. Degree

The Curriculum committee recommends the following changes to the A.S. in Automotive Technology Degree:

*First year, first semester: Change GES 105 to GES 101 or GES 115, change the units from 1 to 1-3, change units on AUT 201 from 3 to 6 units, change tota units for*

*semester from 17 to 20-23.*

*First year, second semester: Change BUS 145 to MAN 145, list out courses on Group A.*

*Second year, first semester: Change PHI 210 to ENG 103, list out courses on Group B. add MAT 084 to required courses.*

*Second year, second semester: Add MAT 084 to required courses.*

5. Business Management Certificate
6. Business Management – A.S. Degree

David Silva explained the changes that were made to the Business Management Certificate and A.S. degree. The curriculum committee made no further recommendations.

7. Building Technology Certificate

The Curriculum committee recommends the following changes to the Building Technology Certificate:

*Remove MAT 086 and add MAT 084, change the units on BCT 215 from 3 to 2.*

8. Building Technology – A.S. Degree

The Curriculum committee recommends the following changes to the A.S. in Building Technology Degree:

*Change the units on BCT 215 from 3 to 2.*

9. Child Development – A.S. Degree

The Curriculum committee recommends the following changes to the A.S. in Child Development Degree:

*Change the title of CHD 201 from Human Growth and Developmental Psychology to Child Growth and Development, change GES 105 to GES 101 or GES 115, change GES units from 1 to 1-3, change total units on first year, first semester from 17 to 17-19.*

10. Associate Teacher Certificate

The Curriculum committee recommends the following changes to the Associate Teacher Certificate:

*Change the title of CHD 201 from Human Growth and Development to Child Growth and Development.*

11. Teacher Certificate

The Curriculum committee recommends the following changes to the Teacher Certificate:

*Change the title of CHD 201 from Human Growth and Development to Child Growth and Development.*

12. Master Teacher Certificate

The Curriculum committee recommends the following changes to the Master Teacher Certificate:

*Change the title of CHD 201 from Human Growth and Development to Child Growth and Development.*

13. Computer Information Science – A.S. Degree
14. Application Technology Certificate

The A.S. in Computer Information Science and the certificates in Computer Information Technology were reviewed and approved at the January 2003 curriculum meeting.

15. Programming Technology Certificate (removal)

*The Curriculum committee removed the Programming Technology Certificate from the catalog at a previous meeting but recommended at this meeting to pull all copies of the certificate and no longer use them.*

16. Criminal Justice Certificate

The Curriculum committee recommends the following changes to the Criminal Justice Certificate:

*Change CRJ 125 to read CRJ 125 or ENG 099, change CRJ 135 to read CRJ 135 or SPA 130, change units on CRJ 135 or SPA 130 to read 2-3 units, change total units on core curriculum to read 19-21 units, delete "or" and close the gap between box 2 and 3, change CRJ 220 to read CRJ 220 or PSY 220.*

17. Criminal Justice – A.S. Degree

The Curriculum committee recommends the following changes to the A.S. in Criminal Justice degree:

*Add CRJ 135 or SPA 130, add CRJ 125 or elective in ENG, change all occurrences of the wording "corrections or police science" to read "criminal justice".*

18. Basic Academy Certificate

The curriculum committee made no recommendations on the Basic Academy Certificate.

19. General Studies – A.S. Degree

The Curriculum committee recommends the following changes to the A.S. in General Studies degree:

*Area 2- Add AST 105, GEL 202, GEL 203, GEO 101. Remove – GEO 105, GEO 106.*

*Area 4 – Add ENG 201, ENG 202*

*Area 5A – Add HIS 160, HIS 21, HIS 220, HIS 230*

*Area 5B – Add ANT 102, ANT 103, ANT 104, ANT 201, ANT 202, PSY 150, PSY 205.*

*Remove – GEO 105, GEO 106, PSY 111.*

*Area 7 – Add GES 115, change units from 1 to 3, Add CIS 102.*

*Remove – GES 105, GES 106, PSY 111.*

*Area 8 – Remove area.*

*Area 9 – Now “Area 8”*

20. Certified Nursing Assistant Certificate

The Curriculum committee recommends the following changes to the Certified Nursing Assistant Certificate:

*Add a diamond to NUR 101 to show that there is a prerequisite attached to the course, show units for the courses (5 units for NUR 100 and 2 units for NUR 101)*

21. Emergency Medical Technician Certificate

The Curriculum committee recommends the following changes to the Emergency Medical Technician Certificate:

*Show units for course (4 units).*

22. Home Health Aide Certificate

*See Certified Nursing Assistant Certificate recommendations*

23. Licensed Vocational Nurse Certificate

The Curriculum committee recommends the following changes to the Licensed Vocational Nurse Certificate:

*Add diamonds to the following courses to show that there is a prerequisite attached to the courses: ENG 099, MATH 084, BIO 210 (on page in 2 places), BIO 211 (on page in 2 places), NUR 103, NUR 104, NUR 106, NUR 108, NUR 109, NUR 111, NUR 112.*

24. Phlebotomy & Lab Assistant Certificate

The Curriculum committee recommends the following changes to the Phlebotomy Certificate:

*Write out correct title of “Phlebotomy/Lab Assistant Procedures”, show units for course (2 units).*

25. Administrative Office Assistant Certificate

The curriculum committee made no recommendations on the Administrative Office Assistant Certificate.

26. Administrative Office Assistant – A.S. Degree

The Curriculum committee recommends the following changes to the A.S. in Administrative Office Assistant degree:

*First year, fall semester- Change GES 105 to GES 101 or GES 115, change GES units from 1 to 1-3, change total units from 18 to 18-20*

*First year, spring semester - Delete ACC 100 and replace with OFA 145, change units*

*from 4 to 2, change total units for semester from 16-17 to 15  
Second year, fall semester - Change OFA 131 to read OFA 131 or CIS 102, change  
units on from 3 to 2-3, change total units for semester from 18 to 17-18.*

***The curriculum committee recommends and mandates that all course outlines listed on degrees and certificates be updated, signed and on file in the Instruction Office or it cannot be offered.***

27. General Clerical Assistant Certificate

The curriculum committee made no recommendations on the General Clerical Assistant Certificate.

28. General Clerical Assistant – A.S. Degree

The Curriculum committee recommends the following changes to the A.S. in General Clerical Assistant degree:

*List out available electives on all semesters, on second year, fall semester change OFA 131 to read OFA 131 or CIS 102, change units from 3 to 2-3, change total units on semester from 17 to 16-17.*

29. Small Business Development – A.S. Degree

The curriculum committee made no recommendations on the A.S. in Small Business Development degree.

30. Welding Technology Certificate

The Curriculum committee recommends the following changes to the Welding Technology Certificate:

*Change total units for certificate from 36 to 35-36.*

31. Tech Prep Certificate

*The Curriculum committee recommends removing the Tech Prep Certificate from the catalog and pull all copies from student services so that they are no longer used.*

32. Fire Science Technician Certificate

*The curriculum committee made no recommendations on the Fire Science Technology Certificate except to update course outlines that are listed.*

33. Hazardous Materials Specialist – A.S. Degree

*The curriculum committee recommended to remove GES 105 and add GES 101 or GES 115, which changes the units from 1 to 3 on the A.S. in Hazardous Materials Specialist degree. The committee also recommended that the course outlines be updated.*

**David Silva moved to accept items 1-33 with amendments that consists of revisions of degrees and certificates, subject to the approval of the Instruction Office. Brian Thieboux seconded the motion. All members in**

**favor; motion carried.**

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

1. GEL 202 – Volcanoes, Slot Canyon, and Red Rocks: Geology of the Colorado Plateau
2. GEL 203 – Caves, Fossils, and Volcanoes: Geology of the Mojave Desert . Shawn Willsey

Shawn Willsey presented the new courses at curriculum and made the change at the meeting of the title of GEL 203 to read Caves, Fossils, and Volcanoes: Geology of the Mojave National Preserve. The outlines were reviewed and approved by the division.

**It was moved by Greg Larson and seconded by Sandra Sher to approve items 1 and 2 as new courses. All members in favor; motion carried.**

D. Move courses from inactive to active status

1. BCT 132 Technical Drafting
2. BCT 136 Drafting Techniques Used in Machine, Structural, and Electronics

These courses were moved to inactive status at a previous curriculum meeting but were then updated at the December 2002 meeting. At that time the courses should have been moved back to active status but were not.

**It was moved by Shawn Willsey and seconded by Sandra Sher to move items 1 and 2 to active status. All members in favor; motion carried.**

**VI. Discussion/Information Items**

A. Policies and Procedures for Curriculum Committee meetings

A discussion took place regarding procedures that should be used in order to process items that are brought to curriculum in a smooth and timely manner. The following suggestions were made and adopted:

- 1. All course outlines need to be brought through the appropriate division for approval, prior to the curriculum meeting.*
- 2. Anyone having business with the curriculum committee needs to be present at the meeting, and if they cannot attend, they need to appoint someone to represent them.*
- 3. All courses being offered have to have an updated and signed outline on file in the instruction office before they can run, beginning Fall 2003. Courses that are to be offered in the upcoming Fall Semester must be submitted by May 1<sup>st</sup> or the course WILL NOT be offered.*

**Brian Thieboux moved and Shawn Willsey seconded to adopt these procedures for the curriculum committee. All members in favor; motion carried.**

**It was also requested that the following statement be written in the minutes:**

**The curriculum committee agreed to move forward with certain degrees and certificates, knowing there are missing and outdated outlines. Those faculty members that have not yet updated the courses are jeopardizing these programs.**

**VII. Next Meeting – *March 13, 2003***

Committee/Information Item

**VIII. Adjournment of Meeting**

Linda Martin

Being no further business, the meeting adjourned at 2:58 p.m. on 2/25/03.

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