



**PALO VERDE COLLEGE  
Curriculum Committee**

Minutes

March 13, 2003  
3:00 p.m.  
CL 129

**I. Call to Order**

Linda Martin

Meeting called to order at 3:10 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  
Recorder: Lisa Holmes

**II. Approval of Agenda – March 13, 2003**

It was moved by Shawn Willsey and seconded by Greg Larson to approve the agenda for March 13, 2003. All members in favor; motion carried.

**III. Approval of Minutes – February 20, 2003**

It was moved by Greg Larson and seconded by Sandra Sher to approve the minutes of February 20, 2003. All members in favor; motion carried.

**IV. Old Business**

**V. New Business**

**A. Revision of Degrees and Certificates**

1. A.S. Degree in Business Management..... Brian Thieboux
2. A.S. Degree in Small Business Development..... Brian Thieboux
3. Certificate in Business Management..... Brian Thieboux

*It was recommended by Brian Thieboux to add Small Business Finance as another option on items 1-3.*

**It was moved by Brian Thieboux and seconded by Greg Larson to approve items 1-3 as revised. All members in favor; motion carried.**

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

1. ABE 010 Customer Service..... Eric Eikenberry
2. ABE 011 Communicating with Customers ..... Eric Eikenberry
3. ABE 012 Team Building ..... Eric Eikenberry
4. ABE 013 Time Management..... Eric Eikenberry
5. ABE 014 Stress Management ..... Eric Eikenberry
6. ABE 015 Conflict Management ..... Eric Eikenberry
7. ABE 016 Attitude in the Workplace ..... Eric Eikenberry

*On items 1-7, change all course duplicated boxes to read "No". Minor wording changes under course objectives.*

**It was moved by David Silva and seconded by Joe Jondreau to approve items 1-7 as new courses. All members in favor; motion carried.**

8. AST 101 Introduction to Astronomy..... Alejandro Garcia

*The units were changed from 3 to 4; the hours were changed from 3 hours lecture to 3 hours lecture/3 hours laboratory; changes were made to the course description.*

**It was moved by Shawn Willsey and seconded by Greg Larson to approve item 8 as a revised course with changes noted. All members in favor; motion carried.**

9. CHE 101 Introduction to General Chemistry..... Biju Raman
10. CHE 108 Fundamentals of Organic Chemistry ..... Biju Raman
11. CHE 210 General Chemistry I..... Biju Raman
12. CHE 211 General Chemistry II..... Biju Raman
13. CHE 280 Selected Topics in Chemistry ..... Biju Raman
14. CHE 290 Selected Studies in Chemistry ..... Biju Raman

*CHE 101 – changes to the prerequisite and course description; CHE 108, CHE 210, and CHE 211 – changes to the course description; CHE 280 and CHE 290 – changes to the transfer status and recommendations.*

**It was moved by Greg Larson and seconded by Chris Jones-Cage to approve items 9-14 as revised courses with changes noted. All members in favor; motion carried.**

15. EDU 083 Supplemental Language Skills..... Louise Gallan
16. EDU 084 Supplemental Language Skills..... Louise Gallan

*Changes were made to the course descriptions.*

**It was moved by Brian Thieboux and seconded by Greg Larson to approve items 15-16 as revised courses with changes noted. All members in favor; motion carried.**

17. GEL 105 Natural Disasters ..... Shawn Willsey

**It was moved by Greg Larson and seconded by Sandra Sher to approve item 17 as a new course. All members in favor; motion carried.**

18. GES 100 Student Leadership ..... Louise Gallan

19. GES 101 Introduction to College Life..... Robert Lopez  
20. GES 115 The Master Student ..... Bruce Wallace

*GES 100 and GES 101 – Changes were made to the hours, transfer status and course description; GES 115 – Changes were made to the course description.*

**It was moved by David Silva and seconded by Chris Jones-Cage to approve items 18-20 as revised courses with changes noted. All members in favor; motion carried.**

21. HIS 125 California History..... Amy Colon  
\*\*ABE 125/NBE125 California History ..... Amy Colon

*The recommendation was deleted and changes were made to the course description.*

**It was moved by David Silva and seconded by Chris Jones-Cage to approve HIS 125 as a revised course with changes noted and to eliminate the non-credit version of the course from curriculum. All members in favor; motion carried.**

22. MAT 221 Calculus II..... Greg Larson  
23. MAT 222 Calculus III..... Greg Larson

*Changes were made to the units, hours, and course descriptions.*

**It was moved by Shawn Willsey and seconded by Sandra Sher to approve items 22-23 as revised courses with changes noted. All member in favor; motion carried.**

25. NBE 015 Leadership Skills..... Eric Eikenberry

**It was moved by Brian Thieboux and seconded by Chris Jones-Cage to approve item 25 as a new course. All members in favor; motion carried.**

26. NUR 106 Pharmacology II..... Sue Valenzuela  
27. NUR 111 Nutrition II ..... Sue Valenzuela

*Changes were made to hours, transfer status, prerequisites, and course descriptions.*

**It was moved Brian Thieboux and seconded by Greg Larson to approve items 26-27 as revised courses with changes noted. All members in favor; motion carried.**

28. OFA 123 Keyboarding Basic Part 1.....Reva Gilmore  
29. OFA 124 Keyboarding Basic Part 2.....Reva Gilmore  
30. OFA 125 Keyboarding Basic Part 3.....Reva Gilmore  
31. OFA 133 Keyboarding Formatting Part I .....Reva Gilmore  
32. OFA 134 Keyboarding Formatting Part 2.....Reva Gilmore  
33. OFA 135 Keyboarding Formatting Part 3.....Reva Gilmore  
34. OFA 136 Shorthand I Beginning Theory Part I .....Reva Gilmore  
35. OFA 137 Shorthand I Beginning Theory Part II .....Reva Gilmore  
36. OFA 138 Shorthand I Beginning Theory Part III .....Reva Gilmore  
37. OFA 139 Shorthand I Beginning Theory Part IV .....Reva Gilmore  
38. OFA 221 Administrative Office Procedures.....Reva Gilmore  
39. OFA 223 Keyboarding Processing Part 1 .....Reva Gilmore  
40. OFA 224 Keyboarding Processing Part 2 .....Reva Gilmore

41. OFA 225 Keyboarding Processing Part 3 .....	Reva Gilmore
42. OFA 236 Shorthand II Intermediate Tran Pt I .....	Reva Gilmore
43. OFA 237 Shorthand II Intermediate Transcript Pt II .....	Reva Gilmore
44. OFA 238 Shorthand II Intermediate Transcript Pt III .....	Reva Gilmore
45. OFA 239 Shorthand II Intermediate Transcript Pt IV .....	Reva Gilmore
46. OFA 246 Shorthand III Expert Trans Pt I .....	Reva Gilmore
47. OFA 247 Shorthand III Expert Trans Pt II .....	Reva Gilmore
48. OFA 248 Shorthand III Expert Trans Part III .....	Reva Gilmore
49. OFA 249 Shorthand III Expert Trans Part IV .....	Reva Gilmore

*Changes were made to the descriptions of OFA 123, 124, 125, 133, 134, 135, 223, 224, and 225. Changes were made to the hours of OFA 136, 137, 138 and 139. Changes were made to the hours and course descriptions of OFA 236, 237, 238, 239, 246, 247, 248, and 249.*

**It was moved by Shawn Willsey and seconded by Joe Jondreau to approve items 28-49 as revised courses with changes noted. All members in favor; motion carried.**

50. PHE 110 Strength and Flexibility .....	Erika Willsey
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**It was moved by Joe Jondreau and seconded by Brian Thieboux to approve item 50 as a new course. All members in favor; motion carried.**

51. PHS 140 Physical Science Survey .....	Biju Raman
52. PHY 101 Introduction to Physics .....	Biju Raman
53. PHY 110 General Physics I .....	Biju Raman
54. PHY 220 General Physics II .....	Biju Raman
55. PHY 280 Selected Topics in Physics .....	Biju Raman
56. PHY 290 Selected Studies in Physics .....	Biju Raman

*The following changes were made: PHS 140 – course description; PHY 101 – transfer status, prerequisite and description; PHY 110, and 220 – prerequisite and description; PHY 280 and 290 – transfer status and prerequisite.*

**It was moved by Brian Thieboux and seconded by David Silva to approve items 51-56 as revised courses with changes noted. All members in favor; motion carried.**

C. Move course outlines from active to inactive

1. AGR 280 Selected Topics in Agriculture
2. AGR 290 Selected Studies in Agriculture

**It was moved by Greg Larson and seconded by Chris Jones-Cage to approve moving items 1-2 to inactive status. All members in favor; motion carried.**

## VI. Discussion/Information Items

1. Removal of inactive courses from Curriculum

David Silva recommends for the divisions to look over inactive section of the catalog and either revive the courses and bring them back to curriculum or remove from curriculum and catalog completely.

2. CUA 280/CUA 290 Selected Topics in Culinary Arts

Lisa Holmes told the committee that there were some Culinary Arts courses being taught in Needles by an adjunct, that needed updated course outlines. The committee recommended that either the adjunct or Jerry Lewis update the outlines.

3. GES/EDU Courses (which division)

David Silva told the committee that General Education and Education courses needed to be a part of a division. It was recommended that the Social Science division adopt these courses.

**VII. Next Meeting – *April 17, 2003***

**VIII. Adjournment of Meeting**

Being no further business, the meeting adjourned at 5:11 p.m.

Linda Martin