



**PALO VERDE COLLEGE
Curriculum Committee**

Minutes

April 13, 2006
3:00 p.m.
CL 129

I. Call to Order

Mickey Miranda-Copple

Meeting called to order at 3:02 p.m. with the following members in attendance:

France Ward (ASB)	_____	Mickey Miranda-Copple	✓ _____	Jim Vikse	_____
Hortensia De Leon	_____	Sandra Sher	✓ _____	Brian Thieboux	✓ _____
Doretha Jones	✓ _____	David Silva	_____	June Turner	✓ _____
Chris Jones-Cage	✓ _____	William Smith	_____	Melinda Walnoha	✓ _____
Applewhite Minyard	✓ _____	Sue Valenzuela	✓ _____		

Guest(s): George Walters, Karen Palmer, Cheryl Bruno-Mofu
Recorder: Lisa Holmes/Corina Richards

II. Approval of Agenda – April 13, 2006

Action Item

It was moved by Applewhite Minyard and seconded by Doretha Jones to approve the agenda of April 13, 2006. All members in favor; motion carried.

The agenda was revised to delete the following items from the agenda: items f-h, v-cc, gg, oo-qq, ss and yy.

It was moved by Chris Jones-Cage and seconded by Applewhite Minyard to approve the agenda of April 13, 2006 as amended. All members in favor; motion carried.

III. Approval of Minutes – March 9, 2006

Action Item

It was moved by Applewhite Minyard and seconded by Sandra Sher to approve the minutes of March 9, 2006. All members in favor; motion carried.

IV. Old Business

Information/Action Items

V. New Business

Information/Action Items

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

1. Revised Programs

Nursing Department Ed PlanNursing Dept.

It was requested by Cheryl Bruno-Mofu, Allied Health Division Chair, to bring the Nursing Department Ed Plan back to curriculum at a later time so that she can review it for accuracy.

2. Revised Courses

- a. ABE 055 Folk Music Rhonda Entwistle
- b. ABE 061 Outdoor Cooking Rhonda Entwistle
- c. ABE 072 Vocational Landscaping and Gardening Rhonda Entwistle

It was moved by Applewhite Minyard and seconded by Chris Jones-Cage to approve ABE 055, ABE 061 and ABE 072 as revised courses with changes noted. All members in favor; motion carried.

Changes were made to the hours and course descriptions.

- d. ADJ 110 Advanced Officer Safety Training George Walters
- e. ADJ 161 Enhanced Officer Safety Training George Walters

It was moved by Doretha Jones and seconded by Applewhite Minyard to approve ADJ 110 and ADJ 161 as revised courses with changes noted. All members in favor; motion carried.

Changes were made to the units and unit wording.

- ~~f. ADJ 172 Drug Recognition Expert Instructor Training George Walters~~
- ~~g. ADJ 186 EEO Counselor Recertification George Walters~~
- ~~h. ADJ 187 EEO Investigator Recertification George Walters~~

- i. ART 105 Digital Photography Dennese Lilley-Edgerton
- j. ART 135 Oil Painting Dennese Lilley-Edgerton
- k. ART 140 Watercolor Dennese Lilley-Edgerton

It was moved by Chris Jones-Cage and seconded by Doretha Jones to approved ART 105, ARE 135 and ART 140 as revised courses with changes noted. All members in favor; motion carried.

Changes were made to the hours and prerequisites.

- l. CHD 110 The Process of Parenting Bruce Wallace

It was moved by Chris Jones-Cage and seconded by Applewhite Minyard to send CHD 110 back to the course initiator for further review and revisions. All members in favor; motion carried.

- m. CIS 103 Introduction to the Internet Linda Martin
- n. CIS 113 Database Applications: Microsoft Access Linda Martin
- o. CIS 120 Spreadsheets: Microsoft Excel Linda Martin
- p. CIS 124 Web Page Design Tools Linda Martin
- q. CIS 143 Word Processing – Microsoft Word Linda Martin
- r. CIS 146 Presentation Graphics Linda Martin
- s. CIS 213 Database-Driven Web Sites Linda Martin

t. CIS 260 Desktop PublishingLinda Martin

It was moved by Sue Valenzuela and seconded by Chris Jones-Cage to approve CIS 103, CIS 113, CIS 120, CIS 124, CIS 143, CIS 146, CIS 213 and CIS 260 as revised courses with changes noted. All members in favor; motion carried.

Changes were made to the hours of the courses to separate the lecture/lab hours.

u. CIS 270 Advanced Adobe Photoshop William Mitchell

It was moved by Applewhite Minyard and seconded by Doretha Jones to approved CIS 270 as a new course. All members in favor; motion carried.

- ~~v. CRJ 109 Reserve Officer Level II..... George Walters/Lisa Holmes~~
- ~~w. CRJ 110 Juvenile Counselor Core George Walters/Lisa Holmes~~
- ~~v. CRJ 191 Basic and Advanced Maps, Compasses, GPS's.... George Walters/Lisa Holmes~~
- ~~w. FST 100 First Responder – First Aid and CPR George Walters/Lisa Holmes~~
- ~~x. FST 107 Truck Operations George Walters/Lisa Holmes~~
- ~~y. FST 112 Personal Water Craft Rescue George Walters/Lisa Holmes~~
- ~~z. FST 114 Dive Rescue Search and Recovery George Walters/Lisa Holmes~~
- ~~aa. FST 175 Low to High Angle Technical Rope Rescue..... George Walters/Lisa Holmes~~
- ~~bb. FST 178 Instructor 1A, Instructional Techniques..... George Walters/Lisa Holmes~~
- ~~cc. FST 179 Instructor 1B, Instructional Techniques George Walters/Lisa Holmes~~

- dd. GEL 201 Geology of the Grand Canyon..... Philip Clinton
- ee. GEL 202 Geology of Northern Arizona and Southern Utah..... Philip Clinton
- ff. GEL 203 Geology of the Mojave Desert Philip Clinton

These courses were curriculum approved in February 2004, however were inadvertently left off of the agenda for Board approval. It was brought to the curriculum committee as an informational item and will be taken to the Board for approval with this month's items.

~~gg. HEA 128 Medical TerminologyNursing Dept.~~

hh. HEA 160 Emergency Medical Technician INursing Dept.

After a brief discussion about the effects this change would have on other programs of the college, it was recommended that the approval of the outline be postponed and that the Nursing Department get together with the Occupational Education Department to discuss it.

ii. HEA 161 Emergency Medical Technician Refresher.....Nursing Dept.

It was moved by Chris Jones-Cage and seconded by Doretha Jones to approve HEA 161 as a revised course with changes noted. All members in favor; motion carried.

The hours were changed from 24 hours lecture, to 12 hours lecture and 12 hours lab.

- jj. NBE 011 Child Care Manager.....Nursing Dept.
- kk. NBE 041 Cooking Made Simple Rhonda Entwistle

- ll. NBE 044 Food Service Technology Rhonda Entwistle
- mm. NBE 070 Citizenship for Immigrants Rhonda Entwistle
- nn. NBE 077 Professional Sewing Rhonda Entwistle

It was moved by Sue Valenzuela and seconded by Sandra Sher to approve NBE 011, NBE 044, NBE 070 and NBE 077 as revised courses with changes noted and NBE 041 as a new course. All members in favor; motion carried.

Changes were made to the hours and course descriptions.

- ~~oo. NUR 103 Introduction to Pharmacology INursing Dept.~~
- ~~pp. NUR 106 Introduction to Pharmacology IINursing Dept.~~
- ~~qq. NUR 108 Nutrition INursing Dept.~~

- rr. NUR 109 Medical-Surgical Nursing I – LectureNursing Dept.

It was moved by Chris Jones-Cage and seconded by Doretha Jones to approve NUR 109 as a revised course with changes noted. All members in favor; motion carried.

Changes were made to the units and prerequisites.

- ~~ss. NUR 111 Nutrition IINursing Dept.~~

- tt. NUR 112 Medical-Surgical Nursing II – LectureNursing Dept.

It was moved by Sandra Sher and seconded by Doretha Jones to approve NUR 112 as a revised course with changes noted. All members in favor; motion carried.

Changes were made to the units, prerequisites and course description.

- uu. NUR 120 Fundamentals of Nursing – Lecture.....Nursing Dept.
- vv. NUR 121 Fundamentals of Nursing – Clinical.....Nursing Dept.

It was moved by Doretha Jones and seconded by Applewhite Minyard to approve NUR 120 and NUR 121 as revised courses with changes noted. All members in favor; motion carried.

Changes were made to the units and prerequisites on NUR 120 and to the prerequisites on NUR 121.

- ww. NUR 124 Medical-Surgical Nursing I – ClinicalNursing Dept.
- xx. NUR 127 Medical – Surgical Nursing II – ClinicalNursing Dept.

It was moved by Chris Jones-Cage and seconded by Sandra Sher to approve NUR 124 and NUR 127 as revised courses with changes noted. All members in favor; motion carried.

Changes were made to the prerequisites on NUR 124 and to the units and prerequisites on NUR 127.

- ~~yy. NUR 250 IV Therapy Techniques for NursesNursing Dept.~~

zz. OFA 145 Intro to Bookkeeping and Quickbooks Vicki Attaway

It was moved by Applewhite Minyard and seconded by Sue Valenzuela to approve OFA 145 as a revised course with changes noted. All members in favor; motion carried.

Changes were made to the hours of OFA 145.

aaa. WEL 104 Introduction to Modern Welding I Joe Boire

bbb. WEL 105 Introduction to Modern Welding II Joe Boire

It was moved by Brian Thieboux and seconded by Applewhite Minyard to approve WEL 104 and WEL 105 as new courses. All members in favor; motion carried.

3. Removal of Courses from Catalog

- a. HEA 143 Advanced First Aid & Emergency Care
- b. ABE 043 Art of Communications
- c. ABE 073 Basic Living Skills I
- d. ABE 074 Basic Living Skills II
- e. ABE 077 Fertilizers and Weed Control
- f. ABE 079 Farm Management
- g. NBE 061 Physical and Mental Hygiene
- h. NBE 083 Issues in Computer Programming
- i. NBE 092 Carburetors
- j. MUS 140 Music Performance-Medieval & Renaissance
- k. OFA 180 Special Office Occupations

It was moved by Chris Jones-Cage and seconded by Brian Thieboux to remove items a-k from the catalog. All members in favor; motion carried.

VI. Discussion/Information Items

1. Lecture/Lab Hours

The committee was given a list of remaining courses that need the lecture/lab hours separated.

2. Number of Outlines for Curriculum Meetings

Mickey Miranda-Copple brought up the issue of too many outlines going to the Curriculum Committee. It was stated that this happens because people wait until the last minute to make changes creating a problem for the committee. It was suggested that the committee limit the number of outlines to 15 per meeting which would include revisions and new courses. It was also suggested that the outlines should be due to the Instruction office two weeks before curriculum instead of one. The issue will be brought to the academic senate and the division chairs will make their adjunct faculty aware of the changes.

VII. Next Meeting –

Committee/Information Item

May 11, 2006

VIII. Adjournment of Meeting

Mickey Miranda-Copple

Being no further business, the meeting adjourned at 3:58 p.m.

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