



**PALO VERDE COLLEGE
Curriculum Committee**

Minutes

**April 8, 2004
3:00 p.m.
CL 129**

I. Call to Order

William Smith

Meeting called to order at 3:04 p.m. with the following members in attendance:

Erika Atkins (ASB)	<u> </u>	Linda Martin	<u> ✓ </u>	Shawn Willsey	<u> </u>
Jana Carter	<u> ✓ </u>	Mickey Miranda-Copple	<u> ✓ </u>	Dyan Perley	<u> </u>
Hortensia DeLeon	<u> </u>	David Silva	<u> </u>	Brian Thieboux	<u> ✓ </u>
Chris Jones-Cage	<u> ✓ </u>	William Smith	<u> ✓ </u>	Melinda Walnoha	<u> </u>
Greg Larson	<u> ✓ </u>	Sue Valenzuela	<u> ✓ </u>		<u> </u>

Guest(s): Jerry Lewis, Sandra Sher
Recorder: Lisa Holmes

II. Approval of Agenda – April 8, 2004

Action Item

The following items were added to the agenda: Under Old Business- Status report on Minimum Conditions Review; Under New Business – Status report on Catalog; Under Discussion Items – New TOP Codes.

It was moved by Jana Carter and seconded by Greg Larson to approve the agenda of April 8, 2004 as amended. All members in favor; motion carried.

III. Approval of Minutes – March 11, 2004

Action Item

It was moved by Sue Valenzuela and seconded by Chris Jones-Cage to approve the minutes of March 11, 2004. All members in favor; motion carried.

IV. Old Business

Information/Action Items

Status report on Minimum Conditions Review..... William Smith

William Smith reported to the committee that the program approval process through the Chancellor's Office is much more complicated than it seems.

V. New Business

Information/Action Items

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

1. Prerequisite Justification

a. ACC 101 Basic Accounting.....	Vicki Attaway
b. ACC 102 Principle of Accounting II	Vicki Attaway
c. ACC 209 Payroll Accounting.....	Vicki Attaway
d. ACC 216 Introduction to Computer Accounting.....	Vicki Attaway
e. CIS 111 Computer Business Applications.....	Linda Martin
f. CIS 139 Introduction to Programming	Linda Martin
g. CIS 170 Computer Maintenance	Linda Martin
h. CIS 213 Database Driven Websites.....	Linda Martin
i. CIS 247 Networking and Telecommunications	Linda Martin
j. CIS 248 Systems Analysis and Design.....	Linda Martin

It was moved by Jana Carter and seconded by Mickey Copple to approve the prerequisite justifications for items a-j. All members in favor; motion carried.

2. Distance Education Language

a. POS 145 American Political Institutions	Amy Colon
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It was moved by Jana Carter and seconded by Greg Larson to approve the distance education language added to POS 145. All members in favor; motion carried.

3. Lecture/Lab Hours

a. AUT 100 Introduction to Automotive Technology	Henry Rinaldi
b. AUT 101 Basic Technician Skills	Henry Rinaldi
c. AUT 102 Engine Analysis/Tune-Up	Henry Rinaldi
d. AUT 103 Suspension, Steering and Alignment.....	Henry Rinaldi
e. AUT 110 Brake Systems	Henry Rinaldi
f. AUT 112 Engine Electrical Systems	Henry Rinaldi
g. AUT 113 Standard and Automatic Power Trans.....	Henry Rinaldi
h. AUT 115 Introduction to Alternative Fuels	Henry Rinaldi
i. AUT 120 Introduction to Diesel Technology	Henry Rinaldi
j. AUT 200 Engine Diagnosis-Overhaul	Henry Rinaldi
k. AUT 201 Automotive Maintenance and Repair	Henry Rinaldi
l. AUT 202 Fuel and Emission Systems.....	Henry Rinaldi
m. AUT 210 Engine Performance and Troubleshooting	Henry Rinaldi
n. AUT 212 Automotive Air Conditioning.....	Henry Rinaldi
o. AUT 290 Selected Studies in Automotive Technology	Henry Rinaldi
p. BCT 100 Intro to Building Trades.....	Jim Vikse
q. BCT 101 Rough Carpentry	Jim Vikse
r. BCT 102 Advanced Framing Techniques	Jim Vikse
s. BCT 110 Blueprint Reading.....	Jim Vikse
t. BCT 112 Base Electricity.....	Jim Vikse
u. BCT 113 Basic Plumbing.....	Jim Vikse
v. BCT 114 Exterior Finish Applications	Jim Vikse
w. BCT 115 Carpentry for the Homemaker.....	Jim Vikse
x. BCT 120 Drywall Applications	Jim Vikse
y. BCT 130 Principle of Drafting.....	Jim Vikse
z. BCT 132 Technical Drafting	Jim Vikse
aa. BCT 134 Descriptive Geometry	Jim Vikse
bb. BCT 136 Drafting Techniques Used in Machine, Structural & Elec.....	Jim Vikse

cc. BCT 138 Computer Aided Drafting – 2D Architectural	Jim Vikse
dd. BCT 140 Computer Aided Drafting – Machine, Map, Structural & Elec. Jim Vikse	
ee. BCT 142 Computer Aided Drafting – Advanced and Intro to 3D	Jim Vikse
ff. BCT 200 Cabinetry I	Jim Vikse
gg. BCT 201 Cabinetry II	Jim Vikse
hh. BCT 202 Finish Cabinetry	Jim Vikse
ii. BCT 206 Cabinetry	Jim Vikse
jj. BCT 210 Interior Trim Carpentry	Jim Vikse
kk. BCT 211 Concrete Construction	Jim Vikse
ll. BCT 212 Masonry Construction	Jim Vikse
mm. BCT 215 Introduction to Computer Aided Drafting	Jim Vikse
nn. BCT 280 Selected Topics in Building Construction Technology	Jim Vikse
oo. BCT 290 Selected Studies in Building Construction Technology	Jim Vikse
pp. BUS 100 Computer Keyboarding	Doretha Jones
qq. BUS 107 Electronic Calculators	Doretha Jones
rr. OFA Courses	Reva Gilmore

It was moved by Brian Thieboux and seconded by Greg Larson to postpone and send back to Reva Gilmore OFA 136, OFA 137, OFA 138, 139, 236, 237, 238, 239, 246, 247, 248 and OFA 249 for unit recalculation. All members in favor; motion carried.

It was moved by Jana Carter and seconded by Mickey Cople to approve items a-rr for lecture/lab hour changes including OFA 123, 124, 125, 131, 133, 134, 135, 221, 223, 224, and OFA 225 which were not listed on the agenda. All members in favor; motion carried.

4. New Courses

- a. ADS 102 Pharmacology and Physiological Effects.....Chris Jones-Cage
- b. ADS 103 Case Management and Documentation

It was moved by Jana Carter and seconded by Mickey Cople to approve ADS 102 and ADS 103 as new courses. All members in favor; motion carried.

- c. BCT XXX Electrical Concepts for HVAC

It was moved by Chris Jones-Cage and seconded by Greg Larson to approve item c as a new course with the Instruction Office to assign a course number. All members in favor; motion carried.

- d. CRJ XXX The Prison System in America.....

It was moved by Jana Carter and seconded by Chris Jones-Cage to approve item d as a new course with the Instruction Office to assign a course number. All members in favor; motion carried.

- e. MAN XXX Introduction to Public Administration.....

It was moved by Mickey Cople and seconded by Jana Carter to approve item e as a new course with the Instruction Office to assign a course number. All members in favor; motion carried.

- f. MAT 082L Supplemental Instruction for Arithmetic Fundamentals..... Greg Larson
- g. MAT 084L Supplemental Instruction for Elementary Algebra..... Greg Larson
- h. MAT 088L Supplemental Instruction for Intermediate Algebra Greg Larson

It was moved by Jana Carter and seconded by Sue Valenzuela to approve items f-h as new courses. All members in favor; motion carried.

- i. PHE 115 Off-season and In-season Sports Training and Conditioning. G. Dagnino

The membership suggested to advise the instructor to use an existing course that fits the topic being taught or use a 280/290 course.

It was moved by Jana Carter and seconded by Chris Jones-Cage to table PHE 115. All members in favor; motion carried.

- j. RDG 084 Beginning Reading Louise Gallan/Jana Carter
- k. RDG XXX Intermediate Reading..... Louise Gallan/Jana Carter

It was suggested that someone be designated to contact the Chancellor's Office about using RDG as a new discipline. Brian Thieboux volunteered.

It was moved by Greg Larson and seconded by Chris Jones-Cage to approve items j-k as new courses. All members in favor; motion carried.

5. Revised Courses

- a. ADJ 110 Advanced Officer TrainingMaggie Orchard
- b. ADJ 146 Bulk Packaging InspectionMaggie Orchard
- c. ADJ 161 Enhanced Officer Safety Training (EOST)Maggie Orchard
- d. ADJ 164 Defensive Driver TrainingMaggie Orchard
- e. ADJ 176 Bomb Search Team TrainingMaggie Orchard
- f. ADJ 205 Public Safety Seminar.....Maggie Orchard

It was moved by Mickey Copple and seconded by Sue Valenzuela to approve items a-f as revised course with changes noted. All members in favor; motion carried.

Changes

- g. CRJ 165 Arrest & FirearmsWilliam Smith

It was moved by Mickey Copple and seconded by Greg Larson to approve CRJ 165 as a revised course with changes noted. All members in favor; motion carried.

Changes

- h. MAT 084 Elementary Algebra Greg Larson
- i. MAT 088 Intermediate Algebra with Lab Greg Larson

It was moved by Jana Carter and seconded by Mickey Copple to approve items h-i as revised courses with changes noted. All members in favor; motion carried.

Changes

- j. SPA 101 Elementary Spanish I Victoria Bresee
- k. SPA 102 Elementary Spanish II Victoria Bresee
- l. SPA 203 Intermediate Spanish I Victoria Bresee
- m. SPA 204 Intermediate Spanish II Victoria Bresee

It was moved by Brian Thieboux and seconded by Mickey Copple to approve items j-m as revised courses with changes noted. All members in favor; motion carried.

Changes

- n. TPM 090 Pre-Algebra A Bruce Wallace
- o. TPM 091 Pre-Algebra B Bruce Wallace

It was moved by Jana Carter and seconded by Brian Thieboux to postpone and send back to Bruce Wallace. All members in favor; motion carried.

VI. Discussion/Information Items

1. Status on Catalog

Lisa Holmes reported that the changes that have been made to the courses over the last year have been made to the catalog that she is working on for 2004-2005. There is a copy of this in the shared curriculum folder for the committee to view. She also told the committee that she would like to add a symbol next to all courses that may be offered through distance education.

2. TOP Codes

Linda Martin reported to the committee that the Chancellor's Office has published a new list of TOP Codes and that she has made it available to anyone interested on the curriculum web page on the PVC website.

VII. Next Meeting – May 20, 2004

Committee/Information Item

VIII. Adjournment of Meeting

William Smith

Being no further business, the meeting adjourned at 4:45 p.m.