



**PALO VERDE COLLEGE
Curriculum Committee**

Minutes

**April 9, 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>	Joe Boire	<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): Reva Gilmore, Sandra Sher, Shelley Hamilton, Mike Rhoades
Recorder: Lisa Holmes/Corina Richards

II. Approval of Agenda –April 9, 2009

Action Item

It was moved by Sioux Stoeckle and seconded by Hortensia Rivera to approve the agenda for April 9, 2009.

The agenda was amended to change "General Clerical" on A.2. to "Office Assistant" and to add HEA 128 as a course revision.

It was moved by Willie Smith to approve the amended agenda for April 9, 2009. All members in favor; motion carried.

III. Approval of Minutes –March 12, 2009

Action Item

It was moved by Hortensia Rivera and seconded by Mike Gaubeca to approve the minutes of March 12, 2009. All members in favor; motion carried.

A. New/Revised Courses and Certificates

1. BCT 110 Blueprint Reading Mike Rhoades

It was moved by Sioux Stoeckle and seconded by Hortensia Rivera to approve BCT 110 as a revised course with changes noted. All members in favor; motion carried.

The hours were changed from 54 to 90 and the textbook was updated.

2. Certificate – Office Assistant Reva Gilmore
 - a. OFA 101 General Office Procedures I Reva Gilmore
 - b. OFA 102 General Office Procedures II Reva Gilmore

OFA 101 and OFA 102 is the old OFA 220 class split into two courses. They will be 54 hours each and run for 9 weeks each. Soft skills were added, such as teamwork and timeliness.

- c. OFA 110 Effective Customer Service Reva Gilmore

Now a more formalized 2 unit class.

- d. OFA 120 Keyboarding Reva Gilmore

This course takes the place of OFA 123-125.

It was moved by Sioux Stoeckle and seconded by Kevin Eoff to approve OFA 101, OFA 102, OFA 110 and OFA 120 as new courses. All members in favor; motion carried.

It was moved by Philip Clinton and seconded by Victor Hernandez to approve the Office Assistant Certificate as a new Certificate. All members in favor; motion carried.

3. Certificate – Pharmacy TechSue Valenzuela
 - a. PHT 101 Orientation to Pharmacy Technology.....Sue Valenzuela
 - i. PHT 101 – Prerequisite Justification.....Sue Valenzuela
 - b. PHT 106 Dosage Calculations A.....Sue Valenzuela
 - i. PHT 106 – Prerequisite JustificationSue Valenzuela
 - c. PHT 112 Retail Clinical A.....Sue Valenzuela
 - i. PHT 112 – Prerequisite Justification.....Sue Valenzuela
 - d. PHT 115 Hospital Clinical ASue Valenzuela
 - i. PHT 115 – Prerequisite Justification.....Sue Valenzuela

It was moved by Joe Boire and seconded by Mike Gaubeca to approve PHT 101 , PHT 106, PHT 112 and PHT 115 as revised courses with changes noted and their prerequisite justifications. All members in favor; motion carried.

PHT 101 and PHT 106 – Titles, co-requisites and descriptions were changed. PHT

112 and PHT 115 – Titles, Prerequisites, co-requisites, hours and descriptions were changed.

It was moved by Victor Hernandez and seconded by Mike Gaubeca to the Pharmacy Tech Certificate. All members in favor; motion carried.

- 4. Certificate – Metal Fabrication Joe Boire
 - a. WEL 110 Introduction to Fabrication..... Joe Boire
 - b. WEL 111 Introduction to Chassis Preparation Joe Boire
 - c. WEL 112 Intermediate Fabrication..... Joe Boire
 - d. WEL 113 Advanced Fabrication and Design..... Joe Boire

It was moved by Kevin Eoff and seconded by Sioux Stoeckle to approve WEL 110, WEL 111, WEL 112 and WEL 113 as new courses. All members in favor; motion carried.

It was moved by Victor Hernandez and seconded by Sioux Stoeckle to approve the certificate in Metal Fabrication. All members in favor; motion carried.

- 5. HEA 128 Medical Terminology Mickey Miranda-Copple

It was moved by Sioux Stoeckle and seconded by Hortensia Rivera to approve HEA 128 as a revised course with changes noted. All members in favor; motion carried.

The course was approved for distance education and the textbook was updated.

B. New/Revised Associate Degrees

- 1. A.S. in Accounting Mike Gaubeca

It was moved by Hortensia Rivera and seconded by Victor Hernandez to approve the A.S. in Accounting as a revised degree. All members in favor; motion carried.

- 2. A.S. in Business Management Mike Gaubeca

It was moved by Hortensia Rivera and seconded by Victor Hernandez to approve the A.S. in Business Management as a revised degree. All members in favor; motion carried.

- 3. A.S. in Child Development Bruce Wallace

It was moved by Kevin Eoff and seconded by Bruce Wallace to approve the A.S. in Child Development as a revised degree. All members in favor; motion carried.

C. Courses to be moved to Inactive status

1. AUT 201 – Auto Maintenance and Repair
2. BCT 114 – Exterior Finish Applications
3. BCT 115 – Carpentry for the Homemaker
4. BCT 120 – Drywall Applications
5. BCT 130 – Principles of Drafting
6. BCT 132 – Technical Drafting
7. BCT 134 – Descriptive Geometry
8. BCT 136 – Drafting Techniques Used in Machine, Structural, and Electronics
9. BCT 138 – Computer Aided drafting – 2D Architectural
10. BCT 140 – Computer Aided Drafting – Machine, Map, Structural, and Electronics
11. BCT 142 – Computer Aided Drafting – Advanced and Introduction to 3D
12. BCT 215 – Introduction to Computer Aided Drafting (CAD)
13. CUA 100 – Introduction to the Hospitality Industry
14. CUA 110 – Introduction to Culinary Arts
15. CUA 111 – Sanitation and Safety
16. CUA 115 – Creative Cooking and Menu Preparation
17. CUA 121 – Culinary Principles I
18. CUA 131 – Principles of Baking I
19. CUA 141 – Pantry
20. CUA 151 – Food Production Management
21. CUA 155 – Outdoor Cooking
22. CUA 161 – Nutrition
23. CUA 165 – Outdoor Cooking Intermediate
24. CUA 200 – Food Science
25. CUA 210 – Menu Planning and Purchasing
26. CUA 290 – Selected Studies in Culinary Arts
27. FST 085 – Haz Mat for Healthcare
28. FST 117 – Fire Prevention I
29. FST 118 – Fire Prevention II
30. FST 130 – Fire Tactics & Strategy
31. FST 184 – Fire Technology M2D
32. FST 187 – Intermediate Incident Command System
33. FST 188 – Advanced Incident Command System
34. FST 203 – Fire Command 2D
35. FST 255 – Continued Professional Training (CPT)

It was moved by Philip Clinton and seconded by Kevin Eoff to approve moving items 1-35 to Inactive Status. All members in favor; motion carried.

V. Discussion/Information Items

VI. Next Meeting –

Committee/Information Item

September 17, 2009

VII. Adjournment of Meeting

Mickey Miranda-Copple

Being no further business, the meeting adjourned at 3:53 p.m.

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