



**PALO VERDE COLLEGE  
Curriculum Committee**

Minutes

**November 18, 2010  
3:00 p.m.  
CL 129**

**I. Call to Order**

Mickey Miranda-Copple

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

Student Rep (ASB)	_____	Mickey Miranda-Copple	✓	Henry Rinaldi	✓
Hortensia Rivera	_____	Philip Clinton	✓	Irma Dagnino	✓
Bill Ponder	✓	David Silva	_____	June Turner	✓
Kevin Eoff	✓	William Smith	_____	Melinda Walnoha	✓
Brian Thieboux	✓	Victor Hernandez	✓		

Guest(s): Joe Boire, Michael Gaubeca, Corina Lin, Scott Peterson, Sandra Sher, George Walters  
Recorder: Nicole Sulunga

**II. Approval of Agenda –November 18, 2010**

Action Item

Kevin Eoff requested to update Item V “New/Revised Courses and Programs” to include PSY 210.

**It was moved by Bill Ponder and seconded by Philip Clinton to approve the amended agenda for November 18, 2010. All members in favor; motion carried.**

**III. Approval of Minutes –October 14, 2010**

Action Item

**It was moved by Bill Ponder and seconded by Kevin Eoff to approve the minutes for October 14, 2010. All members in favor; motion carried.**

**IV. Old Business**

Information/Action Items

None

**V. New Business**

Information/Action Items

**A. New/Revised Courses and Programs**

1. ACC 100 Basic Accounting ..... Michael Gaubeca
2. ACC 101 Principles of Accounting I ..... Michael Gaubeca
3. ACC 102 Principles of Accounting II ..... Michael Gaubeca
4. ACC 216 Introduction to Computer Accounting ..... Michael Gaubeca
5. BUS 115 Small Business Finance ..... Michael Gaubeca

- 6. BUS 221 Income Tax Procedures ..... Michael Gaubeca
- 7. ECO 105 Principles of Macroeconomics ..... Michael Gaubeca
- 8. ECO 106 Principles of Microeconomics ..... Michael Gaubeca
- 9. MAN 107 Small Business Management ..... Michael Gaubeca

**It was moved by Bill Ponder and seconded by Brian Thieboux to approve ACC 101, ACC 102, ACC 216 and BUS 115 as updated courses and to approve ACC 100, BUS 221, ECO 105, ECO 106 and MAN 107 as revised courses with changes noted. All members in favor; motion carried.**

Changes were made to the prerequisites of ACC 100, BUS 221, ECO 105, ECO 106 and MAN 107.

- 10. CIS 123 Web Design Using HTML ..... Bill Ponder/Scott Peterson
- 11. CIS 124 Web Design Tools ..... Bill Ponder/Scott Peterson
- 12. CIS 260 Desktop Publishing ..... Bill Ponder/Scott Peterson
- 13. CIS 265 Adobe Photoshop ..... Bill Ponder/Scott Peterson
- 14. Graphic Design and Web Content Certificate ..... Bill Ponder/Scott Peterson
- 15. Management Information Systems Certificate ..... Bill Ponder/Scott Peterson

**It was moved by Michael Gaubeca and seconded by Brian Thieboux to approve items 10 – 13 as revised courses with changes noted and to approve the Graphic Design and Web Content Certificate and the Management Information Systems Certificate as new certificates. All members in favor; motion carried.**

The following changes were made to each course: CIS 123 – Changes were made to the course hours; CIS 124, CIS 260 and CIS 265 – Changes were made to the units, hours and description.

- 16. PHE 135 Weight Training ..... Greg Snider

**It was moved by Bill Ponder and seconded by Brian Thieboux to approve PHE 135 as a revised course with changes noted.**

Changes were made to the prerequisite.

- 17. PSY 210 Abnormal Psychology ..... Kevin Eoff

**It was moved by Bill Ponder and seconded by Brian Thieboux to approve PSY 210 as a revised course with changes noted. All members in favor; motion carried.**

Changes were made to the prerequisite.

**B. Reinstatement of Courses/Programs**

- ENG 096 Writing Improvement II ..... Brian Thieboux

**It was moved by Bill Ponder and seconded by June Turner to reinstate ENG 096. All members in favor; motion carried.**

C. Courses to be moved to Inactive Status

1.	CIS 106 Introduction to Computer Literacy .....	Bill Ponder
2.	CIS 113 Database Applications: Microsoft Access .....	Bill Ponder
3.	CIS 120 Spreadsheets: Microsoft Excel .....	Bill Ponder
4.	CIS 139 Introduction to Programming .....	Bill Ponder
5.	CIS 143 Word Processing: Microsoft Word .....	Bill Ponder
6.	CIS 146 Presentation Graphics .....	Bill Ponder
7.	CIS 213 Database-Driven Web Sites .....	Bill Ponder
8.	CIS 230 Introduction to Javascript .....	Bill Ponder
9.	CIS 270 Advanced Adobe Photoshop .....	Bill Ponder
10.	OFA 123 Keyboarding Basic Part 1 .....	Bill Ponder
11.	OFA 124 Keyboarding Basic Part 2 .....	Bill Ponder
12.	OFA 125 Keyboarding Basic Part 3 .....	Bill Ponder
13.	OFA 131 Career/Information Word Processing .....	Bill Ponder
14.	OFA 133 Keyboarding Formatting Part 1 .....	Bill Ponder
15.	OFA 134 Keyboarding Formatting Part 2 .....	Bill Ponder
16.	OFA 135 Keyboarding Formatting Part 3 .....	Bill Ponder
17.	OFA 136 Shorthand I Beginning Theory Part 1 .....	Bill Ponder
18.	OFA 137 Shorthand I Beginning Theory Part 2 .....	Bill Ponder
19.	OFA 138 Shorthand I Beginning Theory Part 3 .....	Bill Ponder
20.	OFA 139 Shorthand I Beginning Theory Part 4 .....	Bill Ponder
21.	OFA 190 Special Office Occupations .....	Bill Ponder
22.	OFA 220 General Office Procedures .....	Bill Ponder
23.	OFA 223 Keyboarding Processing Part 1 .....	Bill Ponder
24.	OFA 224 Keyboarding Processing Part 2 .....	Bill Ponder
25.	OFA 225 Keyboarding Processing Part 3 .....	Bill Ponder
26.	OFA 236 Shorthand II Intermediate Transcription, Part 1 .....	Bill Ponder
27.	OFA 237 Shorthand II Intermediate Transcription, Part 2 .....	Bill Ponder
28.	OFA 238 Shorthand II Intermediate Transcription, Part 3 .....	Bill Ponder
29.	OFA 239 Shorthand II Intermediate Transcription, Part 4 .....	Bill Ponder
30.	OFA 246 Shorthand III Expert Transcription, Part 1 .....	Bill Ponder
31.	OFA 247 Shorthand III Expert Transcription, Part 2 .....	Bill Ponder
32.	OFA 248 Shorthand III Expert Transcription, Part 3 .....	Bill Ponder
33.	OFA 249 Shorthand III Expert Transcription, Part 4 .....	Bill Ponder
34.	OFA 257 Beginning Personal Shorthand .....	Bill Ponder
35.	OFA 258 Review Shorthand .....	Bill Ponder

**It was moved by Brian Thieboux and seconded Henry Rinaldi for a blanket motion to move Items 1-35 to inactive status. All members in favor; motion carried.**

## VI. Discussion/Information Items

New Course outline template – It was suggested that a sub-committee be created to ensure the specific requirements are met with respect to the course outline template. The sub-committee members are as follows: Brian Thieboux, Bill Ponder, Philip Clinton, Kevin Eoff, and Lisa Holmes. The committee will meet before the next curriculum meeting to finalize the course outline.

**VII. Next Meeting –**

Committee/Information Item

December 9, 2010

**VIII. Adjournment of Meeting**

Mickey Miranda-Copple

Being no further business, the meeting adjourned at 3:39 p.m.