

**POLK STATE COLLEGE
ACADEMIC QUALITY COUNCIL MINUTES**

Meeting: Academic Quality Council (AQC)

Date/Time: January 21, 2021 at 3:00 p.m.

Location: Zoom: Videoconferencing

Recorder: Yvonne Velez

Attending Members: Orathai Northern, David Sutton, April Robinson, Fatin Morris Guirguis, Earl Brown, Von McGriff, Pamela Jones, Mark Hartfield, Susie Moerschbacher, Greg Harris, Carolyn Orr, Gregory Toole, Bulmuo Maakuu, Margaret Strengel-Martinez, Megan Cavanah, Dale Anderson, Maria Lehoczky, Merrybeth Etherton, Richard Benson, Mary Westgate, Courtlann Thomas, Chris Fullerton, Susan Desbrow, Mary Clark, and Cody Moyer

Other Faculty/Staff Members: Michael Derry, Andy Oguntola, Eric Crump

I. Welcome and Introductions

Orathai Northern welcomed everyone and called the meeting to order. A quorum was reached at 3:05 p.m.

Orathai introduced David Sutton, Interim Dean of Academic Affairs for the Lakeland Campus, and requested those in attendance to introduce themselves.

II. Approval of Minutes

Dale Anderson made a motion to approve the minutes from the November 16, 2020 meeting; Mark Hartfield seconded. No further discussion ensued; the motion passed unanimously.

III. – VI. Course Modifications for ECO 2013 and ECO 2023

Course Modification Proposals: ECO 2013 *Principles of Macroeconomics* and ECO 2023 *Principles of Microeconomics*

Michael Derry explained the basis of the proposed changes in the course descriptions, course objectives, and content for both courses. The idea is to indicate that the economics courses are not as focused on tools and are far more focused on the processes used to determine outcomes. Tools are still used and introduced, but the *use* of these tools is the emphasis, rather than the *development* of the tools.

Polk State's current course descriptions emphasize the *tools* of economics and how these tools can explain current economic conditions. The new course descriptions puts more emphasis on *outcomes* and how given decisions and outcomes are reached. This description better follows the purpose of the course and its alignment to modern economic thinking.

This same theme follows for the course objectives. The current course objectives are focused on learning-specific tools to improve understanding. The proposed changes move the emphasis toward the process of how results are reached. The movement is from how the tools work, to why the given tools produce particular results.

Finally, the course content changes reduce specificity. The same topics are being covered, but the specific theories and approaches are no longer specified.

The new course descriptions, course objectives, and curricula go into effect for the Fall 2021 Term (2022-1).

Dale Anderson made a motion to approve; Earl Brown seconded. No further discussion ensued; the motion passed unanimously.

V. – VII. New Programs: Three Aerospace Science Certificates

New Program Proposals: *Airline Management Certificate, Airport Management Certificate, and Commercial Pilot Certificate*

Eric Crump shared that the Airline Management Certificate and Airport Management Certificate provide additional pathways to program entry for students who do not want to pursue a full degree program. At 18 credits, a certificate could be completed in as little as a single semester. This shortens the timeline required to begin an entry-level position in the airline or airport management fields. Additionally, the Commercial Pilot Certificate provides an additional pathway to program entry for students who do not want to pursue a full degree program. At 25 credits, the certificate program is eligible for financial aid, yet requires a shorter time frame for completion of relevant Federal Aviation Administration curricula. Every Associate in Science in Aerospace Administration degree completer also meets the requirements for this certificate, which provides additional completion credit toward the program.

The three new college-credit certificates (CCCs) begin in the Fall 2021 Term (2022-1).

Richard Benson made a motion to approve the Airline Management Certification Program; Gregory Toole seconded. No further discussion ensued; the motion passed unanimously.

Richard Benson made a motion to approve the Airport Management Certification Program; Bulmuo Maakuu seconded. No further discussion ensued; the motion passed unanimously.

Margaret Strengel-Martinez made a motion to approve the Commercial Pilot Certification Program; Merrybeth Etherton seconded. No further discussion ensued; the motion passed unanimously.

VIII. – XV. Mathematics Department Changes for the Essential Math Series MAT 0057

Course End-Term Proposals: MAT 0057-1 *Essential Math 1*, MAT 0057-2 *Essential Math 2* and MAT 0057-T *Essential Math 3*

Course Modification Proposals: MAT 1033 *Intermediate Algebra* and MAT 1100 *Introduction to College Mathematics*

New Course Proposals: MAT 0055 *Essential Math I*, MAT 0056 *Essential Math II*, and MAT 0057 *Essential Math III*

Megan Cavanah explained that a course numbering change is required because the State Course Numbering System (SCNS) does not recognize the XXXX-1, XXXX-2, XXXX-T numbering pattern currently used for the *Essential Math* series. This has resulted in data-reporting and student-transcript issues. The course content of the *Essential Math* series is not being changed; rather, the proposed change is to align the course numbering of MAT 0057-1, MAT 0057-2, and MAT 0057-T to the SCNS-compliant course-number sequence. MAT 0057-1, MAT 0057-2, and MAT 0057-T are being end-termed and replaced with MAT 0055 *Essential Math I*, MAT 0056 *Essential Math II*, and MAT 0057 *Essential Math III*, respectively, to align with the established state numbering system.

Because of the numbering changes to the *Essential Math* series, the prerequisite listing for MAT 1033 *Intermediate Algebra* and MAT 1100 *Introduction to College Mathematics* must be changed from MAT 0057-T to MAT 0057, as this is the new course number of the terminal course in the series.

The three ended course numbers sunset in Summer 2021 Term (2021-3).

The prerequisite changes and new course numbers go into effect in the Fall 2021 Term (2022-1).

Gregory Toole made a motion to approve; Dale Anderson seconded. No further discussion ensued; the motion passed unanimously.

XVI. – XXVIII. Program and Related Course End-Term Proposals: AAS in Electrical Distribution Technology

Course End-Term Proposals: ETP 1100C *Safe Work Practices*; ETP 1101C *Basic Electricity for Line Work*; ETP 1130C *Pole Climbing, Ropes, and Rigging*; ETP 1134C *Underground Distribution*; ETP 1135C *Street and Area Lighting Systems*; ETP 1140C *Electrical Distribution Structures*; ETP 1150C *Trucks and Excavation Equipment*; ETP 2110C *Metering and Energy Management*; ETP 2133C *Pole Line Equipment*; ETP 2136C *Installing Overhead Conductors*; ETP 2137C *Electrical Distribution*; and ETP 2141C *Duct Banks and Manholes*

Program End-Term Proposal: Associate in Applied Science in Electrical Distribution Technology

Orathai Northern explained that the Florida Department of Education (FLDOE) has reviewed and assessed a statewide Career and Technical Education (CTE) audit of all postsecondary and district institutions. Polk State's submission regarded institutional performance for 15 programs. The Associate of Applied Science in Electrical Distribution Technology has been scheduled for termination in the Fall 2021 Semester because:

- The program has never been a part of the College's Institutional Effectiveness, Accreditation, and Research Department's program review.
- The program has never had a formal program director or a subject-matter expert. Historically, the program's contact person has been the District Dean of Workforce Education. This is a potential liability during program reviews performed by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

- Enrollment in the program has been inconsistent. In Academic Year 2019-2020, one student enrolled, and one completed. In Academic Year 2020-2021, there has been no enrollment.

Enrollment is contingent upon individuals completing the Lineman Apprenticeship Program at either Bartow Electric or Lakeland Electric; they then bring a certificate of completion that is articulated as credit into the Associate of Applied Science in Electrical Distribution Technology Program and complete the necessary General Education courses at Polk State. Because the number of individuals completing the Lineman Apprenticeship Program is variable and only some individuals may choose to articulate credit for the AAS degree, enrollment in the program has generally been low and inconsistent. For this reason, the program is not sustainable.

The end-termed courses and program take effect in the Fall 2021 Term (2022-1); however, if students enroll in the program prior to Fall 2022-1, the College plans to teach-out these individuals.

Gregory Toole made a motion to approve; Earl Brown seconded. No further discussion ensued; the motion passed unanimously.

XXIX. – XXXI. Informational Items

Informational Items: Council membership, New Articulation Statement, and MAN 2930

Yvonne Velez announced corrections to the currently listed informational items before speaking about each item:

- **Academic Quality Council Membership:** The Academic Quality Council (AQC) has ten membership slots that expire during the Fall Term (August 2021). These are to be included in the *2021-2022 Committee Vacancy Survey*. Yvonne reminded members that they can indicate a desire to remain on the Council for another three-year term by placing the number 4 next to the AQC listing on the Survey. Yvonne encouraged any member who does not wish to remain on the Council to encourage another colleague to join by indicating interest on the Survey. Early February is when individuals can expect the *2021-2022 Committee Vacancy Survey* to be emailed.
- **Articulation Statement with the Winter Haven High School (WHHS) Aviation Career and Technical Education (CTE) Program:** Students who have completed approved courses in the Winter Haven High School (WHHS) Aviation CTE Program are now eligible for articulated college credit in the Polk State Associate in Science in Professional Pilot Science degree program. Eric Crump explained that several years ago, the Aircraft Owners and Pilots Association (AOPA) responded to requests to provide a four-year aviation CTE program at the public high schools that is free to the students and aligns with the associate in science career and technical education (CTE) frameworks.
- **MAN 2930 Special Topics in Supply Chain Management:** A student was unable to re-register for MAN 2930, even though it can be repeated for credit three times per the course description. The course dictionary in Genesis states a student can only earn credit once. In researching the September 2013 revision,

the course modification proposal requested the flexibility to offer this course in various formats, modifying the current two-credit course to become a variable one- to three-credit course. At that September 13, 2013, AQC meeting, the changes were reviewed and approved, but the modifications were not made to the "Earned Credit" section within the course dictionary.

Given that the MAN 2930 *Special Topics in Supply Chain Management* course description has always stated: "This course, in different content areas, may be repeated for credit," Yvonne modified the "Earned Credit" section to reflect from one to three credits, as per the original intent.

XXXII. Discussion: AQC Handbook's General Education Committee

Orathai Northern shared on behalf of Lee Thomas that a small and mighty ad hoc team has been working diligently to review, revise, and bring the *AQC Handbook* up to date. Orathai recognized Earl Brown, Mark Hartfield, Mary Clark, Lee Thomas, Yvonne Velez, and Greg Harris. A draft is expected to be presented to the Council at either at the February 15 or March 15 AQC meeting.

XXXIII. Adjournment

Orathai Northern reminded committee members of the next meeting on Monday, February 15, 2021.

Mark Hartfield made a motion to adjourn the meeting; Earl Brown seconded. The meeting adjourned at 4:08 p.m.