

**POLK STATE COLLEGE
ACADEMIC QUALITY COUNCIL MINUTES**

Meeting: Academic Quality Council (AQC)

Date/Time: February 20, 2023 at 3:00 p.m.

Location: WMS 124 and via Zoom Videoconferencing

Recorder: Yvonne Velez

Attending Members: Orathai Northern, April Robinson, Fatin Morris Guirguis, Earl Brown, Pamela Jones, Ben Pila, Dawn Drake, Greg Harris, Carolyn Orr, Meriem Diouri, Koushik Banerjee, Margaret Strengel-Martinez, Megan Cavanah, Beth Lockett, Amy Rutledge, Shavonda Harris, Courtlann Thomas, Chris Fullerton, Susan Morgan, Sandra Ward-Jones, and Bob Evans

Faculty/Staff Guests: Maria Lehoczky, Sharon Kochanowski, Christen Shea, Francisco Rodrigues, Annetee Bullard, Katie Ragsdale, Andy Oguntola, Shakia Young

I. Welcome and Introductions

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

Orathai made a change to the agenda so that it now includes *Section XII: OTA Program Modification Proposal* (below) as an information item, rather than as a proposed change.

II. Approval of Minutes

Greg Harris made a motion to approve the meeting minutes from January 19, 2023; Fatin Morris Guirguis seconded. No further discussion ensued; the motion passed unanimously.

III. – IX. Criminal Justice Technology

Course End-Term Proposal: CJE 3650 *Introduction to Forensic Science*

New Course Proposals: CCJ 3670 *Crime Scene Investigations*, CCJ 4934 *Seminar in Crime Scene Investigations*, and CJE 4650 *Advanced Crime Scene Investigations*

Program Modification Proposal: Bachelor of Science in Criminal Justice

New Program Proposal: Bachelor of Science in Criminal Justice (Concentration: Crime Scene Investigations)

New Program Shared Core: Criminal Justice Upper-Division Program Shared Core Requirements

Presenter: Christen Shea

Christen Shea explained that with the proposed changes, the department expects to better prepare students for careers within specific fields supported by the current Bachelor of Science in Criminal Justice degree program. Whether the student aspires to go into law enforcement, corrections, or become an attorney, the addition of the Crime Scene Investigations Concentration provides a thorough background in

evidence collection and documentation that is integral to any fields pursued. This program uses the same Criminal Justice Program Core courses; however, the student's four elective courses are specific to crime scene investigations. The additional concentration is expected to increase enrollment and provide a firm foundation for any career within the criminal justice system. Evidence collection, legal implications surrounding evidence, and evidence documentation (as covered in these courses) are necessary within all criminal justice fields.

A Shared Core of upper-division requirements for the Criminal Justice Program is being created so that the baccalaureate degree can add additional specializations and concentrations. Shared Core curricula are built and maintained entirely separately from the programs they serve and may be attached and displayed in the *Polk State College Catalog/Student Handbook* after connection to a program.

There are three new Elective courses that join with an established course to create the new Crime Scene Investigations Concentration.

The new courses are:

- CCJ 3670 *Crime Scene Investigations*
- CCJ 4934 *Seminar in Crime Scene Investigations*
- CJE 4650 *Advanced Crime Scene Investigations*

The established course is:

- CJL 3133 *Criminal Evidence and Procedures*

The elective course, CJE 3650 *Introduction to Forensic Science*, is being removed from the Bachelor of Science in Criminal Justice degree program; this course is being end-termed.

Christen said that the Criminal Justice Program Advisory Board strongly supported moving forward with the proposal. Bob Evans mentioned that this concentration must be submitted to the Florida Department of Education (FDOE) using the Fastrack Proposal Process because the parent baccalaureate degree is already an approved program.

The course end-term for CJE 3650 is effective in the Summer 2024 Term (2024-3). The new courses, program modification, new program, and Shared Core go into effect during the Fall 2023 Term (2024-1).

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

X. – XI. Computer Systems

New Course: CIS 1102 *Capstone Experience: Computer Systems and Business Analysis*

Program Modification: Associate in Science in Computer Systems and Business Analysis

Presenter: Shakia Young

Shakia Young explained the Associate in Science in Computer Systems and Business Analysis modifications. This proposal seeks to remove the course CTS 1102 *Survey of Operating Systems Technologies* as a Core requirement, and instead to add the newly

developed CIS 1102 *Capstone Experience: Computer Systems and Business Analysis* course into the program. This Capstone Course is the final assessment of program learning and the final program assignment. It plays a vital role in preparing Computer Systems and Business Analysis students for a global workforce. The curriculum hones practical competencies and abilities, sharpening the student's professional knowledge and skills. This course ensures that the student has a portfolio related to the field of study for use upon graduation.

Orathai Northern mentioned that Associate in Science programs with a Capstone Course are eligible for grant opportunities. Orathai also shared that the Computer Systems Program Advisory Board is aware of the new Capstone Course and is looking forward to the addition.

The new course and program modification are set to go into effect during the Fall 2023 Term (2024-1).

Greg Harris made a motion to approve; Margaret Strengel-Martinez seconded. No further discussion ensued; the motion passed unanimously.

XII. Occupational Therapy Assistant

Program Modification: Associate of Science in Occupational Therapy Assistant

Presenter: Annette Bullard

Annette Bullard presented proposed changes for the Occupational Therapy Assistant (OTA) Program. The Program is seeking to change the grade-point average (GPA) requirement for acceptance and a couple of other requirements to ensure that best practices are being followed for student success and to reduce student attrition. The proposal also includes a new policy regarding transfer credit acceptance (for OTH-prefix courses), following best practices in allied health programs with clinical requirements.

The proposed revisions to the OTA Program:

1. **Admission:** The student must have an overall cumulative GPA of 2.5 upon application to the program; currently a 2.0 GPA is required.
2. **Selection Process:** The selection of candidates is being revised from a first-come, first-qualified basis, to selection of the top 24 applicants meeting or exceeding the General Admission Requirements.
3. **Transfer Credit:** The Program is adopting a formal policy for acceptance of transfer credit for OTH-prefix coursework.

These revisions are meant to ensure that the program aligns with the OTA Program's regulatory bodies' requirements, increases the quality of admission candidates, and improves the success rate for transfer students.

Orathai shared with the AQC members that Director Bullard took this to the District/Campus Group (DCG), which is really the approving body for changes in admission processes for Polk State's limited-admissions programs. DCG has tabled approval pending additional discussion with the Registrar's Office, but Orathai plans to circle back with the Academic Quality Council (AQC) to let them know the outcome. This is an informational item for AQC.

XIII. – XXVIII. Accounting

New Programs: Accounting Technology Management Certificate and Accounting Technology Specialist Certificate

Business Administration (Lower Division)

New Programs: Business Management Certificate, Business Specialist Certificate, and General Business Operations Certificate

Supervision and Management (Upper-Division)

Course Modification: QMB 3600 *Quantitative Methods in Business*

New Courses: MAN 3583 *Project Management*; RMI 3004 *Risk Management*; SCM 3142 *Purchasing and Supply Management*; SCM 3162 *Supplier Quality Management*; SCM 3206 *The Digital Supply Chain*; SCM 4143 *Global Logistics and Supply Chain Management*; SCM 4170 *Supply Chain Strategy, Planning, and Operational Management*; SCM 4191 *Capstone Experience: Supply Chain Management*; and TRA 3232 *Transportation and Logistics Management*

New Program: Bachelor of Applied Science (BAS) in Supervision and Management (Concentration: Supply Chain Management)

Presenter: Maria Lehoczky

Accounting Technology Certificates:

Maria Lehoczky shared that the Accounting Technology Management Program follows a curriculum framework established by the Florida Department of Education, and all Florida Associate in Science degree programs must follow the specified framework. Within the framework, there are credit certificates that are embedded within each program. Each transitional-pathway certificate allows a student to advance through the curriculum to a point in which he or she ultimately gains enough credits to earn the Associate in Science degree.

After a student has finished the required number of hours for a certificate program, the individual is awarded a completion certificate, and this can be counted within the program's overall completion-rate statistics. The courses taken within the certificate can be applied toward the Associate in Science in Accounting Technology degree program.

Susan Morgan asked a question regarding MAN 2021 *Principles of Management*, which is listed in the program requirements of the Accounting Technology Management Certificate, as this course is not embedded in the Associate in Science in Accounting Technology degree program. Maria stated that MAN 2021 has been included, as it is part of the state's framework and is tied back to the outcomes associated within the certificate.

Bob Evans shared that the Florida Department of Education has established an expedited-review process for new workforce education programs that align with the statewide frameworks and have established parent programs. Therefore, if MAN 2021 is required for the certificate, the College must go through the longer approval process (i.e., because this course is not embedded in the Associate in Science in Accounting Technology degree program). A discussion ensued.

Maria suggested tabling the Accounting Technology Management Certificate discussion until the March 20, 2023 AQC meeting to allow her to replace the MAN 2021 course with a course that is currently embedded in the parent-associate degree. Ben Pila made a

motion to table the Accounting Technology Management Certificate; Earl Brown seconded. No further discussion ensued; the motion passed unanimously.

The new Accounting Technology Specialist Certificate is set to go into effect during the Fall 2023 Term (2024-1).

Beth Luckett made a motion to approve; Margaret Stengel-Martinez seconded. No further discussion ensued; the motion passed unanimously.

Business Certificates:

Maria shared that the new Business Management, Business Specialist, and General Business Operations certificates are similarly designed to provide alternative pathways for the Associate in Science in Business Administration degree program. The certificate courses are either part of the Associate in Science Shared Core requirements or are Elective options within the parent program. Again, the certificates are awarded after the completion of the required hours, and these courses can be counted toward the overall completion of the degree. Certificate completion is counted toward the program's overall completion-rate data.

The new certificate programs go into effect during the Fall 2023 Term (2024-1).

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

QMB Course Modification:

The proposed modifications to the course description and prerequisites for QMB 3600 *Quantitative Methods in Business* evolved from faculty member discussions. Since the last learning-outcomes assessment, faculty have noticed decreased success in the course. This led to the proposal to add STA 2023 *Introduction to Probability and Statistics* and CGS 1100 *Computer Applications for Business* as prerequisites, as these courses provide desirable skills in support of the course curriculum. The two new prerequisites can be used as Technical Credits or Elective Credits with the Associate in Arts degree.

The course modification is set to go into effect during the Fall 2023 Term (2024-1).

Greg Harris made a motion to approve; Margaret Stengel-Martinez seconded. No further discussion ensued; the motion passed unanimously.

Supply Chain Management Baccalaureate Concentration:

Maria introduced and thanked Francisco Rodriguez, Polk State's Supply Chain Management faculty member, as instrumental to developing these courses and the newly proposed concentration for the Bachelor of Applied Science (BAS) in Supervision and Management degree. The proposal to add a Supply Chain Management Concentration provides a pathway to a baccalaureate for students in Polk State's Associate in Science in Supply Chain Management degree program. The Supply Chain Program Advisory Board has recommended that the new concentration be offered under the existing BAS degree.

Supply Chain Management is an emerging area of business with increasing demand for professionals in Polk County, where many businesses have headquartered

warehousing. Polk County serves as a distribution hub for the transport of goods to the state and its seaports. First-line supervisors for warehousing and operational facilities are consistently on the area's *Targeted Occupations List*, which reports jobs in high demand by Florida region. Logisticians are listed as one of the fastest growing professions in the country.

The new Supply Chain Management Concentration offers five new specialization courses and three new Elective courses.

The new courses and the BAS Concentration in Supply Chain Management go into effect during the Fall 2023 Term (2024-1).

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

XXVIII. – XXXVI. Upper-Division Education

Course Modifications: EDE 3223 *Integrating Art, Music, and Physical Education*; EDG 4376 *Integrating Language Arts and Social Sciences*; EEC 3301 *General Teaching Methods in Early Childhood Education*; EEX 3071 *Teaching Exceptional and Diverse Populations in Inclusive Settings*; EEX 3294 *Differentiated Instruction for the Inclusive Classroom*; LAE 3414 *Children's Literature*; RED 3009 *Early and Emergent Literacy*; and RED 4304 *Literacy Learning and Assessment I*

Presenter: Sharon Kochanowski

Sharon spoke first about the course modification to EDE 3223 *Integrating Art, Music, and Physical Education* and EDG 4376 *Integrating Language Arts and Social Sciences*. Although each course description and *Basic Course Information* (BCI) document for these courses included required field-studies experiences, technically these courses do not have a state-mandated field-studies requirement. For this reason, the course description and BCI for each offering should refer to these experiences as "recommended" instead of "required." A student wishing to have these experiences may utilize a classroom through a Field Studies course (if registered) or find a school to visit for one day to cover the observation time.

The course modifications are set to go into effect during the Fall 2023 Term (2024-1).

Carolyn Orr made a motion to approve; Greg Harris seconded. No further discussion ensued; the motion passed unanimously.

The remaining course modifications in this bundle pertain to adding specific *Reading Endorsement* content to the course descriptions.

The course modifications are set to go into effect during the Fall 2023 Term (2024-1).

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

XXXVII. Informational Item:

Early Childhood Courses (presented at the AQC meeting on October 20, 2022)

Presenter: Orathai Northern

In October there were there were Education courses that were brought to the AQC for revision; what was discovered subsequently was an oversight regarding changing the AA-Elective status for two courses (these courses were not, at the time, regarded as AA Electives). Changing the AA-Elective status would assist students who want to get the Bachelor of Science in Early Childhood Education.

For this reason, the Education Department is proposing to change CHD 1380 *Facilitating the Development of Young Children* and CHD 2320 *Early Childhood Curriculum* to AA Electives. The Capstone Course CHD 2930 *Seminar in Early Childhood* is not being offered as an AA Elective, as it is the final evaluative course for completion of the program.

XXXVIII. Adjournment

Orathai reminded the Council members that the next meeting is scheduled for Monday, March 20, 2023.

Earl Brown made a motion to adjourn the meeting; Margaret Strengel-Martinez seconded. The meeting adjourned at 4:01p.m.