

**POLK STATE COLLEGE  
ACADEMIC QUALITY COUNCIL MINUTES**

Meeting: Academic Quality Council (AQC)

Date/Time: March 15, 2021 at 3:00 p.m.

Location: Zoom: Videoconferencing

Recorder: Yvonne Velez

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

Other Faculty/Staff Members: Theresa Garcia, Kim Simpson, Beth Lockett, Johnny Stewart, Jamie Selph, and Richard Leedy

**I. Welcome and Introductions**

Orathai Northern welcomed everyone and called the meeting to order. A quorum was reached at 3:02 p.m.

Orathai requested that those in attendance introduce themselves.

**II. Approval of Minutes**

Dale Anderson made a motion to approve the minutes from the February 15, 2021 meeting; Greg Harris seconded. No further discussion ensued; the motion passed unanimously.

**III. Mathematics**

Course Modification Proposal: MAT 1100 *Introduction to College Mathematics*

Richard Leedy shared that this course is part of a Mathematics pathway for non-STEM majors, and the algebraic components covered in MAT 0028 *Developmental Mathematics* (the current prerequisite) are not needed for success in this course. The focus of this course is on applications of mathematics in real-world situations and preparation for college-level mathematics courses for those in Liberal Arts fields. The pathway to this course has been shortened by eliminating the MAT 0028 *Developmental Mathematics* prerequisite. This allows students in other courses and programs to complete the General Education Mathematics requirements sooner. The content has been modified to better reflect the content in the courses that follow in this sequence.

The proposed course modification to MAT 1100 *Introduction to College Mathematics* becomes effective in the Fall 2021 Term (2022-1).

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

#### **IV. – V. Supervision and Management**

Course Modification Proposals: MAN 3240 *Organizational Behavior* and MAN 3303 *Leadership and Management Practices*

Maria Lehoczky explained that the Bachelor of Applied Science (BAS) in Supervision and Management degree's upper-level curriculum requires extensive written and presentation-based assignments. In order for students to be successful in upper-division coursework, written and oral communication skills must be developed earlier within the program.

MAN 3240 *Organizational Behavior* and MAN 3303 *Leadership and Management Practices* are among the first courses listed for all of the baccalaureate concentration pathways. Requiring GEB 3213 *Advanced Communications in Business* as a prerequisite or co-requisite for MAN 3240 and MAN 3303 ensures that students develop communication skills early in the program, enabling them to be more successful in the remaining upper-division coursework with regard to program outcomes.

The proposed course modifications to MAN 3240 and MAN 3303 become effective in the Fall 2021 Term (2022-1).

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

#### **VI. – IX. Computed Tomography**

Program End-Term Proposal: Computed Tomography Advanced Technical Certificate

Course End-Term Proposals: RTE 2571 *Principles of Computed Tomography*, RTE 2763 *Computed Tomography Sectional Anatomy*, and RTE 2940L *Computed Tomography Clinical Practicum*

Beth Luckett expressed that the *Computed Tomography Advanced Technical Certificate* (CT ATC) Program is no longer meeting the needs of applicants. The program-completion rate has been consistently low (e.g., the 2020 projected completion rate is 18 percent) due to individuals not taking the clinical practicum portion of the curriculum. The plan is to still offer a didactic course on computed tomography, but to convert this to a non-credit course. Removal of the connection between coursework and the clinical portion allows for a viable course option that can expand student learning and career preparation. This change can also allow more students an opportunity to explore this skillset, as it can be reclassified to be used for the "structured education" requirement of the national certification board for the American Registry of Radiologic Technologists (ARRT).

This proposed change impacts the three courses offered within the Computed Tomography Advanced Technical Certificate (CT ATC): RTE 2571 *Principles of Computed Tomography*, RTE 2763 *Computed Tomography Sectional Anatomy*, and RTE 2940L *Computed Tomography Clinical Practicum*. These three courses are also scheduled to be end-termed.

The Computed Tomography Advanced Technical Certificate and its related courses are scheduled to be end-termed in the Fall 2021 Term (2022-1).

Mary Clark reminded Beth to submit the teach-out plan so it can be included with the notification to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

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

#### **X. – XIV. Network Systems Engineering Technology**

Program Modification Proposal: Network Security Certificate

New Course Proposals: CTS 1997C *Microsoft Azure Fundamentals*, CTS 1999C *Modern Desktop Administrator*, CTS 2996C *Windows Server 2019 Administration*, and CTS 2998C *Microsoft Azure Administrator*

Johnny Stewart explained that the Network Systems Engineering Technology Department is seeking modification of the *Network Security Certificate* to reflect the current industry certifications that are associated with this designation. Changes in current industry certifications require modification to the certificate's sequence of courses. For this reason, CET 2615C *Scaling Network* and CTS 2664 *CCNA Security* are being removed and CET 1600C *Network Fundamentals* and CET 1610C *Routing and Switching Essentials* are being added to the Network Security Certificate.

In January 2021, Microsoft (the vendor) underwent certification changes that resulted in four new course offerings. Four new courses have been created to ensure students are prepared for the industry-based certification exams. Replacement of current courses are:

- CTS 1997C *Microsoft Azure Fundamentals* is to replace CTS 2358C *Identity with Windows Server 2016*.
- CTS 1999C *Modern Desktop Administrator* is to replace CTS 1161C *Microsoft Windows 10 Operating Systems Technology*.
- CTS 2996C *Windows Server 2019 Administration* is to replace CTS 2354C *Installation, Storage, and Configuration with Windows Server 2016*.
- CTS 2998C *Microsoft Azure Administrator* is to replace CTS 2353C *Networking with Windows Server 2016*.

The last three numbers of the newly created courses are to be assigned by SCNS.

**Note:** Given the time constraints, the Associate in Science in Network Systems Engineering Technology (Infrastructure Specialization) program modification and the four end-term proposals are to be retroactively presented at the September 2021 AQC meeting.

The Network Security Certificate and the four new courses go into effect during the Fall 2021 Term (2022-1).

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

## **Informational Items:**

### **XV. – XLVIII. Institution of Public Safety**

Five Program Modification Proposals: *Correctional Officer Crossover to Florida CMS Law Enforcement Basic Recruit Training Certificate Program*, *Correctional Probation Officer Crossover to Florida Law Enforcement Academy Training Certificate Program*, *Florida CMS Correctional Basic Recruit Training Certificate Program*, *Florida Law Enforcement Academy Training Certificate Program*, and *Law Enforcement Officer Crossover to Florida CMS Correctional Basic Recruit Training Certificate Program*

Course End-Term Proposals: CJK 0001 *Introduction to Law Enforcement*, CJK 0012 *Legal*, CJK 0013 *Interactions in a Diverse Community*, CJK 0014 *Interviewing and Report Writing*, CJK 0064 *Fundamentals of Patrol*, CJK 0065 *Calls for Service*, CJK 0077 *Criminal Investigations*, CJK 0078 *Crime Scene to Court Room*, CJK 0084 *DUI Traffic Stops*, CJK 0087 *Traffic Stops*, CJK 0088 *Traffic Crash Investigations*, CJK 0092 *Critical Incidents*, and CJK 0422 *Conducted Electrical Weapon/Dart-Firing Stun Gun*

New Course Proposals: CJK 0002 *Introduction to Law Enforcement*, CJK 0016 *Communication*, CJK 0018 *Legal*, CJK 0019 *Interview and Report Writing*, CJK 0021 *Serving the Community*, CJK 0063 *Fundamentals of Patrol*; CJK 0072 *Crimes Against Persons*, CJK 0073 *Crimes Involving Property and Society*, CJK 0079 *Crime Scene Follow-Up Investigations*, CJK 0093 *Critical Incidents*, CJK 0394 *CPO: Cross-Over Program Updates*, CJK 0400 *Traffic Incidents*, CJK 0402 *Traffic Crash Investigations*, CJK 0403 *DUI Traffic Stops*, and CJK 0421 *Conducted Electrical Weapon/Dart-Firing Stun Gun*

Theresa Garcia explained that the Florida Department of Law Enforcement revised the curriculum for all five of the Institution of Public Safety vocational programs. Each program is to be assigned a new version number: Version 2021.07. This version number needs to appear on students' transcripts. The Department of Education has revised the Criminal Justice Basic Training Curriculum; this included creation of new numbers for CJK-prefixed courses and end-termining other courses. Some new courses are being added to the curriculum as replacements. The proposed changes become effective with the new July 2021 version of the curriculum as required by the Florida Department of Law Enforcement.

The program modifications and new courses take effect in the Fall 2021 Term (2022-1), and the end-term courses are to be removed from program offerings in the Summer 2022 Term (2022-3).

### **XLVIII. Healthy Eagles Soar Program**

Kim Simpson announced information about a new student program. Dr. Thomas gave Kim the opportunity last fall to work with Jennifer Fiorenza and Melvin Thompson on the four-year Florida Blue Foundation Food Security Grant proposal to create the Healthy Eagles Soar Program. Polk State College was awarded a four-year grant totaling \$320,000 to fund program coordination and provide students with resources and access to healthy food. The main goal of this grant is to improve academic performance by reducing food insecurity among students. The first objective is to increase food-insecure students' knowledge of nutrition and its role in personal health. The second objective of this grant is to increase access to healthy food and food-assistance resources for those students in need.

A College-wide food security information campaign is being created to ensure everyone has access to information related to food assistance and affordable, healthy eating options. The Office of Communications and Public Affairs (OCPA) is developing a logo for the campaign and creating brochures. There will be a small roll-out this summer within the SLS *First-Year Seminar* courses, and then there will be a larger roll-out in the fall.

Individuals who would like more information are encouraged to contact Kim Simpson by email at [ksimpson@polk.edu](mailto:ksimpson@polk.edu).

**XLIX. Adjournment**

Earl Brown made a motion to adjourn the meeting; Dale Anderson seconded. The meeting adjourned at 3:46 p.m.