

**POLK STATE COLLEGE
AQC MINUTES**

Meeting: Academic Quality Council

Date/Time: April 7, 2020 at 3:00 p.m. (Rescheduled March 16, 2020)

Location: Zoom: Videoconferencing

Recorder: Yvonne Velez

Attending Members: Lee Thomas, Orathai Northern, John Glenn, April Robinson, Rafaela Ellis, Earl Brown, Von McGriff, Aaron Morgan, Mark Hartfield, Susie Moerschbacher, Greg Harris, Carolyn Orr, Gregory Toole, Bulmuo Maakuu, Bruce Dubendorff, Norma Gaddy, Dale Anderson, Maria Lehoczky, Merrybeth Etherton, Richard Benson, Courtlann Thomas, Sylvester Little, Larry Pakowski, Susan Desbrow, Mary Clark, and Cody Moyer

Other Faculty/Staff Members: Patty Linder, John Huff, Joyce Lee, Michelle Manzi, Mori Toosi, Megan Cavanah, and Stephen Drier

I. Welcome and Introductions

Lee Thomas welcomed everyone and called the meeting to order. A quorum was reached at 3:04 p.m.

II. Approval of Minutes from February 17, 2020

Maria Lehoczky made a motion to approve the minutes; Greg Harris seconded. There was no further discussion; the motion passed unanimously.

III. – VII. New Courses: MUN 1731 – *Pop Music Ensemble*

(Michelle Manzi explained each proposal individually then the committee members voted.)

The skills necessary for today's musicians include popular music performance and arrangement. Performance opportunities are plentiful in this community and abroad. The skills gained through instruction and performance allow students to effectively enter the workplace or transfer to upper-level university programs with the necessary experiences and skills to succeed. This class is to be added as an elective within the Polk State Associate in Arts degree for the Fall 2020 Term (2021-1).

Dale Anderson made a motion to approve; Greg Harris seconded. There was no further discussion; the motion passed unanimously.

Course Modification: MVK 1001 – *Piano Class for Non-majors*

This proposal is part of a program change that allows for differentiation between the Music-major transfer courses for piano instruction (MVK IIII *Piano Class I* and MVK 1112 *Piano Class II*) and this course for the non-major who is seeking instruction. The necessary title change allows for differentiation of courses reflected in the correct State Course Numbering System (SCNS) by course code and title. The

course is to be added as an elective within the Polk State Associate in Arts degree for the Fall 2020 Term (2021-1).

Dale Anderson made a motion to approve; Earl Brown seconded. There was no further discussion; the motion passed unanimously.

New Course: MVK 1112– *Piano Class II*

This class is replacing the end-termed course MVK 2121 *Intermediate Piano* to more accurately reflect the appropriate content and skill required of the course regarding program progression as described by the *Common Prerequisite Manual*. This course is to be added as an elective within the Polk State College Associate in Arts degree for the Fall 2020 Term (2021-1).

Dale Anderson made a motion to approve; Mark Hartfield seconded. There was no further discussion; the motion passed unanimously.

Course End-Term: MVK 2121 – *Intermediate Piano*

The *Common Prerequisite Manual* suggests that a more appropriate transfer course is MVK 1112 *Piano Class II*, as this allows students to progress in a sequential order within an established SCNS framework. This course, MVK 2121 *Intermediate Piano*, is being end-termed and MVK 1112 *Piano Class II* is to serve as its replacement. MVK *Piano Class I* is now the prerequisite for MVK 1112 *Piano Class II*. This course is to be end-termed in the Summer 2021 Term (2021-3).

Mark Hartfield made a motion to approve; Dale Anderson seconded. There was no further discussion; the motion passed unanimously.

Course Modification: MVK 1111 – *Piano Class I*

Presenter: Michelle Manzi

In order to distinguish Music-major transfer requirements from the non-major elective credits for keyboard instruction, course titles must be differentiated from other keyboard classes. The current course title is being modified from *Beginning Class Piano* to *Piano Class I*. The course title is to be modified in the Fall 2020 Term (2021-1).

Mark Hartfield made a motion to approve; Greg Harris seconded. There was no further discussion; the motion passed unanimously.

VIII. – IX. Program Modifications: *Associate in Science (AS) in Engineering Technology, Advanced Manufacturing Specialization; AS in Engineering Technology Mechanical Design and Fabrication Specialization*

Presenter: Mori Toosi

Mori Toosi explained that the purpose of the program proposal was to move six credits of coursework within the AS in Engineering Technology degree's Advanced Manufacturing Specialization from use as Technical Electives, to Program Requirements within the published curriculum. In moving six credits of existing coursework from optional to required program courses, the student is better able to gain all the skillsets required by the Florida Department of Education framework. Each of the following courses is one credit:

- ETS 1540C-1 - *Industrial Applications of Programmable Logic Controllers and Robotics 1*

- ETS 1540C-2 - *Industrial Applications of Programmable Logic Controllers and Robotics 2*
- ETS 1540C-T - *Industrial Applications of Programmable Logic Controllers and Robotics 3*
- ETS 1535C-1 - *Automated Process Control 1*
- ETS 1535C-2 - *Automated Process Control 2*
- ETS 1535C-T - *Automated Process Control 3*

Earl Brown made a motion to approve; Greg Harris seconded. There was no further discussion; the motion passed unanimously.

Additionally, the Associate in Science in Engineering Technology's Industry Advisory Board has indicated the need for Engineering Technology (ET) graduates to have extensive knowledge in Information Technology Networking for cross-training and greater adaptability to current technologies.

The ET Program seeks to add nine credits of Network Systems Engineering Technology (NSET) coursework to the list of acceptable elective courses that can be used toward completion of ET degree. These courses already exist as part of the College's composite curriculum. A student who successfully completes all nine credit hours of the newly incorporated NSET-related electives is prepared to test for the Cisco Certified Network Associate (CCNA) credential, which further increases the value, versatility, and desirability of the graduate in the workforce.

New Technical Elective courses (three credits each):

- CET 1600C - *Network Fundamentals*
- CET 1610C - *Routing and Switching Essentials*
- CET 2615C - *Scaling Networks*

The above-mentioned changes to the Advanced Manufacturing Specialization of the AS in Engineering Technology degree are to be implemented in the Fall Term (2021-1).

Greg Harris made a motion to approve; Dale Anderson seconded. There was no further discussion; the motion passed unanimously.

Mori shared that the Mechanical Design and Fabrication Specialization of the Associate in Science in Engineering Technology also plans to include the same nine credits of Network Systems Engineering Technology (NSET) courses in its Technical Elective coursework.

The ET Program also seeks to remove two courses within the Mechanical Design and Fabrication Electives section of the curriculum to prevent unprepared students from registering for these courses mistakenly. The following courses are to be removed from list of Elective Credits in the course schedule; each course is worth one credit:

- ETI 1181C-1 – *Quality Systems and Workplace Dynamics 1*
- ETI 1181C-T – *Quality Systems and Workplace Dynamics 2*
- ETS 1540C-1 – *Industrial Applications of Programmable Logic Controllers and Robotics 1*
- ETS 1540C-2 – *Industrial Applications of Programmable Logic Controllers and Robotics 2*

- ETS 1540C-T – *Industrial Applications of Programmable Logic Controllers and Robotics 3*

The above-mentioned changes to the Mechanical Design and Fabrication Specialization of the AS in Engineering Technology degree are to be implemented in the Fall Term (2021-1).

Greg Harris made a motion to approve; Dale Anderson seconded. There was no further discussion; the motion passed unanimously.

X. Course Modification: STA 2023 – *Introduction to Probability and Statistics*
Presenter: Stephen Drier

Stephen Drier shared that the current prerequisite for STA 2023 is: “Completion of MAC 1105, a grade of C or better in MGF 1106, or an appropriate placement examination score.” In discussion with the Mathematics Department faculty members, a decision was made to clarify the meaning of “completion” of MAC 1105. The prerequisite is being modified to read: “A grade of C or better in MAC 1105, a grade of C or better in MGF 1106, or an appropriate placement examination score.”

The prerequisite of STA 2023 – *Introduction to Probability and Statistics* is to be modified in the Fall 2020 Term (2021-1).

Mark Hartfield made a motion to approve; Greg Harris seconded. There was no further discussion; the motion passed unanimously.

XI. – XVI. Course End-Term: CET 2620C – *Connecting Networks*
New Course: CIS 2772C – *CCNA Cybersecurity Operations*

John Huff said that Cisco has reduced the number of classes necessary to obtain the CCNA certification from four to three. CET 2620C *Connecting Networks* is the fourth class in the current sequence and can now be end-termed for compliance with the certification requirements. This course is to be end-termed within the Network Systems Engineering Technology (NSET) Program in the Summer 2022 Term (2022-3).

Cybersecurity, as a discipline, is becoming an important part of securing networks and data integrity. The NSET Department is adding another class, CIS 2772C *CCNA Cybersecurity Operations*, which is specifically devoted to this topic, to prepare students for employment in cybersecurity operations. This course is to be added as an elective within both AS in Network Systems Engineering Technology degree specializations for the Fall 2020 Term (2021-1).

Earl Brown made a motion to approve; Merrybeth Etherton seconded. There was no further discussion; the motion passed unanimously.

Program End-Term: *Network Server Administration Certificate; Network Support Technician Certificate*
New Program: *Network Security Certificate*
Program Modification: *Network Infrastructure Certificate*
Presenter: John Huff

The Network Systems Engineering Technology Department's embedded certificates are being rebuilt to reflect current technologies and disciplines; therefore, two out of the three current College Credit Certificate (CCC) programs are to be end-termed.

Since there are zero students in the Network Server Administration Certificate and Network Support Technician Certificate programs, these are to be end-termed in the Summer 2020 Term (2020-3).

The third CCC, the Network Infrastructure Certificate, is to be modified to include current technologies and classes. The revision includes an increase from 15 to 21 credits. The following courses are being removed (i.e., a total of nine credits removed):

- CET 1174C *A+ Essentials*,
- CTS 2110C *A+ Practical Application*
- CTS 2391C *Administering Windows Server 2012*

There are also five classes being added to the Network Infrastructure Certificate framework (i.e., 15 credits added):

- CTS 2109C *Virtualization Concepts and Implementation*
- CTS 2321C *Linux+*
- CTS 2354C *Installation, Storage, and Configuration with Windows 2016*
- CTS 1161C *Microsoft Windows 10 Operating Systems Technology*
- CTS 2664C *CCNA Security*

The modifications for the Network Infrastructure Certificate are to become effective in the Fall 2020-1 Term (2021-1).

A new CCC, Network Security Certificate, is to be embedded as part of the existing Associate in Science in Network Systems Engineering Technology (Security) degree. There are seven classes within this certification program, totaling 21 credits. The courses are:

- CET 2615C *Scaling Networks*
- CET 2688C *System Security Practitioner (SSCP)*
- CGS 2135C *Computer Forensics*
- CIS 2352C *Ethical Hacking*
- CTS 2126C *Cybersecurity Analyst (CySA+)*
- CTS 2376C *Firewall Services and Cybersecurity Essentials*
- CTS 2664C *CCNA Security*

The Network Security Certificate is to be created as a new program offering for the Fall 2020 Term (2021-1).

Rafaela Ellis made a motion to approve; Bruce Dubendorff seconded. There was no further discussion; the motion passed unanimously.

XVII. – XXI. Program Modifications: *Bookkeeping Operations Certificate; Business Administration, AS; Supervision and Management (Business Administration), BAS*

New Courses: GEB 2930 – *Selected Topics in Business*; GEB 4930 – *Selected Topics in Management*

Presenter: Maria Lehoczky

Maria Lehoczky explained that the department seeks to modify the Bookkeeping Operations Certificate to reflect course changes within the AS in Accounting Technology Program, as there are accounting courses used for the both programs' curricula. One of the proposed changes to the AS in Accounting Technology Program is the combination of two financial accounting courses (ACG 2001 *Principles of Financial Accounting I* and ACG 2011 *Principles of Financial Accounting II*) into a single course (ACG 2021 *Principles of Financial Accounting*). Students in the Bookkeeping Operations Certificate Program must now take the newly developed ACG 2021 *Principles of Financial Accounting* instead of taking both ACG 2001 and ACG 2011.***

Adopting the new Financial Accounting course enables the *Bookkeeping Operations Certificate* to better parallel the AS in Accounting Technology degree program, allowing for smoother articulation of credit between the two programs. The new ACG 2021 course merges curricula from two accounting courses and helps students with timely degree completion.***

In addition, CGS 1100 *Computer Applications for Business* is being added to the program as a requirement. This class already serves as a prerequisite for CGS 1510 *Spreadsheet Fundamentals*, an existing program requirement.

The Bookkeeping Operations Certificate program is to be modified for the Fall 2020 Term (2021-1). ***

*****Note:** *The end-term proposals for ACG 2001 Principles of Financial Accounting I and ACG 2011 Principles of Financial Accounting II, and the new proposal for ACG 2021 Principles of Financial Accounting were presented and approved at the April 2018 AQC meeting; however, the Bookkeeping Operations Certificate proposal was tabled.*

The new courses GEB 2930 *Selected Topic in Business* and GEB 4930 *Selected Topics in Management* provide flexible course options and greater opportunity for students to explore current topics and relevant experiences in business, such as by taking part in community-based projects with business partners. Students in the AS in Business Administration Program and in the BAS in Supervision and Management Program who are seeking the Business Concentration of the degree can use coursework on special projects with local businesses and receive credit; currently, there is no course to align with this type of situation or for students to gain credit from work-based projects.^^^

The course credit hours offered for these selections are variable based upon the complexity of the selected topic and the proposed business project. This course also provides an opportunity for AS and BAS Program students to align study-abroad business trips with selected topics focused on business norms of destination countries.^^^

The course GEB 2930 *Selected Topics in Business* is to be added to the Bookkeeping Operations Certificate and as an elective within the AS in Business Administration degree in the Fall 2020 Term (2021-1). ^^

The new elective GEB 4930 *Selected Topics in Management* is to be added to the Business Administration Specialization of the Bachelor of Applied Science in Supervision and Management degree in the Fall 2020 Term (2021-1).^^

^^**Note:** A “special topics” course is a course offered for credit in which the subject matter or content may vary within specific sections and across different terms (as indicated by that course’s title and description in the course inventory). Most special-topics courses can be repeated by students for additional credit, provided that the course sections each cover varying material. Section titles may differ from the Catalog title only to reflect the specialized content being offered in those sections.

By their nature, special-topics courses should not be included as required courses for any degree program, but they can be used as program electives where appropriate. Special topics courses can be offered twice with the same title and number of credits; however, before the third course offering, a special-topics course must be vetted by the AQC committee to formalize the course. Departments are strongly encouraged to submit new course proposals for special-topics courses that are taught on a recurring basis.

Dale Anderson made a motion to approve; Greg Harris seconded. There was no further discussion; the motion passed unanimously.

XXII. – XLIII. New Program: *Early Childhood Education and Elementary Education-- Bachelor of Science Program Shared Core Requirements*

Program Modifications: *Bachelor of Science in Early Childhood Education; Bachelor of Science in Elementary Education*

Patty Linder shared that due to small class sizes in the Bachelor of Science in Early Childhood Education degree program, some courses have been stacked with similar Bachelor of Science in Elementary Education courses for the past year. After reviewing this practice with faculty, program coordinators, and the Program Advisory Board, it has been suggested that a Program Core of Education-based coursework be created for the Fall 2020 *Polk State College Catalog and Student Handbook*. This proposed change is expected to increase efficiency in course listings and College resources while still providing exceptional training for all program students.

The proposals submitted to the Council create a list of shared Program Core and Degree Specialization courses for implementation in the Fall 2020 Term (2021-1). The shared Program Core is required for both baccalaureate programs in Education: Early Childhood Education and Elementary Education.

The newly developed Core Courses are to be listed within the Required Coursework section for both baccalaureate degree programs. (i.e., 29 credits):

- EDE 3223 *Integrating Art, Music, and Physical Education*
- EDE 4304 *Teaching Elementary Math and Science: Integrated Methods*
- EDG 4410 *Classroom Management and Communication*
- EDG 4941 *Field Study I*
- EDG 4942 *Field Studies II*
- EDG 4943 *Field Studies III*
- LAE 3414 *Children's Literature*
- RED 4304 *Early Literacy Learning and Assessment: Kindergarten to Grade 3*
- RED 4311 *Literacy Learning and Assessment: Grades 4 to 6*
- RED 4940 *Final Reading Internship*
- TSL 3080 *ESOL Issues: Principles and Practices I*

- TSL 4081 *ESOL Issues: Principles and Practices II*

Any existing baccalaureate courses in Early Childhood Education and Elementary Education baccalaureate programs that are not included in the shared Program Core or its respective Specialization are to be offered through a teach-out for students under the current *Polk State College Catalog*; these courses are to be end-termed by May 2023.

The *Early Childhood Education and Elementary Education Shared Core Requirements* are to be created and added to the Bachelor of Science in Early Childhood Education and Bachelor of Science in Elementary Education degree programs for the Fall 2020 Term (2021-1). The programs will share a Program Core of coursework equaling to 29 credits, but each program will have unique upper-division specialization credits.

Maria Lehoczky made a motion to approve; Rafaela Ellis seconded. There was no further discussion; the motion passed unanimously.

Course End-Term: EEC 3301 – *General Teaching Methods*; EEC 3404 – *Relations Across Family, School, and the Community*; EEC 4211 – *Integrating Science, Math, and Technology in Early Childhood I*; EEX 3071 – *Teaching Exceptional and Diverse Populations in Inclusive Settings*; EME 3410 – *Integrating Technology in Math and Science*

These courses are not being included in the common Program Core, the Early Childhood specialization, or the Elementary Education specialization; therefore, the department plans to teach-out students who fall under the current Catalog and end-term these courses in the Summer 2021 Term (2021-3).

Greg Harris made a motion to approve; Merrybeth Etherton seconded. There was no further discussion; the motion passed unanimously.

Course Modifications: CHD 1440 – *Early Learning Practicum*; EDE 4304 – *Integrated Teaching Methods: Math, Science, and Technology*; EDE 4936 – *Senior Seminar in Elementary Education*; EEC 2271 – *Introduction to Working with Young Children with Special Needs and Their Families*; EEC 4936 – *Senior Seminar in Early Childhood Education*; LAE 3414 – *Children's Literature*; RED 3009 – *Early and Emergent Literacy*; RED 4304 – *Literacy Learning and Assessment I*; RED 4311 – *Literacy Learning and Assessment II*; TSL 3080 – *ESOL Principles and Practices I*; TSL 4081 – *ESOL Principles and Practices II*

A reorganization of the two Education baccalaureate programs has been proposed to include a shared Program Core of curriculum. These course modifications have been targeted so they can be included within the shared Education Program Core. The modifications to courses are the result of collaboration among the Program Director, coordinators, and faculty members. All new course titles, course descriptions, content changes, and prerequisite and corequisite revisions are effective in the Fall 2020 Term (2021-1).

Greg Harris made a motion to approve; Mark Hartfield seconded. There was no further discussion; the motion passed unanimously.

New Courses: EDG 4941 – *Field Studies I*; EDG 4942 – *Field Studies II*; EDG 4943 – *Field Studies III*

Presenter: Patty Linder

This revision changes the 10-week model of fieldwork into three new field-studies courses that each are worth one credit (i.e., a total of three credit hours) that are based entirely on the field experiences. Each field-studies course is paired with one of the Education Program Core courses to include assignments that must be completed through activities within the field-studies placement. Creating separate field-based courses that have specific credit attached allows for greater accountability in the field-experience portion of the program.

The Field Studies courses are part of the shared Program Core for all newly admitted Education program students effective in the Fall 2020 Term (2021-1).

Greg Harris made a motion to approve; Gregory Toole seconded. There was no further discussion; the motion passed unanimously.

XXIV. Adjournment

Mark Hartfield made a motion to adjourn the meeting; Cody Moyer seconded. The meeting adjourned at 4:19 p.m.