POLK STATE COLLEGE
AQC MINUTES

Meeting:	Academic Quality Council
Date/Time:	April 15, 2019, 3:00 p.m.
Locations:	Winter Haven Campus – WMS 124 Lakeland Campus – LAC 1243
Recorder:	Yvonne Velez
Attending Members:	Orathai Northern, John Glenn, April Robinson, Rafaela Ellis, Von McGriff, Ben Gracy, Mark Hartfield, Greg Harris, Carolyn Orr, Greg Toole, Bulmuo Maakuu, Bruce Dubendorff, Norma Gaddy, Maria Lehoczky, Merrybeth Etherton, Richard Benson, Sandra Ward (on behalf of Kathy Bucklew), and Mary Clark
Other Faculty/Staff:	Kevin Ferrier, Annette Hutcherson, Dirk Valk, and Cindy Freitag

Welcome

Orathai welcomed everyone. A quorum was reached at 3:10 p.m.

I. Approval of Minutes from March 14, 2019:
Greg Harris made a motion to approve; Von McGriff seconded. There was no further discussion; the motion passed unanimously.

II. – XIII. **Course Modifications**: CIS 4305 - *Enterprise Application Integration*, COP 3331 - *Object-Oriented Programming for Data Analyses, and* COP 3835 - *Web Application Development*

Course End-Term: CEN 3037 – *Portal Fundamentals*

New Course Proposals: CAP 3741 – *Data Visualization for Data Analyses*, CAP 3774 - *Data Mining*, and COP 3710 - *Database Design and Implementation*

Program Modifications: *Graduation Requirements for the Bachelor of Applied Science in Supervision and Management Degree Program: BAS in Supervision and Management (Business Administration), BAS in Supervision and Management (Business Information Technology), BAS in Supervision and Management (Healthcare Administration), and BAS in Supervision and Management (Public Administration)*

New Program: *Business Information Technology Certificate Program*
Presenter: Maria Lehoczky, Bachelor of Applied Science Degree Program Manager

<u>Course Modifications</u>:
Maria explained that the two out of the three prerequisite courses for CIS 4305 *Enterprise Application Integration* are being deleted, and the course schedule is being revised within this

concentration of the Bachelor of Applied Science in Supervision and Management degree. Therefore, prerequisites CEN 3037 *Portal Fundamentals* (which is being end-termed), and COP 3835 *Web Application* Development (which has been moved to the elective portion of the Business Information Technology Concentration of the BAS in Supervision and Management) are being deleted as prerequisites for CIS 4305.

Maria shared that the COP 3331*Object-Oriented Programming for Data Analyses* proposal seeks to make the course more relevant by utilizing current technologies and software needed for data extraction and analyses. The course description has been modified so that the tools indicated are not software specific; this makes it possible to change the software used within the course as needed. The course title change for COP 3331 is reflective of its intended function within the Business Information Technology Concentration of the Bachelor of Applied Science in Supervision and Management degree program.

The changes to the COP 3331 curriculum enable it to be more comprehensive, making it possible to have COP 1000 *Introduction to Programming* as the only prerequisite. Admission to the BAS in Supervision and Management degree's Business Technology Concentration and completion of COP 2800 *Programming in Java* are no longer necessary prerequisites since Java is no longer the course's software programming language. Data analyses and reporting are more commonly accomplished with the programming language Python, which is being integrated into the course.

Maria explained that the key learning concepts of CEN 3037 *Portal Fundamentals* (which is being end-termed) are being incorporated into the newly revised COP 3835 *Web Application Development*, enabling coverage of server-side and advanced CSS (Cascading Style Sheets) web solutions. The Bachelor of Applied Science in Supervision and Management degree's Business Information Technology Concentration is being modified to better focus on Business Intelligence (its intended purpose). This course modification aligns the course to focus on the means to represent data and reports via web applications.

Course End-Term:
Maria explained the course content of CEN 3037 *Portal Fundamentals*, which focuses on the server side of web development, has been incorporated into the newly modified version of COP 3835 *Web Application Development*. End-terming CEN 3037 provides space in the curriculum for the addition of a data mining course, which is more relevant to the program's Business Intelligence focus.

New Course Proposals:
Maria explained the three new courses being added to the BAS in Supervision and Management degree program's Business Information Technology Concentration:

- CAP 3741 *Data Visualization for Data Analyses* provides students with an in-depth study of how to visually represent data to support managerial decision making.
- CAP 3774 *Data Mining* provides an in-depth study of the mechanisms used to retrieve and analyze data for business solutions.
- CAP 3710 *Database Design and Implementation* provides an in-depth study of the mechanisms used to retrieve and analyze data for business solutions. Sandra Ward noted that the prerequisite needs to be revised to CTS 2433.

The committee asked if the new courses could be used as AA electives; it was determined that the new courses could not be used as AA electives.

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

Graduation Requirements for the Bachelor of Applied Supervision and Management Degree Program:
This proposed change impacts the graduation requirements for the Bachelor of Applied Science (BAS) in Supervision and Management degree program. Applying a minimum passing grade of *C* (or better) to the *Capstone Course* reinforces successful completion of the program's learning outcomes. Other Florida College System institutions require a passing grade of *C* (or better) in their capstone courses, so this is a standard practice. This previously approved course change (cf. AQC Meeting--March 2019) also needs to be reflected as part of the program graduation requirements in the *Polk State College Course Catalog.*

BAS in Supervision and Management, Business Administration Concentration:
The proposed change realigns the course, MAN 4301 *Human Resource Management,* from the shared core curriculum of the Bachelor of Applied Science in Supervision and Management degree program to the appropriate discipline concentration within the program. Realignment of MAN 4301 *Human Resource Management* out of the core requirements assists to refocus the program's core curriculum toward broad management skills that are appropriate for all of the concentrations offered under the Bachelor of Applied Science in Supervision and Management degree umbrella. With MAN 4301 used only within the appropriate concentrations, this helps to strengthen those concentrations, as the case studies utilized within the course can be tailored specifically to those concentration disciplines.

BAS in Supervision and Management, Business Information Technology Concentration:
The Bachelor of Applied Science in Supervision and Management Business Information Technology Concentration is being modified to better focus on Business Intelligence (BI) (the intended purpose of the program). The revised concentration courses and newly added courses emphasize the collection, retrieval, and analysis of data.

The program courses have been revised so that entering students do not need to complete 27 credits of prerequisite coursework. The existing and new courses begin at a foundational level and are more comprehensive; they require only a foundational understanding of databases and programming. This reduction in prerequisite coursework is designed to assist with program retention rates.

The expanding field of Business Intelligence (BI) is now fundamental to all facets across all business industries. Strengthening the BI content of this concentration of the BAS degree provides for more competitive graduates in this growing field.

BAS in Supervision and Management, Healthcare Administration Concentration:
The proposal seeks to realign the course MAN 4301 *Human Resource Management* out of the shared baccalaureate program core curriculum to placement within the specific required-course area for the Healthcare Administration Concentration of the program.

The realignment of MAN 4301 *Human Resource Management* refocuses the program core curriculum toward broad management skills appropriate to all of the baccalaureate's concentrations. The shift of MAN 4301 to the Healthcare Administration Concentration

reinforces the way that human resource management applies to healthcare administration. The proposed change enables the case studies utilized within the course to be tailored specifically to the healthcare discipline.

BAS in Supervision and Management, Public Administration Concentration:
This proposal seeks to remove MAN 4301 *Human Resource Management* from the shared core curriculum of the Bachelor of Applied Science in Supervision and Management degree program, allowing three credits to be refocused to concentration-specific coursework.

A Human Resource Management course that is specific to the public sector already exists within this concentration of the baccalaureate program. The removal of MAN 4301 *Human Resource Management* from the program core makes room for an additional concentration-based course. To replace the three credits from the removal of MAN 4301 from the Public Administration Concentration, an elective course, PAD 4932 *Contemporary Issues in Public Safety Management,* is being added.

Addition of the elective course PAD 4932 *Contemporary Issues in Public Safety Management* to the Bachelor of Applied Science in Supervision and Management Public Administration Concentration enables the College's Public Safety Management Advanced Technical Certificate to be fully embedded within the program.

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

Business Information Technology Advanced Technical Certificate:
The Polk State Business Information Technology Advanced Technical Certificate (ATC) serves as a career pathway option that can be applied toward obtaining a Bachelor of Applied Science in Supervision and Management degree with a Business Information Technology Concentration. It also provides BAS graduates with an additional career option if they graduate from any of the other BAS concentrations.

This certificate option is expected to positively impact enrollment in the Bachelor of Applied Science in Supervision and Management's Business Information Technology Concentration. Upon completing the certificate, students may opt to continue their education by obtaining the BAS degree.

Discussion ensued about SACSCOC notification. Maria and Mary Clark (Vice President of Institutional Effectiveness, Accreditation, and Research) plan to meet to discuss pertinent information that is needed for the notification letter to SACSCOC.

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

XIV. – XIX. **Course Modifications**: CVT 1800L - *Cardiovascular Pre-Practicum I*, CVT 1801L - *Cardiovascular Pre-Practicum II*, CVT 1805L - *Cardiovascular Interventional Pre-Practicum*, CVT 2120L - *Cardiovascular Practicum III*, CVT 2843L - *Cardiovascular Practicum IV*, and CVT 2844L - *Cardiovascular Practicum V*

Presenter: Kevin Ferrier, Cardiovascular Technology Program Manager

Kevin shared that the Cardiovascular Technology (CVT) Program clinical affiliates continue to request the rotation of only senior-level students within the critical-care catheterization setting. Additionally, the College's CVT affiliates have expressed an interest in having senior students spend more time in the clinical setting during each week within the clinical courses offered as part of the program's training.

Reorganization of the program's laboratory and clinical hours to allow more clinical hours later in the program provides a more efficient means to prepare students to step into the clinical setting as cardiovascular technologists with minimal additional training from the affiliate preceptors. This restructuring also provides more structured training on the 3DSystems (Simbionix) Angio Mentor platform within the Polk State catheterization laboratory during earlier courses. The additional laboratory time, critical-training scenarios, and skills checks are designed to provide sufficient time for students to develop and more effectively perform the critical skills needed to be equal members within the cardiac catheterization team upon their participation in clinical rotations and upon employment.

An additional component of this proposal provides clinical observations only in real hospital settings. This new component provides students with an essential overview of the necessity of smooth and efficient teamwork while treating patients in the critical catheterization laboratory setting.

Kevin mentioned that two course prefixes and course numbers were revised to align with the SCNS (State Course Numbering System), and that the program's course titles were revised to reflect the coursework.

- CVT 2100L *Cardiovascular Practicum I* was revised to CVT 1800L *Cardiovascular Pre-Practicum II*
- CVT 2110L *Cardiovascular Practicum II* was revised to CVT 1805L *Cardiovascular Intervention Pre-Practicum*

Rather than having the roman numerals at the end of the course titles, the committee requested moving the Roman numeral from the course title suffix after "Cardiovascular."

- CVT 1800L – *Cardiovascular I Pre-Practicum*
- CVT 1801L - *Cardiovascular II Pre-Practicum*
- CVT 1805L - *Cardiovascular III Interventional Pre-Practicum*
- CVT 2120L - *Cardiovascular IV Practicum*
- CVT 2843L – *Cardiovascular V Practicum*
- CVT 2844L – *Cardiovascular VI Practicum*

Discussion ensued about SACSCOC notification because of the significant number of hours being added to the program lab and clinical hours. The committee requested to vote on the various proposals after Kevin and Mary Clark (Vice President of Institutional Effectiveness, Accreditation, and Research) had time to meet regarding whether a SACSCOC notification or a substantive change request is required. Orathai plans to email the committee with an update regarding the proposed revision of program laboratory and clinical hours, and then request the committee to submit an electronic vote.

Mark Hartfield made a motion to table the proposals; Greg Harris seconded. No further discussion ensued; the motion passed unanimously.

UPDATE:

Kevin Ferrier and William Luckett (Clinical Coordinator for Cardiovascular Technology) discussed the committee's requests and concerns regarding the initial proposal of adding clinical hours, as this addition would have resulted in a greater than 25% substantive change to the program.

Kevin has revised the proposals within Curriculog to redistribute the program's current laboratory and clinical hours between the pre-practicum and practicum courses. This redistribution satisfies the program's need to increase laboratory training hours by decreasing the clinical affiliate hours, but it maintains the required number of clinical hours within the affiliate environment needed for students to sit for the credentialing exam. This secondary revision reduces the original 25% substantive change to a less than 2% substantive change.

Kevin shared the program's revised redistributed laboratory and clinical hours with Mary Clark, Vice President of Institutional Effectiveness, Accreditation, and Research, to determine whether a SACSCOC notification or a substantive change request was needed. After reviewing the proposed changes, Mary does not see a need for either submission to SACSCOC.

Voting committee members were asked to submit their votes (i.e., approve or reject) by responding to the voting buttons within the email update.

XX. Course Modification: PHY 2053C - *General Physics I*
Presenter: Dirk Valk, Lakeland Professor of Physics

Dirk shared that the current prerequisite wording for PHY 2053C *General Physics I* requiring "placement at the college level or satisfaction of developmental education requirements in reading and writing" is implied in the requirement for completion of higher-level mathematics coursework. The statement in the prerequisite is redundant and unusual for courses at this level.

The requirement for MAC 1114 *Trigonometry* or MAC 1147 *PreCalculus Algebra/Trigonometry* is intended to ensure that the student has adequate preparation in Trigonometry and Algebra. This requirement is similar to that of MAC 2311 *Calculus I*, where the prerequisite reads: *"A student may place into this course via an appropriate score on the placement exam, earn a grade of C or better in both MAC 1114 and MAC 1140, or earn a C or better in MAC 1147*."

Students entering college with a strong mathematical background may satisfy the necessary skills in Trigonometry, Calculus, and Algebra from their pre-collegiate curriculum through Advanced Placement courses and/or placement testing. It is not unusual for students wishing to pursue careers in the biomedical fields, natural sciences, or engineering sciences to already fulfill mathematics requirements. The Calculus curriculum recognizes this by allowing students to place into the class by taking a placement test. It is appropriate for PHY 2053C *General Physics I* coursework to allow the same pathway.

It is appropriate for the PHY 2053C *General Physics I* curriculum be rigorous in demanding prerequisite skills, but it is appropriate to allow an alternate way to demonstrate these skills, similar to the MAC 2311 *Calculus I* curriculum. Therefore, the prerequisite wording is being revised to: "*Requires completion of MAC 1114 or MAC 1147 with a grade of C or better, or an appropriate score on a placement test."*

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

XXI. – XXIX. **Course Modifications**: NUR 1020C - *Foundations of Nursing Practice*, NUR 1051C - *Health Professional to RN: Transition I*, NUR 2321C - Health Professional to RN: Transition II, NUR 2600C - *Nursing of the Family*, NUR 2744C - *Advanced Comprehensive Nursing Care*, and NUR 2762C - *Health Professional to RN: Transition III*

Program Modifications: AS in *Nursing (Generic Track)*, AS in *Nursing (Transition Track),* and Bachelor of Science in *Nursing (RN-to-BSN)*

Presenter: Annette Hutcherson, Director of Nursing

Annette explained that last year, the Nursing Program absorbed two credits from the change in credit distribution for the BSC 2085C *Anatomy and Physiology I* and BSC 2086C *Anatomy and Physiology II* courses (i.e., each of these courses was reduced from five credits to four credits to align with SCNS consensus, freeing up two credits within the required Nursing Program curriculum).

The addition of one-credit-hour to two of the Nursing Program courses, turning them both into ten-credit courses has not been beneficial for the program. Returning these courses to a nine-credit model is expected to make the courses more manageable, and also allow for the addition of HUN 1201 *Principles of Nutrition* (three credits) to the Nursing Program curriculum. Several university nursing programs require a Nutrition course as part of their curriculum. To return two classes to a nine-credit model and extract one-credit hour to provide for a new course, the following courses are being revised concurrently:

- NUR 1020C reduces from 10 to 9
- NUR 2744C reduces from 11 to 10
- NUR 2600C reduces from 9 to 8
- NUR 1051C reduces from 10 to 9
- NUR 2321C reduces from 10 to 9
- NUR 2762C reduces from 9 to 8

NUR 2600C *Nursing of the Family* and NUR 2726C *Health Professional to RN: Transition III are to be* reduced by one-credit hour to provide for the addition of HUN 1201 *Principles of Nutrition* within the Nursing Program curriculum.

Currently the Bachelor of Science in Nursing (BSN) Program articulates 42 Nursing (NUR) credits for the registered nurse (RN) license to the baccalaureate degree if Nutrition (as a subject) is integrated within the nursing courses of the AS degree. The Catalog also states that the student receives 39 credits if the AS in Nursing degree program did not integrate Nutrition as part of the core curriculum. The proposed change provides 39 credits of Nursing (NUR) coursework, but also allows for a student to take a Nutrition course (e.g., HUN 1201) to supplement program-specific discussion of therapeutic nutrition. This proposal seeks to reduce the credit allocation for the nursing license from 42 to 39 credits. These credits, as part of the Associate in Science (AS) in Nursing degree program, articulate as part of the RN-to-BSN Program.

Students who have applied to the Nursing Program in May 2019 and are accepted for admission in August 2019 will be given a year (Academic Year 2019-2020) to complete HUN 1201. Moving forward, HUN 1201 is to be a preadmission requirement beginning in Academic Year 2020-2021.

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

Adjournment

Orathai thanked the committee members for a successful year. She reminded those committee members who are continuing to serve that the committee meeting invites for Academic Year 2019-2020 will be emailed in August.

Greg Harris made a motion to adjourn the meeting; Greg Toole seconded. The meeting adjourned at 4:30 p.m.