

**POLK STATE COLLEGE
AQC MINUTES**

Meeting: Academic Quality Council

Date/Time: September 16, 2019 at 3:00 p.m.

Locations: Winter Haven Campus – WMS 124
Lakeland Campus – LAC 1243

Recorder: Yvonne Velez

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

Other Faculty/Staff: Angela Brown, Mori Toosi, Kevin Ferrer, Patty Linder, Susan Whatley, and Anna Butler

I. Welcome and Introductions

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

Orathai introduced Dr. Lee Thomas, the new Vice President of Academic Affairs, and requested those in attendance to introduce themselves.

II. – III. Approval of Minutes from April 15, 2019 and previously amended Minutes from March 14, 2019:

Revision to March 14, 2019 meeting minutes:

- The course, GEB 4891 *Strategic Planning and Management*, does not need to be a pre-requisite for CIS 4910 *Capstone Experience: Business Information Technology* because this concentration is not business-related. CIS 4910 has been removed from the list of program-required courses.

Dale Anderson made a motion to approve both sets of minutes; Norma Gaddy seconded. There was no further discussion; the motion passed unanimously.

IV. Information Items

Orathai shared that each fall, as required by State rule, the College reviews all courses that have not been offered in the past five years. A stale-course spreadsheet was generated this fall, and the various departments provided feedback regarding the courses as noted on the spreadsheet.

All Associate in Arts courses are to be reviewed on a regular basis. DCs will be notified in late fall regarding which courses in their areas are up for review; the outcomes will be presented at the April 2020 AQC Meeting.

V. – VII. Three New Certificate Programs: *Automation Certificate; Mechatronics Certificate; and Pneumatics, Hydraulics, and Motors for Manufacturing Certificate*

Presenter: Mori Toosi, Engineering Technology Program Director

The curricula for all three certificates are embedded in the Associate in Science in Engineering Technology degree program; all credits gained through these certificates count toward completion of the AS in Engineering Technology degree at Polk State College, as well as any institution within the Florida College System that offers an Associate in Science in Engineering Technology with a specialization in Advanced Manufacturing. Offering a college-credit certificate option is a step toward creating stackable credentials for working students who are incrementally accruing credits toward degree completion or increased competencies and credentialing. Stackable credentials also increase enrollment and prompt higher course-completion and course-retention rates for the College.

The Automation Certificate will consist of 12 credit hours. The Pneumatics, Hydraulics, and Motors for Manufacturing Certificate will consist of 13 credit hours. The Mechatronics Certificate will consist of 31 credit hours.

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

VIII. – IX. Course Modifications: *CAP 4774 Data Warehouse Design and Creation; COP 3177 Advanced.NET*

Presenter: Maria Lehoczky, Bachelor of Applied Science Degree Program Director

The courses *CAP 4474 Data Warehouse Design and Creation* and *COP 3177 Advanced.NET* are part of the Business Information Technology (BIT) Advanced Technical Certificate that can serve as a pathway toward earning a Bachelor of Applied Science in Supervision and Management degree with a Business Information Technology Concentration.

Removal of the prerequisite wording "Admission to the BAS Supervision and Management Business Information Technology Program" and the completion of *CTS 2450 Business Intelligence and Data Mining* as required prior to enrollment in *CAP 4474* allows a student in the Business Information Technology Advanced Technical Certificate program to enroll in this course. *CTS 2450* is no longer a required course for the Business Information Technology Concentration. The concepts covered in the course have been incorporated into *CAP 3770 Data Mining*. The current prerequisite statement prohibits an individual from registering for the course unless he or she is enrolled in the baccalaureate program.

Removal of the prerequisite requirement of "Admission to the BAS in Supervision and Management Business Information Technology Program" allows a student who is enrolled in the Business Information Technology Advanced Technical Certificate to enroll in *COP 3177 Advanced.NET*. The current prerequisite statement prohibits a certificate-

seeking individual from registering for the course unless he or she is also enrolled in the baccalaureate program.

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

X. – XVII. Course Modifications: CHD 1380 *Facilitating the Development of Young Children*; EEC 3301 *General Teaching Methods in Early Childhood Education*; EEX 3071 *Teaching Exceptional and Diverse Populations in Inclusive Settings*; LAE 3414 *Children’s Literature*; RED 3009 *Early and Emergent Literacy*; RED 4304 *Early Literacy Learning and Assessment: Kindergarten to Grade 3*

Program Modifications: *Early Childhood Education, BS; Elementary Education, BS*
Presenter: Patty Linder, Bachelor of Science in Early Childhood Education and Elementary Education Program Director

Course Modifications:

The course description for CHD 1380 *Facilitating the Development of Young Children* was revised.

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

The Florida Department of Education (FLDOE) realigned the Florida Reading Endorsement (2011) Competencies early in 2018. Initial Teacher Preparation programs (ITP) such as the Polk State College Bachelor of Science in Elementary and Early Childhood Education have been asked to review competency alignment in program coursework. The changes to the Reading Endorsement Competencies created substantive content changes for the following courses:

- EEC 3301 *General Teaching Methods in Early Childhood Education*
 - Course title revised
 - Course description revised
- EEX 3071 *Teaching Exceptional and Diverse Populations in Inclusive Settings*
 - Course description revised
- RED 3009 *Early and Emergent Literacy*
 - Course description revised
 - Corequisite added
- RED 4304 *Early Literacy Learning and Assessment: Kindergarten to Grade 3*
 - Course description revised

The course description and prerequisites for LAE 3414 *Children’s Literature* were revised to better align with changes in the program pathway. The removed ESOL competencies have been placed in other program courses to ensure coverage. The prerequisite courses, EDF 3115 *Child Development for Inclusive Settings* and EEX 3294 *Differentiated Instruction for the Inclusive Classroom*, have been removed to facilitate a program pathway that streamlines course registration.

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

Program Modifications: *Early Childhood Education, BS; Elementary Education, BS*

State Board of Education Rule 6A-5.066, which sets the requirements and approval process for state-approved educator preparation programs, has been revised. The revision provides greater flexibility in the curriculum pathway used for teacher education programs that offer innovative components and expanded alternatives to prepare a greater number of teachers for Florida schools. Specifically, this change reduces the prerequisites for entering a baccalaureate degree program in Education from three courses to one course: EDF X005 *Introduction to Education*. The State Board has removed the requirement that a baccalaureate student take and pass EME 2040 *Introduction to Technology* and EDF 2085 *Introduction to Diversity in Education*.

Although the required prerequisites for program admission have been reduced at the state level, the Polk State College pathway for students entering the Bachelor of Science in Early Childhood Education degree program still includes the following courses as recommended electives:

- EME 2040 *Introduction to Technology in Education* (former program prerequisite)
- EDF 2085 *Introduction to Diversity in Education* (former program prerequisite)
- EDF 1250 *Introduction to Classroom Management*
- EEX 2083 *Motivating Students with Learning Disabilities*
- ART 2933 *Art for Teachers*
- EEC 2271 *Introduction to Working with Young Children with Special Needs*

The Catalog's Electives section of the Bachelor of Science in Elementary Education Program will be revised to list the suggested Education electives.

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

XVIII. – XXI. Course Modifications: HIM 1000 *Fundamental Applications of Health Information Management*; HIM 1442 *Pharmacology for Health Information Management*; HIM 1443 *Human Disease for Healthcare Documentation*; HIM 2724 *ICD-10 Coding*

Presenter: Susan Whatley, Medical Coding Specialist Program Director

The Medical Coding Specialist Program is an open-entry educational option; a student may begin in any semester. When the Medical Coding Specialist Program was launched, HIM 1000 *Fundamental Applications of Health Information Management* was the entry course for the program. To ensure that students were adequately prepared to begin any HIM-prefixed courses, the prerequisite of BSC 1084C *Basic Anatomy and Physiology* and the pre- or corequisite of HSC 1531 *Medical Terminology* were added to HIM 1000.

Subsequent changes to the course sequence and program content have made these prerequisites unnecessary. A student must now complete HIM 1000 in the second or third semester of the program; it is no longer the first course in the program. BSC 1084C and HSC 1531 have been replaced by HIM 1453 *Anatomy and Physiology for Health Information Management* and HIM 1472 *Medical Terminology for Medical Coding* respectively. Therefore, BSC 1084C and HSC 1531 are being removed as course prerequisites to HIM 1000.

HIM 1442 *Pharmacology for Health Information Management Professionals* currently requires HIM 1443 *Human Disease for Healthcare Documentation* as a prerequisite/corequisite course. Based on discussion with the Medical Coding faculty members, requiring HIM 1443 as a prerequisite/corequisite is not essential to success in either course. Therefore, HIM 1443 will be removed as a course prerequisite/corequisite.

HIM 1443 *Human Disease for Healthcare Documentation*, currently requires completion of HIM 1453 *Anatomy and Physiology for Health Information Management*, and HSC 1531 *Medical Terminology* as prerequisite courses. The Medical Coding Specialist Program no longer includes HSC 1531 as part of the required program courses; it has replaced this course with HIM 1472 *Medical Terminology for Medical Coding*. Therefore, HIM 1453 and HSC 1531 will be removed as prerequisites.

HIM 2724 *ICD-10 Coding* currently requires completion of BSC 1084C *Basic Anatomy and Physiology* and HSC 1531 *Medical Terminology* as prerequisite courses. The Medical Coding Specialist Program no longer includes BSC 1084C or HSC 1531 as required program courses. These have been replaced with HIM 1453 *Anatomy and Physiology for Health Information Management* and HIM 1472 *Medical Terminology for Medical Coding*. Therefore, BSC 1084C and HSC 1531 are being removed as prerequisites.

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

XXII. – XXV. Course End-Term: CVT 2100L *Cardiovascular Practicum I* and CVT 2110L *Cardiovascular Practicum II*

Program Modification: *Cardiovascular Technology, AS*

Program End-Term: *Cardiovascular Technology Advanced Technical Certificate*

Presenter: Kevin Ferrier, Cardiovascular Technology Program Director

Course End Terms:

The courses CVT 2100L *Cardiovascular Practicum I* and CVT 2110L *Cardiovascular Practicum II* have been end-termed, as the previously approved CVT 1801L *Cardiovascular II Pre-Practicum* and CVT 1805L *Cardiovascular III Intervention Pre-Practicum* took the place of these end-termed courses within the program's curriculum. This change was made in the spring of 2019 to shift hours within program coursework for more laboratory pre-practicum experience prior to clinical hours within partnering facilities.

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

Program End-Term:

Since the inception of the Cardiovascular Technology Advanced Technical Certificate Program, it has only had one enrollee/completer and absolutely no other interest over the past seven years. With the approval of the new Associate in Science in Cardiovascular Technology degree curriculum and transition to an externship-style practicum, the certificate offering is no longer feasible. If the certificate program were to remain, an

individual course section would need to be created for each specific enrollee, and the clinical practicum offerings would no longer align. The cost of personnel and resources to support a single individual on the roster cannot be justified.

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

Program Modification:

The Associate in Science in Cardiovascular Technology program modification is meant to align the clinical practicum courses under the newly approved externship-style clinical experience.

Two courses, CVT 2100L *Cardiovascular Practicum I* and CVT 2110L *Cardiovascular Practicum II*, are being removed from the course sequence (cf. concurrent proposals). In place of these two courses, the program is adding CVT 1801L *Cardiovascular II Pre-Practicum* and CVT 1805L *Cardiovascular III Intervention Pre-Practicum*.

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

XXVI. Adjournment

Orathai reminded the committee members of the next meeting scheduled for Monday, October 21, 2019, as well as the upcoming proposal deadline on Wednesday, October 2, 2019.

Merrybeth Etherton made a motion to adjourn the meeting. The meeting adjourned at 3:50 p.m.