POLK STATE COLLEGE
ACADEMIC QUALITY COUNCIL MINUTES

Meeting:	Academic Quality Council (AQC)
Date/Time:	September 20, 2021 at 3:00 p.m.
Location:	Zoom: Videoconferencing
Recorder:	Yvonne Velez
Attending Members:	Orathai Northern, David Sutton, April Robinson, Fatin Morris Guirguis, Earl Brown, Von McGriff, Pamela Jones, Ben Pila, Dawn Drake, Greg Harris, Carolyn Orr, Gregory Toole, Margaret Strengel-Martinez, Megan Cavanah, Beth Luckett, Amy Rutledge, Merrybeth Etherton, Dawnetta Wearing, Ricky Rodriguez, Blessen Jacob, Courtlann Thomas, Chris Fullerton, Lawrence Pakowski, Sue Candia (on behalf of Susan Morgan), Mary Clark, Sandra Ward-Jones, and Cody Moyer
Other Faculty/Staff Members:	Eric Crump, Scott Perkins, Maria Lehoczky, John Stewart, and Andy Oguntola. Also, Christina Bevis and Olga Ramirez from Traviss Technical College.

I. **Welcome and Introductions**
Orathai Northern welcomed everyone and called the meeting to order. A quorum was reached at 3:03 p.m.

Orathai requested that those in attendance introduce themselves.

II. **Discussion of Emergency Changes**: Associate in Science in Professional Pilot Science Program and Bachelor of Science in Aerospace Sciences Program; Veteran Administration mandated changes to the *Polk State College Catalog/Student Handbook*.

Eric Crump shared that his report is mostly informational, as the changes have already taken place. Just before the Summer 2021 Semester began and after the Veteran's Administration (VA) had previously approved the College's Catalog, it rescinded its letter of approval without warning. The VA stated that they were rescinding approval for the academic year because the College Catalog was out of compliance. The VA did not tell the College what was specifically was out of compliance. It took three weeks of inquiry regarding the issue to receive clarification, so the Program did not enroll any new Veteran Students in summer flight labs based on the position the VA had placed the College in at the time the semester began. After the conflict was resolved, the College received approval from the VA to enroll Veteran Students in flight courses three days before the Fall 2021 Semester began.

The VA took issue with the College's Flight and Ground School course descriptions in the *Polk State College Catalog/Student Handbook*. The VA wanted the program to specify the minimum number of acceptable training hours that it is willing to pay for within the two categories of course descriptions. Part of the reason the program made

this emergency move without the AQC's approval is that the program did not in fact change anything that is done within its curriculum. The program clarified what is being done already regarding hours in the Catalog by adding information to comply with this federal-level request. All total, 13 different course description modifications were made. The program also amended the program description, explaining how students pay for flight classes. Two of the elective flight courses within the program were removed to ultimately earn the VA's approval and return of the College's Veteran Students to the air. There were 18 different corrections requested, and the College turned the proposal back over to the VA a week ahead of the deadline given. This matter is now reconciled.

III. **Mathematics**
New Course Proposal: MAD 2104 - *Discrete Mathematics*

Scott Perkins shared that this course, MAD 2104 *Discrete Mathematics*, is required for the third semester of the University of Florida FUSE Transfer Program in Information Technology. The Mathematics Department had been approached by the FUSE Program Director to add this class to the *Polk State College Course Catalog* to accommodate student need. Presently, Polk State does not have this course offering and there is no substitute for this class in the curriculum. This means a transferring student must go elsewhere for the required course to complete the FUSE Information Technology degree requirements. No other college class can be substituted for MAD 2104 *Discrete Mathematics*; therefore, this proposed change does not impact on any other Polk State College programs or course offerings.

The new course goes into effect in the Spring 2022 Term (2022-2).

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

IV. – VI. **Surgical Technology**
New Program Proposal: Associate in Science in Surgical Technology Program

New Course Proposals: STS 2360 - *Professional Skills for the Surgical Technologist* and STS 9999 - *Surgical Technology Block Credit*

Orathai Northern reminded the committee that these proposals were tabled at the January 23, 2020 meeting because the Southern Association of Colleges and School Commission on Colleges (SACSCOC) had updated its standards for implementing new programs. Travis Technical College has offered a Surgical Technology program for many years; it is a certificate program that prepares an individual to serve as a surgical technologist. The program's accrediting body mandated some years ago that by August 2021, individuals would have to earn an Associate of Science in Surgical Technology to sit for the licensure exam. According to this mandate, any institution offering a Surgical Technology program would have to offer an Associate of Science degree for its students to sit for the licensure exam. In service of this mandate, Polk State and Travis have partnered on an articulation agreement that enables individuals to complete the degree's technical coursework at Travis and then articulate that coursework into a newly established Associate of Science in Surgical Technology degree at Polk State.

Mary Clark plans to submit the New Program Prospectus to the SACSCOC by January 2022. After the College receives approval, the new program and courses can be created and added to the *Polk State College Catalog./Student Handbook.*

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

VII. – XIII. Supply Chain Management

Course Modification Proposals: MAN 2043 - *Principles of Quality Management*, MAN 2440 - *Negotiation Skills*, MAN 2500 - *Operations Management*, TRA 1154 - *Introduction to Supply Chain Management*, TRA 2010 - *Transportation and Distribution*, TRA 2131 - *Purchasing and Inventory Management*, and TRA 2230 - *Warehouse Management*

Maria explained these course modifications are being proposed to provide a career pathway to baccalaureate business-related programs with an emphasis in Supply Chain Management (SCM). In changing these courses to Associate in Arts (AA) electives, AA graduates can use them as part of the Bachelor of Applied Science (BAS) in Supervision and Management degree. Upon completion of the BAS degree, the student is able to seek industry certification in supply chain management. Other state colleges offering the same courses have designated them as AA elective options. By providing this opportunity to students, the Supply Chain Management Program can be more competitive with other state programs.

The modifications are effective in the Spring 2022 Term (2022-2).

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

XIV. – XXIV. Network Systems Engineering Technology

Course End-Term Proposals: CTS 1161C - *Microsoft Windows 10 Operating Systems Technology*; CTS 2353C - *Networking with Windows Server 2016*; CTS 2354C - *Installation, Storage, and Configuration with Windows 2016*; CTS 2358C - *Identity with Windows Server 2016*; and CTS 2664C - *CCNA Security*

Course Modification Proposals: CTS 2109C – *Virtualization Concepts and Implementation*, CTS 2312C - *Cloud Security*, CTS 2320C - *Windows Server 2019 Administration*, and CTS 2830C - *DevNet Associate*

Program Modification: Network Infrastructure Certificate, Associate in Science in Network Systems Engineering Technology (Infrastructure Specialization), and Associate in Science in Network Systems Engineering Technology (Security Specialization)

John Stewart said the purpose of the course end-term and course modification proposals is to align the curriculum to current industry-based certification changes. These changes lead to and necessitate some program- and certificate-related curricular changes. This proposed changes are as follows:
- End-term course CTS 1161C *Microsoft Windows 10 Operating Systems Technology* and add CTS 1160C *Modern Desktop Administrator* to the Associate of Science degree curriculum.

- End-term course CTS 2353C *Networking with Windows Server 2016*. The course CTS 1191C *Microsoft Azure Fundamentals* is to be added to the curriculum as a replacement.
- End-term course CTS 2354C *Installation, Storage, and Configuration with Windows 2016* and add the course CTS 2320C *Windows Server 2019 Administration* to the degree curriculum.
- End-term course CTS 2358C *Identity with Windows Server 2016* and add CTS 2192C *Microsoft Azure Administrator* to the program curriculum.
- The course modification for CTS *2109C Virtualization Concepts and Implementation* removes the end-termed course CTS 2354C *Installation, Storage, and Configuration with Windows 2016* as the prerequisite and adds CTS 2320C *Windows Server 2019 Administration* in its place.
- The course modification for CTS 2312C *Cloud Security* removes the end-termed course CTS 2354C *Installation, Storage, and Configuration with Windows 2016* as a prerequisite and introduces CTS 2320C *Windows Server 2019 Administration* as a prerequisite and part of the program curriculum.
- The course modification for CTS 2320C *Windows Server 2019 Administration* adds the prerequisite CTS 1160 *Modern Desktop Administrator*.
- The course modification for CTS 2830C *DevNet Associate* removes the prerequisite COP 1000 *Introduction to Programming*.

The changes to the Network Systems Engineering Technology Program go into effect during the Spring 2022 Semester (2022-2); however, the course end-terms have an effective date of Summer 2022 Semester (2022-3).

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

Informational Items:
XXV. Stale Course Report
Orathai shared that each fall, as required by State rule, the College must review all courses that have not been offered in the past five years. A *Stale Course Report* (spreadsheet) is generated during the fall, and the various departments provide feedback regarding the courses noted on the spreadsheet.

XXVI. AQC Handbook Revisions
Orathai Northern recognized and thanked the ad hoc committee that included Earl Brown, Mark Hartfield, Mary Clark, Lee Thomas, Greg Harris, and Yvonne Velez for assisting in the revisions to the Handbook. The Handbook revision draft was emailed to the Council members for review before today's meeting. Orathai remined the Council members that ahead of the name revision to "The Curriculum Council" a discussion from a planning and logistics standpoint is needed. The Council would have to come up with plan of action, an overview of the scope of the work, and a timeline for implementation to make the change in the Council's nomenclature. Orathai asked the Council to review the draft revision of the Handbook, and she asked Yvonne to add this topic to the October agenda.

XXVII. Language added to the BCIs
As an information item, the Council was reminded that language had to be added to the *Basic Course Information* (BCI) template regarding *Florida House Bill 233*, which

focuses on parameters for classroom video recording. Additionally, language has been added to address health and safety protocols in courses.

XLIX. Adjournment
Orathai reminded the Council members of the next meeting scheduled for Monday, October 18, 2020, as well as the upcoming proposal deadline on Wednesday, September 22, 2021. Also, the *2022-2023 Polk State College Catalog/Student Handbook* proposed changes are to be presented no later than the February 21, 2022 AQC meeting. This deadline requires that all remaining proposals for the spring semester must be launched and approved by the Curriculog Originators before the proposal deadline of Wednesday, January 19, 2022.

Earl Brown made a motion to adjourn the meeting; Beth Luckett seconded. The meeting adjourned at 3:50 p.m.