

**POLK STATE COLLEGE
ACADEMIC QUALITY COUNCIL MINUTES**

Meeting: Academic Quality Council (AQC)

Date/Time: October 19, 2020 at 3:00 p.m.

Location: Zoom: Videoconferencing

Recorder: Yvonne Velez

Attending Members: Lee Thomas, Orathai Northern, John Glenn, April Robinson, Fatin Morris Guirguis, Earl Brown, Von McGriff, Pamela Jones, Mark Hartfield, Susie Moerschbacher, Greg Harris, Carolyn Orr, Greg Toole, Bulmuo Maakuu, Margaret Strengel-Martinez, Megan Cavanah, Dale Anderson, Maria Lehoczky, Richard Benson, Mary Westgate, Blessen Jacob, Courtlann Thomas, Chris Fullerton, Lawrence Pakowski, Susan Desbrow, Mary Clark, Sandra Ward-Jones, and Cody Moyer

Other Faculty/Staff Members: Christen Shea

I. Welcome and Introductions

Lee Thomas welcomed everyone and called the meeting to order. A quorum was reached at 3:07 p.m.

Lee Thomas requested those in attendance to introduce themselves.

II. Approval of Minutes

Greg Harris made a motion to approve minutes from the September 21, 2020 meeting; Dale Anderson seconded. No further discussion ensued; the motion passed unanimously.

III. Information Item: *Stale Course Report*

Lee Thomas 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 Report* (spreadsheet) was generated during the fall, and the various departments provided feedback regarding the courses noted on the spreadsheet.

IV. Course Modification: PAD 4393 – *Critical Incident Management*

Presenter: Christen Shea

This proposal recommends the removal of the prerequisite DSC 3079 *Foundations of Public Safety* to PAS 4393 *Critical Incident Management* to reduce obstacles for students seeking a technical certificate. Additionally, minor edits were made to the course description.

There are four total courses in the Advanced Technical Certificate in Public Safety Management. Through removal of the prerequisite, a student can take the full program in

one semester of full-time enrollment. Currently, a student is not able to register for any of the other courses in the program without first completing DSC 3079 *Foundations of Public Safety* due to its requirement as a prerequisite course.

DSC 3079 is not a prerequisite for any of the other courses except PAD 4393 *Critical Incident Management*. The material presented in DSC 3079 is not needed in order to be successful in any of the other courses in the certificate, as this coursework is more field-specific.

The prerequisite removal and course description revisions are effective for the Fall 2021 Term (2022-1).

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

V. Update: Academic Quality Council Handbook

Presenter: Yvonne Velez

Yvonne shared that the adhoc committee is currently reviewing the first six pages of the *Academic Quality Council Handbook* prior to the November 17 meeting. The plan is to have the handbook revisions ready for the AQC members to review no later than the February 2021 meeting or earlier.

VI. Curriculog Product Update: Curriculog's New Look

Presenter: Yvonne Velez

Curriculog's redesign provides faculty and administrators with a host of intuitive enhancements derived from the feedback of its hundreds of partner institutions. The interface has streamlined navigation, placed key tasks within easy reach, and expanded the workspace to simplify access to essential information. These enhancements enable individuals to be more self-sufficient when using tools and to log in with ease for task completion.

A demonstration of the new Curriculog tools is to be presented at the March 2021 AQC meeting, at which time the redesign is to be enabled for all Curriculog users.

VII. Adjournment

Lee Thomas reminded the committee members of the next meeting scheduled for Monday, November 16, 2020, as well as the upcoming proposal deadline on Thursday, October 22, 2020. Also, the *2021-2022 Polk State College Catalog/Student Handbook* proposed changes are to be presented no later than the February 15, 2021 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 20, 2021.

Greg Harris made a motion to adjourn the meeting; Mark Hartfield seconded. The meeting adjourned at 3:21 p.m.