

**POLK STATE COLLEGE
AQC MINUTES**

Meeting: Academic Quality Council

Date/Time: November 19, 2018, 3:00 p.m.

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

Recorder: Yvonne Velez

Attending Members: Orathai Northern, Anna Butler (acting as Dean of Academic Affairs – Lakeland), April Robinson, Heather Childree (on behalf of Rafaela Ellis), Earl Brown, Von McGriff, Ben Gracy (conference phone), Mark Hartfield, Susie Moerschbacher, Greg Harris, Carolyn Orr, Gregory Toole, Natalie Whitcomb (on behalf of Bulmuo Maakuu), Dale Anderson, Maria Lehoczky, Merrybeth Etherton, Richard Benson; Norma Gaddy

Attending Resource Members: Stephen Hull

Other Faculty/Staff: Rebecka Ramos, Lisa Rosa, Joyce Lee, Beth Lockett, Jaime Selph, Sandra Ward

Welcome

Orathai welcomed everyone. A quorum was reached at 3:01 p.m.

I. Approval of Minutes from October 15, 2018:

Dale Anderson made a motion to approve; Mark Hartfield seconded. No further discussion; motion passed unanimously.

II. – V. Course End Terms: ENC 0055 – *Developmental Writing Module*; ENC 0056 – *Developmental Writing Module II*; REA 0055 – *Developmental Reading Module*; REA 0056 – *Developmental Reading Module II*

New Course Proposal: ENC 0055L – *The English Studio*

Presenter: Lisa Rosa and Rebecka Ramos

ENC 0055, ENC 0056, REA 0055, and REA 0056 are modular courses that were developed under a grant several years ago. These courses have not been offered due to low enrollment and the institutional decision to combine reading and writing skills instruction into the integrated model. These courses are no longer needed as the College has other options that save students more time and money. Additionally, the department no longer offers reading and writing instruction as separate courses. This course was also based on students' PERT (Postsecondary Education Readiness Test) scores, which are required for some students but not all.

Rebecka explained after the implementation of SB 1720, which removed the requirement for underprepared students to enroll in preparatory coursework, not only did enrollment in developmental-education reading and writing courses decrease, but Postsecondary Education Readiness Testing (PERT) compliance also decreased. Many students who would have traditionally needed remediation before successfully attempting gateway English courses are enrolling in ENC 1101 – College

Composition I without the necessary support. This new course offering, ENC 0055L – The English Studio, allows students an alternative path, combining gateway instruction with concurrent remediation of skills. ENC 0055L is a one-credit-hour co-requisite course designed to assist students taking ENC 1101 who have earned low scores on the PERT and/or the ENC 1101 diagnostic test, but have chosen not to take other developmental education courses. This workshop-style course is designed to identify skills for an individualized learning plan, so students work only on skills not yet mastered. This course enables students to enroll in the gateway English course with support and decrease the time and cost required for completion. ENC 0055L can fulfill both reading and writing developmental-education credits, so advisors are able to recommend this course to students who opt not to take other developmental education classes.

Dale Anderson made a motion to approve; Greg Harris seconded. No further discussion; motion passed unanimously.

VI. Course Modification: MAC 1105 – *College Algebra*
Presenter: Gregory Toole

Gregory explained as of now, MAC 1105 – College Algebra is the only course in the algebra sequence (MAC 1105 – College Algebra, MAC 1114 – Trigonometry, MAC 1140 – Precalculus Algebra, and MAC 2311/2312/2313 – Calculus) that requires a graphing calculator. All courses in this list except MAC 1105 already have the calculator policy "a graphing calculator may be required according to the professor." The Mathematics Department wishes to change the MAC 1105 calculator policy to indicate that a "graphing calculator may be required according to the professor" to bring MAC 1105 into alignment with the other courses in the algebra sequence (i.e., Precalculus, Trigonometry, and Calculus 1, 2, and 3). This proposed change would also align the College's MAC 1105 calculator policy with that of a great number of the state universities and colleges who do not allow a graphing calculator for MAC 1105.

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

VII. – VIII. Course Modifications: RTE 2844L – *Radiographic Clinical V*; RTE 2854L – *Radiographic Clinical VI*
Presenter: Beth Lockett and Jaime Selph

Beth proposed two course modifications. RTE 2844L – Radiographic Clinical V is a summer-term course that currently requires students to complete 30 hours per week in a clinical setting. The schedule mandates that students complete 10-hour days in order to allow scheduling of junior clinic time and to avoid exceeding the Joint Review Committee on Education in Radiologic Technology (JRCERT) accreditation requirement of a 1:1 Registered Technologist-to-student ratio. The Radiography Program has observed that 30 hours per week allowed more than ample time for the students to meet the clinical objectives (i.e., 5 out of 6 clinical courses). The program has also hired a lab assistant who is available for students to schedule time to review any clinical skills requested by a student, clinical instructor, or program instructor.

The program wishes to change the required clinical time table from 10-hour days to 8-hour days, thus reducing the original 30 hours Lab to 24 hours Clinical. This change is beneficial to the clinical facilities as well. Also, the catalog and basic course information (BCI) will be changed to reflect that this course requires clinical hours, rather than laboratory hours.

RTE 2854L – Radiographic Clinical VI is a fall-term course that currently requires students to complete 24 hours per week in a clinical setting. The program time table requires 8-hour days in order to enable scheduling of junior student clinical time periods without exceeding the Joint Review Committee on Education for Radiologic Technology (JRCERT) accreditation requirement of a 1:1 Registered

Technician-to-student ratio. The program has observed that 24 hours per week allowed more than ample time for the students to meet their required clinical objectives (i.e., this is the final clinical course). The program has also hired a lab assistant who is available to schedule review of any clinic skills requested by a student, clinical instructor, or program instructor.

The program wishes to change the clinical hours for this course from two 10-hour shifts and one 4-hour shift per week, to two 8-hour shifts per week which reduces the original 24 hours Lab to 16 hours Clinical. This change is beneficial to the clinical facilities as well. Also, the catalog and basic course information (BCI) will be changed to reflect that this course requires clinical hours, rather than laboratory hours.

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

Next meeting: Thursday, January 17, 2019
Proposals due: Monday, December 10, 2018

Greg Harris made a motion to adjourn the meeting; Earl Brown seconded. Meeting adjourned at 3:23 p.m.