

AQC MINUTES

- Meeting:** Academic Quality Council
- Date/Time:** April 16, 2018, 3:00 p.m.
- Locations:** Winter Haven Campus – WMS 124
Lakeland Campus – LAC 1243
- Recorder:** Jayne Bell
- Attending Members:** April Robinson, Orathai Northern, Rafaela Ellis, Earl Brown, Von McGriff, Ben Gracy, Mark Hartfield, Dawn Drake, Greg Toole, Natalie Whitcomb, Lisa Smelser, Norma Gaddy, Ray Oberg, Maria Lehoczky, Nicki Martin
- Attending Resource Members:** Donald Painter, Sylvester Little
- Other Faculty/Staff:** Cindy Freitag, Gregory Johnson, Sandra Ward, Gerene Thompson, Yvonne Velez, Jeffrey Wade

Welcome

Orathai welcomed everyone. A quorum was reached at 3:04 p.m.

I. Approval of Minutes from March 22, 2018:

Ray Oberg moved to approve; Mark Hartfield seconded. No further discussion; motion passed unanimously.

II. Civic Literacy Graduation Requirement Proposal
Presenter: Ben Gracy

Ben said the proposed graduation requirement is to comply with section 1007.25(4), *Florida Statutes*, and Rule 6A-10.024123, *Florida Administrative Code*, which requires students to demonstrate competency in civic literacy. The requirement will apply to all associate in arts and baccalaureate degree-seeking students initially entering Polk State College in fall semester 2018 and thereafter. To comply, students may either take one of two existing courses: POS 2041 *American National Government* or AMH 1020 *History of the United States: 1877 to the Present*, or they can complete one of the four assessment tests with the score indicated on the proposal. Ben said we are expecting most students to take the *U.S. Citizenship and Immigration Services Naturalization Test*.

Rafaela asked if students are going to take these tests in the TLCC, and who is going to grade them. Ben said it is going to be an auto-graded Canvas quiz. Donald said this statute was passed during the 2017 legislative session which went into effect July 1. There has been some controversy at the moment that all of the questions for the immigration and naturalization test are available to the public. Donald believes the way it may be resolved is that it will be this test

plus some supplemental questions written especially for this purpose.

Lisa asked how social sciences in the AA degree will change what students see in terms of list A or list B requirements. Donald said there are no changes to Gen Ed, which was the recommendation of the division.

Rafaela asked if we are going to require students to complete this in a particular time period or just by the time they are done with their AA. Donald said we have a committee that is working on the implementation of this requirement, which will most likely encourage students to complete this as early as possible.

Lisa asked if the implementation will be free. Donald said the statute is written that we have to give students the option of meeting the requirement using an existing course or an existing assessment, and there was zero funding associated with this.

Ray Oberg moved to approve; Natalie Whitcomb seconded. No further discussion; motion passed unanimously.

III.-XXI. Program Modifications: Accounting Technology, AS; Bookkeeping Operations Certificate; Business Administration, AS
Program End Term: Business Administration (Entrepreneurship); Business Administration (Healthcare Administration); Business Administration (Marketing); Business Administration (Risk Management and Insurance)
Course End Term: ACG 2001 Principles of Financial Accounting I; ACG 2011 Principles of Financial Accounting II
Course Modification: ACG 2071 Managerial Accounting; ACG 2100 Intermediate Accounting; ACG 2450 Introduction to Accounting Software; APA 2135 Bookkeeping I; APA 2136 Bookkeeping II
New Course Proposal: ACG 2021 Principles of Financial Accounting; ACG 2030 Accounting Program Capstone Course; GEB 2860 Business Administration Capstone; GEB 2940 Business Administration Internship; GEB 9999 Introduction to Hospitality
Presenter: Maria Lehoczky

Maria said the program modification for Accounting Technology AS accounts for the fact that we are ending two courses; ACG 2001 *Principles of Financial Accounting I* and ACG 2011 *Principles of Financial Accounting II* and combining them into a new course ACG 2021 *Principles of Financial Accounting*. This aligns with how 75% of the state colleges offer financial accounting, and it aligns with the State University System. ACG 2001 will end term in 2019-3, and ACG 2011 will end term in 2020-3, so students can still take these courses if they need to. Students enrolled in the Accounting Technology AS program will be notified of this change to determine how they would like to proceed.

Rafaela Ellis moved to approve; Lisa Smelser seconded. No further discussion; motion passed unanimously.

Course modification proposals for ACG 2071, ACG 2100, ACG 2450, APA 2135, and APA 2136 are to reflect the change in the prerequisite to the new course ACG 2021.

Greg Toole moved to approve; Ray Oberg seconded. No further discussion; motion passed unanimously.

Maria proposed adding the new course ACG 2030 *Accounting Program Capstone Course* to the Accounting Technology AS program curriculum. This course will make up for the difference in credits in the program and is the result of program review surveys and recommendations to have a course that combines and assesses the student's overall knowledge of accounting.

Rafaela Ellis moved to approve; Lisa Smelser seconded. No further discussion; motion passed unanimously.

Maria asked to table the program modification of the Bookkeeping Operations Certificate as it needs to align with the state curriculum frameworks, and the way it stands right now, we would be off one credit. Maria asks that we keep it as is for the next academic year until she has the opportunity to research it further.

Ray Oberg moved to approve; Greg Toole seconded. No further discussion; motion passed unanimously.

Maria said our existing Business Administration AS degree has multiple areas of specialization, and over the years, we have a limited number of students enrolling in these specialized courses. In order for students to complete their degree in a timely manner, we keep having to offer these courses every semester and then either end up with low enrollment or having to cancel some of the courses. The program modification will eliminate these specializations, make one AS in Business Administration program, and expand the number of electives students can take. Courses that are part of a specialization will now be available as elective courses. As part of the program modification, we are proposing to add a new capstone course GEB 2860 *Business Administration Capstone*, a new internship course GEB 2940 *Business Administration Internship*, and a hospitality course GEB 9999 *Introduction to Hospitality* as elective options. GEB 9999 will tie into the fact that we have a Legoland co-op experience for students, and this course can be taken as part of the co-op program.

Ray Oberg moved to approve; Rafaela Ellis seconded. No further discussion; motion passed unanimously.

XXII.-XXIV. Program Modification: Digital Media Technology (Graphic Design Specialization), AS; Digital Media Technology (Video Production Specialization), AS; Digital Media Technology (Web Production Specialization), AS
Presenter: Gregory Johnson

Our Digital Media program currently requires 63 credits, and the FDOE has capped the degree to 60 credits. After reviewing the program and courses offered, the department is proposing the removal of ART 1201C *Design I* as it is common to all three Digital Media degree specializations, does not have any prerequisites associated with it, is not required as a prerequisite by other Digital Media Program courses, and is the least disruptive to the academic progress of students. This will also reduce the program to 20 courses total or 60 credits.

Greg asked if the material covered in the course is going to be subdivided and put into other courses so students still get those skills. Gregory said, yes, DIG 2000 is our *Introduction to Digital Media* course and covers quite a number of the content areas that are covered in ART 1201C. We also have *Fundamentals of Interactive Design* that takes the principles learned in ART 1201C and converts them to a digital platform. The elements in ART 1201C are covered multiple times in other courses.

Ray asked if we have to modify the course descriptions to account for these changes. Gregory said, no, we just modify the program itself. We are actually removing a course so the program itself adjusts accordingly. Orathai believes Ray's question is that if the course content from ART 1201C is being emphasized a little bit more in other courses, do those course descriptions need to be modified. Gregory said the courses we have currently are written in a way that is very encompassing because we have to allow for flexibility in our program. Digital Media is an ever-changing realm where literally every 4-6 months we have to relearn the latest technology.

Ray Oberg moved to approve; Nikki Martin seconded. No further discussion; motion passed unanimously.

XXV.-XXXII. Course Modification: *MSL 1001 Introduction to the Army; MSL 1001L Introduction to the Army Lab; MSL 1002 Foundations of Agile and Adaptive Leadership; MSL 1002L Foundations of Agile and Adaptive Leadership Lab; MSL 2001 Leadership and Decision Making; MSL 2001L Leadership and Decision Making Lab; MSL 2002 Army Doctrine and Team Development; MSL; 2002L Army Doctrine and Team Development Lab*
Presenter: Gerene Thompson

Polk State College (PSC) and Florida Southern College (FSC) are partners in a cross-enrollment program that provides PSC students the opportunity of participating in the Army Reserve Officers' Training Corps (ROTC) Program offered through FSC's Dept. of Military Science. Students take courses at the FSC campus, and credits earned in these courses become part of the student's permanent record. Course titles and descriptions for these courses are developed at the headquarters of Fort Knox U.S. Army Cadet Command. The U.S. Army Cadet Command Curriculum is changing in the upcoming 2018-2019 academic year. The course modifications being proposed are to align the courses with these changes. Details on each can be found in Curriculog.

MSL 1001 - course title change and course description change

MSL 1001L - course title change only

MSL 1002 - course title change and course description change

MSL 1002L - course title change only

MSL 2001 - course number change and course description change

MSL 2001L - course number change only

MSL 2002 - course number change and course description change

MSL 2002L - course number change only

Captain Jeffrey Wade from FSC (the ROTC Assistant Professor of Military Science) said that Cadet Command has made changes to the curriculum over the past few years, and we are now trying to play catchup aligning the courses with what they have actually put out. Most of

the changes are either adding or removing a class from the course to adjust for what they expect at a certain MSL level.

Donald said he thought we changed the course numbers because we cannot have 1001 and 2001; it is the same course and will not work. After further discussion, it was determined that the 2001, 2001L, 2002, and 2002L numbers need to be changed to 2101, 2101L, 2102, and 2102L. Gerene asked if we could approve these courses with the modification of changing the course numbers to the correct ones, and the group agreed.

Gregory Johnson moved to approve; Earl Brown seconded. No further discussion; motion passed unanimously with noted corrections.

**XXXIII. Course Modification: *BSC 1084C Basic Anatomy and Physiology*
Presenter: Cynthia Freitag**

Last April or May, the science faculty on both campuses met to discuss BSC 1084C *Basic Anatomy and Physiology*, which is a one-semester class we teach that is required for students going into the Paramedic program or for students who want to get ready for taking A&P I and A&P II, which are two-semester classes. The proposed change is to add language to the course description so students will understand the differences in the courses. The language added to the course description is that this course is not a substitute for A&P I (BSC 2085) and A&P II (BSC 2086C). Students who have successfully completed A&P I or A&P II with a grade of C or better may not enroll in BSC 1084C. Additionally, BSC 1084C cannot be used as a substitute for these other two courses when required for a specific program of study. We realized late last year that we had neglected to get it to the final AQC meeting in time to make the change in the catalog for this year, so that language has been added in Passport on both the Winter Haven and Lakeland classes as a scheduling note. We wanted to follow-up by bringing it to AQC and getting the changes made in the course catalog.

Maria asked if we are going to leave the scheduling note in Passport. Cindy said we probably will leave the note in Passport, but we also wanted to make sure we got it changed in the actual course description, which has to be approved by AQC.

Ben asked if the A&P I course will satisfy all the requirements that the basic course would. For example, if a student took A&P I and passed with a C, but thinks that is terrible, so the student is changing his/her program, and the new program only requires the basic anatomy, so the student doesn't want to take A&P II, what would a student need to do? Sylvester answered by saying the student can be given the option of taking either-or, and normally what we do is encourage the student to take A&P II. Cindy said she thinks the faculty felt strongly that it was not appropriate for students who had successfully passed both A&P I and A&P II to go back and take basic A&P as a way to make an easy A. The Bachelor in Nursing degree requires another BSC, chemistry or physics class, beyond what they have taken as a prerequisite for the RN program. In reality, most of our students take *Biological Issues*, which is a three-credit non-lab class, and so far no one has decided to go back and take basic A&P as a four-credit option.

Maria Lehoczky moved to approve; Ray Oberg seconded. No further discussion; motion passed unanimously.

Orathai said you can look forward to communications from Yvonne Velez and Donald Painter going forward.

Ray Oberg made a motion to adjourn the meeting; Earl Brown seconded. Meeting adjourned: 3:53 p.m.