POLK STATE COLLEGE

AQC MINUTES

Meeting:	Academic Quality Council
Date/Time:	March 22, 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, Susan Moerschbacher, Anna Butler, Greg Toole, Natalie Whitcomb, Cynthia Freitag, Norma Gaddy, Ray Oberg, Maria Lehoczky, Christen Shea, Nicki Martin
Attending Resource Members:	Donald Painter, Sylvester Little, Larry Pakowski, Ronshetta Howell
Other Faculty/Staff:	Gerene Thompson, Cliff Bennett, John Huff, Patty Linder, Sandra Ward

Welcome
Orathai welcomed everyone. A quorum was reached at 3:06 p.m.

I.   Approval of Minutes from January 18, 2018:

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

II.-IX.   Program Modification: Criminal Justice, AS; Criminal Justice, BS; and Public Safety Management Advanced Technical Certificate
Course End Term: DSC 4013 *Homeland Security and Criminal Justice*
Course Modifications: CJJ 4015 *Law Enforcement and Juvenile Crime*; **DSC 4012** *Terrorism and Homeland Security*
New Course Proposal: CJL *3133 Criminal Evidence and Procedures*; **CJL 4315** *Criminal Trial Seminar*
Presenter: Chris Shea

Chris Shea proposed a modification to the Criminal Justice AS program. Currently, students can choose one elective class. This proposal is to add ASC 2560 *Introduction to Unmanned Aircraft Systems* as an elective to this program. This course covers drone usage as well as legal and security issues relating to the operation of drones. This is a hot topic in Criminal Justice, and we are hoping that students will gain FAA certification to operate drones legally after completing the course. Students in the BS degree program will also be able to choose this as one of 18 lower-level technical credits should they enter the BS degree program with an AA degree.

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

There are multiple proposed changes for the Criminal Justice BS program which are covered in the program modification. Students who enter this degree program with an AA degree are required to take 18 lower-level technical courses. The catalog narrative states that these courses must be CCJ or CJL prefix courses. This proposal seeks to change the language to allow students to choose any of our lower-level Criminal Justice courses within the AS program to fulfill this requirement. Many students have interest in courses that have a prefix of CJC or CJE (particularly those interested in corrections, probation, and investigation), but they are not able to take them, and they are not covered by financial aid.

The second proposal is to add two elective courses in criminal law: CJL 3133 *Criminal Evidence and Procedures* and CJL 4315 *Criminal Trial Seminar*. There is a request by students for law classes. Currently, there are no elective classes in the BS degree that are law specific. The Criminal Justice system is comprised of law enforcement, corrections, and the court, so we would like to provide them some elective opportunities about on the court.

The third proposal is to combine DSC 4012 *Terrorism* and DSC 4013 *Homeland Security* into one course and then to end term DSC 4013. Course DSC 4012 would be renamed DSC 4012 *Terrorism and Homeland Security* and will be an elective course. The course objectives are inter-related and the same textbook is used for both courses.

The last proposal to the BS program is to change the title, prefix, and number of CJJ 4015 *Law Enforcement and Juvenile Crime* to CJE 4015 *Juvenile Crime and Delinquency*. This would help students in searching for the course because it would be a common course number. We have no other courses in the program that have a CJJ prefix. Also, the title does not match the course description or the course objectives which cover juvenile delinquency.

Regarding the combining of DSC 4012 and DSC 4013, Sylvester Little asked if a student took the revised DSC 4012, would the student miss some of the content from the end-termed course. Chris replied that they would not because the content is combined into the new course. If they did not take either one of the courses, all of the course material would be combined into this course. If they took one or the other of the courses, they will have a head start because half the content will have already been covered in one or the other. Sylvester asked what would be the number of students this might affect in the program at this point. Chris replied that current enrollment in both of these courses are around 7-8 per term. Her hope is that combining these courses will increase enrollment.

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

The last proposal modification is for an 18-credit Advanced Technical Certificate (ATC) in Public Safety Management that is being coordinated by Maria Lehoczky under the BAS program. It was originally created to fall under the Public Safety Management concentration of BAS Supervision and Management. That concentration has already been end termed. Currently, students obtain this certificate transition into the BAS in Supervision and Management with a concentration in Public Administration. The proposal recommends that this ATC be moved under the Criminal Justice program, and the proposal is modifying it from 18 credits to 12 credits. All the courses within the proposed 12-credit ATC are already approved by AQC, and the State of Florida requires an ATC to

be integrated into a BS program. By lowering it to 12 credits, it will give students the option to either integrate into the current BAS in Supervision and Management or to choose the BS in Criminal Justice.

Sandra Ward asked if we have already received the state approval for the credit hour change. Chris replied no. She said the first step is to bring this change to AQC for approval, and then we will submit for financial aid approval. Donald said we may have to go to SACSCOC because we are cutting out 33% of hours, so he thinks it requires a substantive change prospectus. He will investigate and follow up with Chris.

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

X.-XXIV.   Program Modification: Network Systems Engineering Technology, AS
Course End Term: CET 2622C *Scaling and Connecting Networks*; CET 2660C *Computer Network Security Fundamentals*; CTS 2371C *Virtualizing the Datacenter II (Optimize and Scale VMWare Vsphere V6.0)*; CTS 2376C *Cloud Essentials and Network Security*; CTS 2390C *Installing and Configuring Windows Server 2012*; CTS 2391C *Administering Windows Server 2012*; CTS 2392C *Configuring Advanced Windows Server 2012*;
New Course Proposal: CET 2615C *Scaling Networks*; CET 2620C *Connecting Networks*; CTS 9991C *Installation, Storage, and Configuration with Windows Server 2016*; CTS 9992C *Networking with Windows Server 2016*; CTS 9993C *Identity with Windows Server 2016*; CTS 9998C *Firewall Services and Cybersecurity Essentials*; CTS 9999C *CCNA Security*
Presenter: Cliff Bennett and John Huff

Cliff Bennett proposed two new courses: CET 2615C *Advanced Router Technology* and CET 2620C *Advanced Network Design Concepts*. These are being offered because Cisco has changed its curriculum in such a way that we can no longer combine the two courses into one course. The course we are going to replace is CET 2622C *Scaling and Connecting Networks*. In order to keep the hours the same, we have modified the program to add Cisco's two new courses CET 2615C and CET 2620C, and end term the VMWare course CTS 2371C *Virtualizing the Datacenter II*. This will not affect our students because we taught out CET 2622C last fall, so no students are going to fall into this new category.

Cliff proposed three new courses, CTS 9991C *Installation, Storage, and Configuration with Windows Server 2016*; CTS 9992C *Networking with Windows Server 2016*; and CTS 9993C *Identity with Windows Server 2016*, which are the new Microsoft 2016 server exam courses. These are temporary course numbers until the state announces the new numbers. They will replace the 2012 server courses we currently have in place, which are CTS 2390C, CTS 2391C, and CTS 2392C. They will have the same number of credit hours; we are only updating the courses.

The next new course proposal is CTS 9998C *Firewall Services and Cybersecurity Essentials*. We previously had a cloud course that wasn't sufficient, so we had to build a new course, which is a combination of cloud technologies and new cyber security. This course is replacing CTS 2376C *Cloud Essentials and Network* Security. There will be no change in hours.

The last course proposal is CTS 9999C *CCNA Security*, which is going to replace course CET 2660C *Computer Network Security Fundamentals*. This course provides enhanced training in Certified Cisco Entry Networking Technician (CCENT) skillsets that help individuals meet the demands of network security professionals. We will have to teach out two of the Microsoft courses, CTS 2391C and CTS 2392C, by spring of next year.

Rafaela Ellis asked how frequently changes occur from the manufacturer that are going to require us to change our courses. Cliff said our entire program is built on certification exams. Manufacturers end the old certification exams forcing us to transition to the new certification exam requirements. Since our program deals with a lot of manufacturers, we are constantly updating a product line.

Regarding the course end terms, Cynthia Freitag asked if Cliff is setting the dates to allow for teaching out. Cliff said yes; he timed them to end at the current tracks. For the two Microsoft courses we are teaching out, one will end in the fall 2018, and the other will end in spring 2019. We have already instituted the new courses to start in the summer, so all new incoming students will take the new courses.

Anna Butler asked if a student fails the course, does the student have to start the sequence over. Cliff said if they fail, we will have to allow them to substitute.

Sylvester Little asked what is the timeline for the course numbering for these courses. Cliff said we usually see about a 2-3 week turnaround. We are going to have use these 999 numbers right away as the high school programs are automatically registering. We will use the 999 numbers for registration purposes, but then we will have to change them as soon as we get the new numbers from the state. Donald said we are going to have to wait until the State Course Numbering System (SCNS) bounces numbers back. Donald and Cliff will talk offline about this.

Anna Butler moved to approve; Rafaela Ellis seconded. No further discussion; motion passed unanimously.

XXV.-XXVIII. Program Modifications: Early Childhood Education, BS; Elementary Education, BS
    Course End Term: EEC 4219 *Integrated Science, Math, and Technology in Early Childhood II*
    Modification: EEC 4940 *Internship in Early Childhood Education*
    Presenter: Patty Linder

Patty proposed to end term course EEC 4219 *Integrated Science, Math, and Technology in Early Childhood II*. This course has never been scheduled as an open course. Because this course was just a deeper dive into the same content as EEC 4211 *Integrated Science, Math, and Technology in Early Childhood I*, we thought it would be a good place to gain some credit hours that we need on another proposal. This will not impact student progression.

Maria Lehoczky moved to approve; Cynthia Freitag seconded. No further discussion; motion passed unanimously.

Patty proposed to modify course EEC 4940 *Internship in Early Childhood* Education, which is the internship course that will be offered in fall 2018 for the first time. We did not realize as we wrote the dual internship program for the Elementary Program and the Early Childhood Program that there

would be a good reason to keep the total hours the same and make that a parallel situation. It was brought to our attention that if Early Childhood only has a course load of 9 credit hours, students would not qualify for financial aid during their final semester. Elementary Education has 12 credit hours. We recommend that we roll the three credit hours we gained by end terming EEC 4219 into the internship course and increase it from 6 to 9 credit hours.

Anna Butler asked if it was common in other programs to have the internship be 9 credit hours. Patty said no; some institutions have internships as 12 credit hours. Typically, they range from 9 to 15 credit hours. The modification is a change in practicum hours.

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

The program modification for Early Childhood Education is a combination of changes. Earlier in the year we end termed some courses, and it was brought to our attention at the last AQC meeting that we need to show those changes with a program modification. It lists that we end termed two courses in Early Childhood that have been replaced by a course that is already offered in the Elementary Education program, and this needs to be reflected in the catalog. In addition, there was one other catalog update that we need to make based on a change in the Florida Common Prerequisite Manual. It moved from 3 required prerequisites to just 1 for first-time-in-college students as of this fall.

Sandra Ward said she was unable to find course EDP 4502 but found EDP 4503. After further review, it was noted that the correct course should be EDP 4503.

Christen Shea moved to approve; Anna Butler seconded. No further discussion; motion passed unanimously.

The final program modification is for Elementary Education. It is simply to provide the same update that was part II of the Early Childhood program regarding the prerequisite requirements noted above.

Christen Shea moved to approve; Ray Oberg seconded. No further discussion; motion passed unanimously.

Anna Butler noted an error in the wording of the proposed action for the Elementary Education program modification. The word "during" in the second sentence of the proposed action should be "before."

**XXIX.-XXX. Course Modifications: NUR 1051C *Health Professional to RN: Transition I*; NUR 2321C *Health Professional to RN: Transition II*
Presenter: Norma Gaddy**

Norma Gaddy proposed to modify course NUR 1051C *Health Professional to RN: Transition I* and NUR 2321C *Health Professional to RN: Transition II* by increasing the course credits from 9 credits to 10 credits to absorb one of the credits released during changes to the Polk State Anatomy and Physiology course. This change was approved last year by AQC for the Generic Nursing program, so we just have to change it for the Transition program because we only admit one time per year in August.

Maria Lehoczky moved to approve; Rafaela Ellis seconded. No further discussion; motion passed unanimously.

Orathai said after concurring with Donald, they realized there should have been a program modification for the AS Nursing Transition track. We are going to do this separately in consideration of the course modifications. The general education requirement will decrease to 23 credits, and the program requirements will increase to 49 credits. Donald explained that this basically approves a program modification to match the approved course modification proposal.

Christen Shea made a motion to adjourn the meeting; Earl Brown seconded. Meeting adjourned at 3:45 p.m.

Our next meeting is April 16, which is the final meeting for the academic year.