POLK STATE
COLLEGE

Bachelor of Applied Science
Supervision and Management

Application to Add Concentrations

April 2011

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The Florida College System

Application to Add or Modify Concentration(s) to an

Existing Baccalaureate Degree Program

Institution: Polk State College

Baccalaureate Degree Contact:

Name: Kenneth Ross
Title: VP for Academic and Student Services
Phone: 863-292-3605
E-mail: KRoss@polk.edu

Degree Type (BS, BAS, other): BAS

Degree Title: Supervision and Management

List of Current Concentration(s) in Program *(if appropriate)***:**
- **Business Administration**
- **Public Administration**
- **Public Safety Management**

List of Concentration(s) after Proposed Change:
- **Business Administration**
- **Public Administration**
- **Public Safety Management**
- **Healthcare Administration**
- **Business Information Technology**

Total Number of Credit Hours in Program: 120

Six-Digit CIP Code *(Same as current CIP/Track)***: 52.0299**

Planned Implementation Date for New Concentration(s):
- **Healthcare Administration – August 2011**
- **Business Information Technology – August 2012**

Board of Trustees Approval Date of Added/Modified Concentration(s): January 24, 2011

President's Signature: _____   **Date:_____** **April 19, 2011**

Dr. Eileen Holden

(Affirms compliance and accuracy)

Rationale for Adding Concentrations to an Existing Program

A. Description of Current Program and Any Existing Concentrations

Current Program

The Bachelor of Applied Science in Supervision and Management at Polk State College (PSC) currently has three areas of concentration: Business Administration, Public Administration, and Public Safety Management. The degree is administered by a dedicated program director.

The Bachelor of Applied Science (BAS) program articulates 42 hours of associate degree courses. In addition, the program includes 36 hours of General Education courses, 21 hours of program core courses common to all three concentration areas, and 21 hours of courses specific to the concentration area. These courses total the 120 hours required for baccalaureate degree completion. The current program outline by concentration can be found in the subsequent Tables A-1 through A-7. The BAS in Supervision and Management is included among the programs listed in the 2010-2011 Common Prerequisite Manual[1] as CIP code 52.0299, with no common prerequisites listed for the program.

The program core courses provide the student a broad background in organizational behavior, decision making, strategic planning, professional ethics, human resource management, and leadership. The program concentration areas include courses that prepare students for a career in each specific field, culminating in a capstone course taken in the final term that is designed to integrate the material presented in each concentration and enable students to apply and reinforce program learning outcomes.

Admission to this program requires an AS or AA degree (or the equivalent) from a regionally accredited school or college, and at least a 2.0 grade point average on a 4.0 point scale. If the student's associate's degree is from a non-regionally accredited institution, but one that is accredited by a body that is recognized by the U.S. Department of Education, a course-by-course evaluation is done according to Polk State College's transfer practices and policies.

Polk State College's BAS program is offered as a year-round program, with courses scheduled during all three major terms: fall, spring, and summer. The program offers the courses in eight-week blocks, thus two blocks per semester. This allows full-time students to take two courses at one time during each eight-week block, and enables students to focus their efforts on two subjects, rather than four, during a given period of study. A majority of the BAS students tend to consistently take four courses per semester.

The program is offered to students in a variety of formats designed to provide access for non-traditional and working students. The General Education courses are currently offered in both face-to-face and online formats. The program's upper-division courses are offered as hybrid classes, where part of the instruction is offered in a face-to-face format, and part is offered in an online format. The hybrid format accommodates the varied schedules of adult students. Since the inception of the program, approximately 15% of the upper-division courses have also been offered in a fully online format due to student demand and work schedule constraints in the Public Safety Management concentration.

For the hybrid classes, face-to-face meetings are held in the evenings and during the weekends. The face-to-face portion of the program's upper-division courses are scheduled on all of the college's campuses and centers. The number of courses scheduled at the various locations is dictated by student demand.

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[1] 2010-2011 *Common Prerequisite Manual*:
https://facts23.facts.org/florida/facts/Home_Page/Counselors_and_Educators/Advising_Manuals/Common_Prerequisite_Manual

Reason for Proposal

Since the inception of the program, the community has positively responded to the BAS degree. Initial enrollment into the Bachelor of Applied Science in Supervision and Management program was 157 students during the first term the program was offered (Spring Term 2010). Student enrollment in the program has continued to grow to a current enrollment figure of 268 students for Spring Term 2011.

Requests for the two proposed concentrations came from a variety of sources. As described in more detail later, program directors for allied health associate degrees at Polk State College requested the Healthcare Administration concentration for their graduates who wished to move into healthcare management. The BAS program director also received several inquiries from prospective students about the possibility of a healthcare-related concentration of study.

The initial request for the Business Information Technology concentration came from the advisory committee for the associate-level computer degrees at Polk State. Both programs are intended to meet an employment need in our community. Based upon these inquiries, a needs analysis was conducted during the summer of 2010. The results of this needs analysis can be found on pages 17-23. Based on the survey results, it was determined that the following concentrations should be added to the BAS Supervision and Management degree: Healthcare Administration and Business Information Technology.

The proposed concentrations of Healthcare Administration and Business Information Technology will follow the current program outline, course offering structure, and delivery method. The face-to-face portion of the new concentration courses will be offered nights and weekends, continuing to accommodate the needs of working-adult students. The face-to-face meeting locations of the courses will be scheduled based upon student demand.

Current Program Curriculum

Table A-1
Overview of Current BAS Program

BAS - Supervision and Management			
Courses from AS Degree + General Education			
		Credits	TOTAL
Courses from AS degree		42	**42**
General Education Courses		36	**36**
Upper Division Common Core Courses			
Course Number	Course Title	Credits	
GEB 3214	Communications in Business	3	
GEB 4891	Strategic Planning and Management	3	
MAN 3063	Ethical Issues in Organizations	3	
MAN 3240	Organizational Behavior	3	
MAN 4301	Human Resource Management	3	
MAN 4301	Leadership and Management Practices	3	
MAN 4504	Operational Decision Making	3	**21**

Course Number	Course Title	Credits	TOTAL
Business Administration			
Concentration Area Courses			
ACG 3024	Accounting for Non-Financial Majors	3	
BUL 3310	Legal Issues in Business	3	
FIN 3403	Financial Management	3	
MAN 4162	Customer Relations in Business	3	
MAR 4802	Managerial Marketing	3	**15**
Concentration Area Elective (student selects 1 course)			
GEB 3356	International Business	3	
GEB 4376	Entrepreneurial Management	3	
ISM 4011	Management Information Systems	3	**3**
Capstone Course			
MAN 4900	Capstone Experience: Business Administration	3	**3**
Public Administration			
Concentration Area Courses			
PAD 4204	Financial Management in the Public Sector	3	
PAD 4414	Human Resource Management in the Public Sector	3	
PAD 4152	Changing Environment of Society, Business, and Government	3	
PAD 4806	Foundations of Public Administration	3	
PAD 4874	Public Sector Community Relations	3	**15**
Concentration Area Elective (student selects 1 course)			
PAD 4604	Regulatory Policy and Administration Law for the Public Sector	3	
DSC 3079	Foundations of Public Safety	3	**3**
Capstone Course			
PAD 4879	Capstone Experience: Public Administration	3	**3**
Public Safety Management			
Concentration Area Courses			
PAD 4204	Financial Management in the Public Sector	3	
PAD 4414	Human Resources Management in the Public Sector	3	
DSC 3079	Foundations of Public Safety	3	
PAD 4393	Critical Incident Management	3	
PAD 3820	Public Safety System Integration	3	**15**
Concentration Area Elective (student selects 1 course)			
PAD 4874	Public Sector Community Relations	3	
PAD 4806	Foundations of Public Administration	3	
PAD 4932	Contemporary Issues in Public Safety Management	3	
PAD 4152	Changing Environment of Society, Business, and Government	3	**3**
Capstone Course			
PAD 4878	Capstone Experience: Public Safety Management	3	**3**
TOTAL		**120**	

Table A-2

Curriculum: Business Administration Concentration

Business Administration			
Courses from AS Degree + General Education			
		Credits	**TOTAL**
Courses from AS degree		42	**42**
General Education Courses		36	**36**
Upper Division Common Core Courses			
Course Number	**Course Title**	**Credits**	
GEB 3213	Communications in Business	3	
GEB 4891	Strategic Planning and Management	3	
MAN 3063	Ethical Issues in Organizations	3	
MAN 3240	Organizational Behavior	3	
MAN 4301	Human Resource Management	3	
MAN 3303	Leadership and Management Practices	3	
MAN 4504	Operational Decision Making	3	**21**
Concentration Area Courses			
ACG 3024	Accounting for Non-Financial Majors	3	
BUL 3310	Legal Issues in Business	3	
FIN 3403	Financial Management	3	
MAN 4162	Customer Relations in Business	3	
MAR 4802	Managerial Marketing	3	**15**
Concentration Area Elective (student selects 1 course)			
GEB 3356	International Business	3	
GEB 4376	Entrepreneurial Management	3	
ISM 4011	Management Information Systems	3	**3**
Capstone Course			
MAN 4900	Capstone Experience: Business Administration	3	**3**
TOTAL		**120**	

Table A-3

Course Sequence: Business Administration

	Term One		
Course Number	**Course Title**	**Prerequisite Course**	**Credits**
GEB 3213	Communications in Business	ENC 1101	3
MAN 3063	Ethical Issues in Organizations	None	3
GEN ED	General Education	As required	3
GEN ED	General Education	As required	3
Term One Total			**12**
	Term Two		
Course Number	**Course Title**	**Prerequisite Course**	**Credits**
MAN 3303	Leadership and Management Practices	None	3
ACG 3024	Accounting for Non-Financial Majors	None	3
GEN ED	General Education	As required	3
GEN ED	General Education	As required	3
Term Two Total			**12**
	Term Three		
Course Number	**Course Title**	**Prerequisite Course**	**Credits**
MAN 3240	Organizational Behavior	None	3
FIN 3403	Financial Management	ACG 3024 or ACG 2071	3
GEN ED	General Education	As required	3
GEN ED	General Education	As required	3
Term Three Total			**12**
	Term Four		
Course Number	**Course Title**	**Prerequisite Course**	**Credits**
MAN 4301	Human Resource Management	MAN 3303	3
MAN 4504	Operational Decision Making	None	3
BUL 3310	Legal Issues in Business	None	3
	Business Concentration Elective	None	3
Term Four Total			**12**
	Term Five		
Course Number	**Course Title**	**Prerequisite Course**	**Credits**
MAN 4162	Customer Relations in Business	None	3
MAR 4802	Managerial Marketing	None	3
GEB 4891	Strategic Planning and Management	MAN 4504	3
MAN 4900	Capstone Experience: Business Administration	Permission of Program Director	3
Term Five Total			**12**

Table A-4

Curriculum: Public Administration Concentration

Public Administration			
Courses from AS Degree + General Education			
		Credits	**Total**
Courses from AS degree		42	**42**
General Education		36	**36**
Upper Division Common Core Courses			
Course Number	**Course Title**	**Credits**	
GEB 3213	Communications in Business	3	
GEB 4891	Strategic Planning and Management	3	
MAN 3063	Ethical Issues in Organizations	3	
MAN 3240	Organizational Behavior	3	
MAN 4301	Human Resource Management	3	
MAN 3303	Leadership and Management Practices	3	
MAN 4504	Operational Decision Making	3	**21**
Concentration Area Courses			
PAD 4204	Financial Management in the Public Sector	3	
PAD 4414	Human Resource Management in the Public Sector	3	
PAD 4152	Changing Environment of Society, Business, and Government	3	
PAD 4806	Foundations of Public Administration	3	
PAD 4874	Public Sector Community Relations	3	**15**
Concentration Area Elective (student selects 1 course)			
PAD 4604	Regulatory Policy and Administration Law for the Public Sector	3	
DSC 3079	Foundations of Public Safety	3	**3**
Capstone Course			
PAD 4879	Capstone Experience: Public Administration	3	**3**
Total		**120**	

Table A-5

Course Sequence: Public Administration

Term One			
Course Number	**Course Title**	**Prerequisite Course**	**Credits**
GEB 3213	Communications in Business	ENC 1101	3
MAN 3063	Ethical Issues in Organizations	None	3
GEN ED	General Education	As required	3
GEN ED	General Education	As required	3
Term One Total			**12**
Term Two			
Course Number	**Course Title**	**Prerequisite Course**	**Credits**
MAN 3303	Leadership and Management Practices	None	3
PAD 4806	Foundations of Public Administration	None	3
GEN ED	General Education	As required	3
GEN ED	General Education	As required	3
Term Two Total			**12**
Term Three			
Course Number	**Course Title**	**Prerequisite Course**	**Credits**
MAN 3240	Organizational Behavior	None	3
PAD 4152	Changing Environment of Society, Business, and Government	None	3
GEN ED	General Education	As required	3
GEN ED	General Education	As required	3
Term Three Total			**12**
Term Four			
Course Number	**Course Title**	**Prerequisite Course**	**Credits**
MAN 4301	Human Resource Management	MAN 3303	3
MAN 4504	Operational Decision Making	None	3
PAD 4874	Public Sector Community Relations	None	3
	Public Administration Concentration Elective	None	3
Term Four Total			**12**
Term Five			
Course Number	**Course Title**	**Prerequisite Course**	**Credits**
PAD 4806	Foundations of Public Administration	None	3
PAD 4204	Financial Management in the Public Sector	None	3
PAD 4414	Human Resource Management in the Public Sector	None	3
GEB 4891	Strategic Planning and Management	MAN 4504	3
PAD 4879	Capstone Experience: Public Administration	Permission of Program Director	3
Term Five Total			**12**

Public Safety Management			
Courses from AS Degree + General Education			
		Credits	Total
Courses from AS degree		42	**42**
General Education		36	**36**
Upper Division Common Core Courses			
Course Number	**Course Title**	**Credits**	
GEB 3213	Communications in Business	3	
GEB 4891	Strategic Planning and Management	3	
MAN 3063	Ethical Issues in Organizations	3	
MAN 3240	Organizational Behavior	3	
MAN 4301	Human Resource Management	3	
MAN 3303	Leadership and Management Practices	3	
MAN 4504	Operational Decision Making	3	**21**
Concentration Area Courses			
PAD 4204	Financial Management in the Public Sector	3	
PAD 4414	Human Resources Management in the Public Sector	3	
DSC 3079	Foundations of Public Safety	3	
PAD 4393	Critical Incident Management	3	
PAD 3820	Public Safety System Integration	3	**15**
Concentration Area Elective (student selects 1 course)			
PAD 4874	Public Sector Community Relations	3	
PAD 4806	Foundations of Public Administration	3	
PAD 4932	Contemporary Issues in Public Safety Management	3	
PAD 4152	Changing Environment of Society, Business, and Government	3	**3**
Capstone Course			
PAD 4878	Capstone Experience: Public Safety Management	3	**3**
Total		**120**	

Table A-7

Course Sequence: Public Safety Management

Term One			
Course Number	**Course Title**	**Prerequisite Course**	**Credits**
GEB 3213	Communications in Business	ENC 1101	3
MAN 3063	Ethical Issues in Organizations	None	3
GEN ED	General Education	As required	3
GEN ED	General Education	As required	3
Term One Total			**12**
Term Two			
Course Number	**Course Title**	**Prerequisite Course**	**Credits**
MAN 3303	Leadership and Management Practices	None	3
DSC 3079	Foundations in Public Safety	None	3
GEN ED	General Education	As required	3
GEN ED	General Education	As required	3
Term Two Total			**12**
Term Three			
Course Number	**Course Title**	**Prerequisite Course**	**Credits**
MAN 3240	Organizational Behavior	None	3
PAD 3820	Public Safety System Integration	None	3
GEN ED	General Education	As required	3
GEN ED	General Education	As required	3
Term Three Total			**12**
Term Four			
Course Number	**Course Title**	**Prerequisite Course**	**Credits**
MAN 4301	Human Resource Management	MAN 3303	3
MAN 4504	Operational Decision Making	None	3
PAD 4393	Critical Incident Management	DSC 3079	3
	Public Safety Concentration Elective	None	3
Term Four Total			**12**
Term Five			
Course Number	**Course Title**	**Prerequisite Course**	**Credits**
PAD 4204	Financial Management in the Public Sector	None	3
PAD 4414	Human Resource Management in the Public Sector	None	3
GEB 4891	Strategic Planning and Management	MAN 4504	3
PAD 4878	Capstone Experience: Public Safety Management	Permission of Program Director	3
Term Five Total			**12**

B. Planning Process

Internal Processes and Meetings

Healthcare Administration

An upper-level program related to healthcare administration was first suggested by several of the program directors for the allied health associate degrees at Polk State College because graduates of their programs had contacted them noting that they needed a bachelor's degree either for promotion into management or acceptance into professional programs, such as a doctor of physical therapy program.

Knowing that other state colleges in Florida offer a concentration in Healthcare Administration either as part of their Bachelor of Applied Science in Supervision and Management degree or as a stand-alone degree, the District Dean of Academic and Student Services, who works with the workforce programs, convened a group of college stakeholders to examine the possibility of adding a similar concentration to Polk State's BAS in Supervision and Management. This group included the BAS program director and the directors of the allied health associate degree programs. All concurred that a concentration in Healthcare Administration in the BAS degree program would meet a need in Polk County.

So, the District Dean asked the allied health program directors to discuss the idea with the members of their advisory committees. Feedback from the advisory committees was positive. In addition, the idea was discussed with the Business Administration Advisory Committee that serves the BAS degree program and the business faculty. (Supplemental Materials: Health Information Management, Respiratory Care, and Medical Office Administration Advisory Committee minutes; Business Advisory Committee Minutes)

The idea was further discussed at Polk State College Workforce Education Quality Council meetings on July 17, 2009, and March 5, 2010. This group includes the program directors of all workforce programs at Polk State, including the BAS degree. (Supplemental Materials: WEQC Minutes of July 17, 2009 and March 5, 2010)

The BAS Program Director assembled a working committee that included several allied health program directors in July 2010 to discuss the idea of a concentration in Healthcare Administration in more detail. At this meeting, the group developed a needs-assessment survey instrument, discussed how the concentration would fit into the existing BAS degree, and suggested possible courses to include in the Healthcare Administration concentration by reviewing similar programs at other Florida state colleges and incorporating local needs.

In August 2010, the Vice President for Academic and Student Services requested permission from the Polk State College District Board of Trustees (DBOT) to pursue a needs assessment to determine whether employer needs and student interest supported moving forward with a concentration in the Bachelor of Applied Science in Supervision and Management related to Healthcare Administration.

The DBOT approved this request, and the needs assessment was conducted in September and October 2010. (Supplemental Materials: DBOT Minutes, August 23, 2010)

In January 2011, the Vice President for Academic and Student Services presented the needs assessment results to the DBOT and requested permission to offer the concentration in Healthcare Administration.

The DBOT granted approval of the addition of the Healthcare Administration concentration to the BAS Supervision and Management degree. (Supplemental Materials: DBOT Minutes, January 24, 2011)

Business Information Technology

An upper-level program related to information technology was originally suggested by Computer Advisory Committee members in August 2009. On August 17, 2009, the College convened a meeting of advisory committee members for its three computer-related associate degree programs: Computer Systems Analysis, Computer Networking, and Digital Media/Multimedia. During the course of the meeting, subcommittees formed to work on various projects. The Computer Information Systems (CIS) Subcommittee was charged with reviewing the possibility of a bachelor-level program. It was noted that companies in all lines of business including production, manufacturing, retail, healthcare, and education need experienced information technology staff, especially as Polk County moves from an agriculture-based economy to a technology-based economy. (Supplemental Materials: Advisory Committee Minutes, August 17, 2009)

The CIS Subcommittee met on multiple occasions in the fall of 2009 and then presented a proposal to Polk State College computer program directors as well as the director of the BAS program in November 2009. The three advisory committees reconvened on February 25, 2010, where Polk State College program directors had the opportunity to share their thoughts on the proposed bachelor program. After a lengthy discussion, it was decided that the best fit for the College would be to add a computer-related concentration to its current Bachelor of Applied Science degree in Supervision and Management. The committee asked that the concentration focus on business intelligence tools and information mining in order to prepare graduates who can create business intelligence solutions for improving work processes and business decision making. (Supplemental Materials: Computer Advisory Committee Minutes, February 25, 2010)

During the curriculum review process, changes were also suggested for the AS in Computer Systems Analysis that would allow students to move seamlessly from this degree into the proposed BAS concentration. These changes to the associate degree program were approved by the college's curriculum committee in spring 2010 and became effective for the fall 2010 semester. The CIS Subcommittee met again on July 27, 2010, to finalize the suggested curriculum. At each stage of development, the program director consulted with the Computer Systems program faculty for input and suggestions. During the fall of 2010, one of the faculty members in the Computer Systems Analysis program developed the course outlines for each of the proposed courses. (Supplemental Materials: CIS Subcommittee Minutes, July 27, 2010)

The idea of an information technology-related concentration in the BAS program was also discussed at Polk State College Workforce Education Quality Council meetings on July 17, 2009, and March 3, 2010. This group includes the program directors of all workforce programs at Polk State, including the BAS degree program. (Supplemental Materials: WEQC Minutes, July 17, 2009 and March 5, 2010)

In August 2010, the Vice President for Academic and Student Services requested permission from the Polk State College District Board of Trustees (DBOT) to pursue a needs assessment to determine whether employer needs and student interest supported moving forward with a concentration in the Bachelor of Applied Science in Supervision and Management related to information technology. The DBOT approved this request, and the needs assessment was conducted in September and October 2010. (Supplemental Materials: DBOT Minutes, August 23, 2010)

In January 2011, the Vice President for Academic and Student Services presented the needs assessment results to the DBOT and requested permission to offer the concentration in Business Information Technology.

The DBOT granted approval of the addition of the Business Information Technology concentration to the BAS Supervision and Management degree. (Supplemental Materials: DBOT Minutes January 24, 2011)

Healthcare Administration

On December 8, 2010, Polk State College met with officials from the local state university, the University of South Florida-Polytechnic (USF-P), about a possible duplication of effort regarding the two new concentrations proposed for Polk State's BAS degree: Business Information Technology and Healthcare Administration. USF-P had no issues with Polk State College offering the proposed Healthcare Administration concentration because USF-P currently does not offer and is not planning to offer any similar programs.

In July 2010, the District Dean of Academic and Student Services and program directors for several Polk State College programs met with Dr. Kaye Hixon, Administrative Vice-President for Winter Haven Hospital, and discussed the proposed concentration in Healthcare Administration for the BAS degree. She was very supportive of this new concentration and felt it would be of interest to the hospital as an employer and to her employees as prospective students.

Business Information Technology

On December 8, 2010, Polk State College met with officials from the local state university, the University of South Florida-Polytechnic (USF-P), about a possible duplication of effort regarding Polk State's two new concentrations proposed for the BAS degree: Business Information Technology and Healthcare Administration.

The Vice President for Academic and Student Services discussed the nature of the proposed BAS program concentration that would focus primarily on business information technology. Polk State College will focus on business intelligence, and the program will be primarily marketed to Polk County residents. USF-P does have two computer-related programs in the planning stages; however, they will be headed in different directions than Polk State's proposed programs. Both parties agreed that neither of their planned programs will be duplicative in content. Furthermore, USF-P's focus is on a national and global market of attracting students and job placement, while Polk State's focus is on its mission of preparing a highly-skilled, well-qualified workforce within the proximity of Polk County.

Related Programs

Healthcare Administration

There is minimal competition or duplication of effort for the healthcare administration concentration. The other public institution in the region, University of South Florida-Polytechnic (USF-P), does not offer a healthcare management program. Of the private institutions in the area, Warner University is the only institution offering a healthcare management related program. The program was introduced in January 2011; therefore, limited information is available regarding the course offerings in the program. Warner University offers accelerated programs with students being able to complete a program within 12-24 months with a tuition rate of $450 per credit hour. Due to the advanced accelerated program and tuition costs, the program at Warner University will not be in direct competition to the healthcare administration concentration offered at Polk State College.

Business Information Technology

USF-P is the only public college or university in the region offering a computer-related program. As mentioned previously, the focus of the proposed concentration is on business intelligence while the USF-P program will have more of a computer systems analysis focus. The private institutions in the region – Florida Southern College, Southeastern University, and Warner University – do not offer a comparable program. The private institutions in the region do not specifically offer a computer-related program but do offer some management information courses as part of their business programs. Thus, there is no direct competition for the Polk State College program with USF-P and private institutions in the region.

C. Workforce Need and Demand

Overview

One of the major impediments to Polk County's economic development has been a shortage of bachelor's degree graduates to enhance local workforce capabilities. In 2003, the American Community Survey (ACS) of the U.S. Census Bureau showed that Polk County, compared to all counties in the United States, showed the 5th lowest percentage of people 25 years and older who have completed a bachelor's or higher degree. According to the 2009 ACS data, the county continues to show a major shortage of citizens holding a 4-year or higher degree. Compared to the U.S. average (27.9%) or Florida average (25.3%), Polk County is currently ten percentage points (17.9%) below the national average of citizens holding a 4-year or higher degree.

Improving local baccalaureate output will become even more critical to the development of the region when future economic growth and development are taken into account. Projections from the Aspen Institute suggest that the proportion of jobs requiring bachelors' degrees will rise to 33% by 2020.[2] In addition, Polk County has been experiencing a shift in economic focus as the county's traditional citrus, mining, and construction industries, for example, are projected to remain without significant growth. In light of these findings, it becomes obvious that a vital portion of Polk County's future depends on expanding the availability of baccalaureate programs that are offered close to local residents' places of employment and homes.

Assessment Methodology

To assess the need for additional baccalaureate education in Polk County, the College utilized internal and external sources to aggregate the following data segments:

Workforce Demand for Baccalaureate Programs

To assess local workforce demand, Polk State College used 2010 data from the Labor Market Statistics Center (LMS) of the Florida Agency for Workforce Innovation and their 2010-2018 projections of Florida Jobs by Occupation for Workforce Region 17 (Polk County) across the occupation codes relevant to the proposed programs.

Business/Employer Survey

To augment the insights from the labor market projections, Polk State College surveyed the 20 largest local healthcare providers and 50 randomly-selected, medium- to large-sized employers with IT operations to gauge their opinions concerning the college's proposal to expand the offerings of the existing baccalaureate program. The assessment reflected the desirability of the program expansion and the potential number of employees who might enroll in the program.

Polk State College Student Survey

This online survey was designed to assess the demand for the proposed baccalaureate program additions across the college's student body. Similar to the other instruments, this survey allowed the degree of student interest in the program to be quantified, and helped to identify factors most relevant to student program selection and enrollment planning. The data identified a variety of preferences concerning delivery mechanisms and other enrollment factors relevant to successful program implementation. The results gathered will also be instrumental to the facilitation of college-internal transfer processes and related student communications.

Current AA and AS/AAS Degree Production

To augment the results of the surveys described above, this section of the analysis shows Polk State College's current degree production. This information enables a comparison to be made to further assess and forecast program demand, which allows the College to estimate future enrollment in the proposed baccalaureate program in the new areas of concentration.

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[2] Skills2Compete, 2007: http://www.urban.org/UploadedPDF/411633_forgottenjobs.pdf

Workforce Demand for New Baccalaureate Concentrations

As indicated earlier, to assess demand for the additional concentrations of the Bachelor of Applied Science (BAS) degree in Supervision and Management, the College used data from the division for Labor Market Statistics (LMS)[3] in the Florida Agency for Workforce Innovation. LMS reports a variety of labor market, economic, and demographic data and also tracks current jobs by Standard Occupation Classification (SOC) codes to project demand for these jobs by region.

The Employment Projections published by the LMS represent forecasts of future employment levels for specific industries and occupations in Florida. The Long-term Employment Projections (LEP) program provides estimates of current and projected employment by industry and occupation for eight years into the future. The most current projections cover the period from 2010 through 2018. Each of the proposed two concentration additions to Polk State College's BAS degree was examined individually to assess demand.

BAS in Supervision and Management, IT/Business Intelligence Concentration

Projected demand for the SOC code selections of the second track is shown in Table C-1 and indicates the average annual openings in Polk County through 2018 for occupations relevant to this concentration. Local jobs listed in this classification area are expected to grow by 18% between 2010 and 2018. During the same period, the number of available jobs statewide in these SOC codes is projected to exceed 4,800 annually. Please note that many potential SOC categories have been omitted in this count to not overstate the expected job openings. In addition, many of the future demand categories in this area are currently not effectively covered by existing SOC definitions, and most job market analysts consider the area of business intelligence-related IT jobs one of the top demand workforce areas for the next decade.

Table C-1

Occupational Forecast for BAS Graduates - Polk County (Workforce Region 17)*
(Information Technology/Business Intelligence Concentration)

Occupation Code	Standard Occupation Classification	Annual Openings Due to Growth	Annual Openings Due to Separation	Average Annual Openings
113021	Computer and Information Systems Managers	2	1	3
131081	Logisticians	0	1	1
131111	Management Analysts	8	7	15
152031	Operations Research Analysts	4	5	9
193021	Market Research Analysts	4	4	8
151071	Network and Computer Systems Administrators	2	4	6
151081	Network Systems and Data Communications Analysts	12	5	17
Total Average Annual Openings		**32**	**27**	**59**

In summary, the number of applicable openings predicted each year between 2010 and 2018 for business organizations in Polk County is approximately 59 jobs for the information technology/business intelligence concentration. These openings will be due to growth or replacement. Currently, none of Polk County's accredited higher education providers in Polk County provide programs that address the described need, justifying the expansion of Polk State College's existing BAS in business administration to meet the current and future workforce demand of businesses and the community, as established in this proposal.

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[3] Agency for Workforce Innovation, Labor Market Statistics: http://www.labormarketinfo.com/index.htm

Employer Survey

The workforce demand analysis presented in the previous section established a significant gap between local business needs and the educational level and opportunities present for the existing workforce. The College also sought feedback from Polk County employers regarding Polk State College's proposal to expand the college's baccalaureate degree in Supervision and Management, and the utility of the proposed additional concentration area in information technology/business intelligence.

To better understand projected needs with regards to the IT/business intelligence portion of the College's proposal to expand the offerings of the existing baccalaureate program, Polk State College surveyed 50 randomly-selected, medium- to large-sized local employers with IT operations in Polk County. With a response rate of 70%, the assessment reflects the desirability of the program expansion and the potential number of employees who might enroll in this expansion track of the program.

For the IT track, 77% of participating organizations indicated that the new BAS concentration would benefit their organizations; 71% stated that opportunities for promotion would be available to program completers; and 78% responded that employees with this degree would be somewhat or very desirable for their business to have. 57% of these organizations stated that they have a tuition payment or reimbursement plan.

Asking respondents how many of their employees were likely to enroll in the college's new BAS in Information Technology concentration, 68% projected less than five employees, 15% estimated 6-10 employees, and 6% expected 16 or more employees to take advantage of the additional program offering. These survey results are summarized in Table C-2:

Table C-2
Summary of Employer Response for New BAS Concentration Area:
Information Technology/Business Intelligence

Track	Favorable Response by Business Organizations
IT/Business Intelligence	Benefit to Organization: 77%
	Opportunities for Promotion: 71%
	Tuition Reimbursement Plan: 57%

Polk State College Student Survey

An instrument very similar to the employer survey was administered between August 30 and October 19, 2010, to generate input from currently-enrolled Polk State College students regarding the BAS degree program expansion plans and their interest in the proposed degree track. To assess interest in the additional degree options, an online survey link was sent by e-mail to about 9,000 students enrolled during 2010. The response rate of 5.1% was within the typical boundaries for this type of survey and reflected the input of 455 students.

Of all respondents, about 19% indicated interest in the business information technology track. Of those, 60% were either "extremely interested" or "very interested" in receiving a BAS degree in the proposed track. Another 24% were "somewhat interested," bringing the level of general interest to, on average, over 80%. Among respondents who indicated interest in the new program options, the vast majority stated that they would be ready to enroll in the program within two years. When asked about the importance of certain selection criteria, students indicated a very pronounced focus on the importance of the *Convenience of Location* and *Cost of the Program*. Table C-3 below summarizes the respective findings for this program track.

Table C-3
Student Survey Ratings for Selected BAS Program Options

Survey Area	Proportion of Positive Responses
IT/Business Intelligence	Strong Interest in Program: 85%
	Start Program Between Now and 2 years: 90%
	Importance of Location: 90%
	Importance of Program Cost: 78%
	Importance of Availability of Evening Classes: 58%

BAS in Supervision and Management, Healthcare Administration Concentration

Projections of average annual openings in Polk County (Workforce Region 17) through 2018 for occupations relevant to students who complete the Healthcare Administration concentration are shown in Table C-4. Polk County jobs listed in this classification area are expected to grow by 18% between 2010 and 2018. Statewide, the average number of available jobs in these SOC codes is expected to exceed 5,100 annually. Please note that this data already reflects a downward adjustment for registered nurses, as only 5% of the total job growth for this SOC category has been applied to reflect the limited amount of mainly administrative positions.

Table C-4
Occupational Forecast for BAS Graduates - Polk County (Workforce Region 17)*
(Healthcare Administration Concentration)

Occupation Code	Standard Occupation Classification	Annual Openings Due to Growth	Annual Openings Due to Separation	Average Annual Openings
119111	Medical and Health Services Managers	3	2	5
211011	Substance Abuse and Behavioral Disorder Counselors	1	1	2
211014	Mental Health Counselors	3	5	8
211023	Mental Health and Substance Abuse Social Workers	3	3	6
211091	Health Educators	1	1	2
291031	Dietitians and Nutritionists	1	3	4
291111	Registered Nurses (5% administrative functions only)	4	3	7
291129	Therapists, All Other	0	1	1
292011	Medical and Clinical Laboratory Technologists	1	4	5
292012	Medical and Clinical Laboratory Technicians	3	2	5
292031	Cardiovascular Technologists and Technicians	2	1	3
292033	Nuclear Medicine Technologists	1	1	2
292034	Radiologic Technologists and Technicians	4	5	9
292056	Veterinary Technologists and Technicians	17	5	22
292071	Medical Records and Health Information Technicians	13	8	21
292099	Health Technologists and Technicians, All Other	1	2	3
299011	Occupational Health and Safety Specialists	0	2	2
312011	Occupational Therapist Assistants	1	0	1
312021	Physical Therapist Assistants	2	1	3
436013	Medical Secretaries	10	8	18
Total Average Annual Openings		**71**	**58**	**129**

* Source: Florida Agency for Workforce Innovation, Labor Market Statistics, Occupational Employment Projections Unit.

Notes: 1) Represents Florida Agency for Workforce Innovation estimates of average number of jobs that will become available due to growth or separation each year between 2010 and 2018. 2) Some numbers might not correspond to totals provided due to rounding.

In summary, the number of applicable openings predicted each year between 2010 and 2018 for healthcare organizations in Polk County is approximately 129 openings for the healthcare administration concentration; these openings will be due to growth or replacement. To be conservative, only 5% of the openings in the SOC area of nursing (RN) have been included, to further focus the projections on healthcare administration related openings. Currently, only one of Polk County's accredited higher education providers provide programs that address the described need, justifying the expansion of Polk State College's existing BAS in Business Administration to meet the current and future workforce demand of businesses and the community, as established in this proposal.

Employer Survey

The workforce demand analysis presented in the previous section established a significant gap between local business needs and the educational level and opportunities present for the existing workforce. The College also sought feedback from local employers regarding the College's proposal to expand the college's baccalaureate degree in Supervision and Management, and the utility of the proposed additional concentration area in healthcare administration.

To gain more differential input and planning data, organizations were asked to participate in an online survey that was administered between August 29 and October 19, 2010. Via the survey focusing on the healthcare administration track, Polk State College asked the 20 largest local healthcare providers in the county about their respective needs. With a response rate of 65%, results show a representative sample of the healthcare administration-related workforce expectations from the main Polk County employers.

Of all respondents 85% indicated that employees with this background would benefit their organizations; 91% stated that opportunities for promotion would be available to program completers; and 100% indicated that it would be somewhat or very desirable for their business to have employees with this educational background. In addition, 92% stated that they have a tuition payment or reimbursement plan. Asking respondents how many of their employees were likely to enroll in the college's new BAS concentration, 58% of healthcare providers projected less than 5 employees and 42% estimated 6-10 employees were likely to enroll. These survey results are also summarized in Table C-5:

Table C-5
Summary of Employer Response for New BAS Concentration Areas

Track	Favorable Response by Business Organizations
Healthcare Administration	Benefit to Organization: 85%
	Opportunities for Promotion: 91%
	Tuition Reimbursement Plan: 92%

Polk State College Student Survey

An instrument very similar to the employer survey was administered between August 30 and October 19, 2010, to get input from currently-enrolled Polk State College students regarding the BAS degree program expansion plans and their interest in the proposed degree track. To assess interest in the additional degree options, an online survey link was sent by e-mail to about 9,000 students enrolled during 2010. As indicated earlier, the response rate of 5.1% was within the typical boundaries for this type of survey and reflected the input of 455 students.

Of all respondents, about 16% indicated interest in the Healthcare Administration concentration. Of those, 60% were either "extremely interested" or "very interested" in receiving a BAS degree in the proposed track. Another 22% were "somewhat interested," bringing the level of general interest to, on average, over 80%. Among respondents who indicated interest in the new program options, the vast majority stated that they would be ready to enroll in the program within two years. When asked about the importance of certain selection criteria, students indicated a very pronounced

focus on the importance of the *Convenience of Location* and *Cost of the Program*. Table C-6 below summarizes the respective findings for this program track.

Table C-6
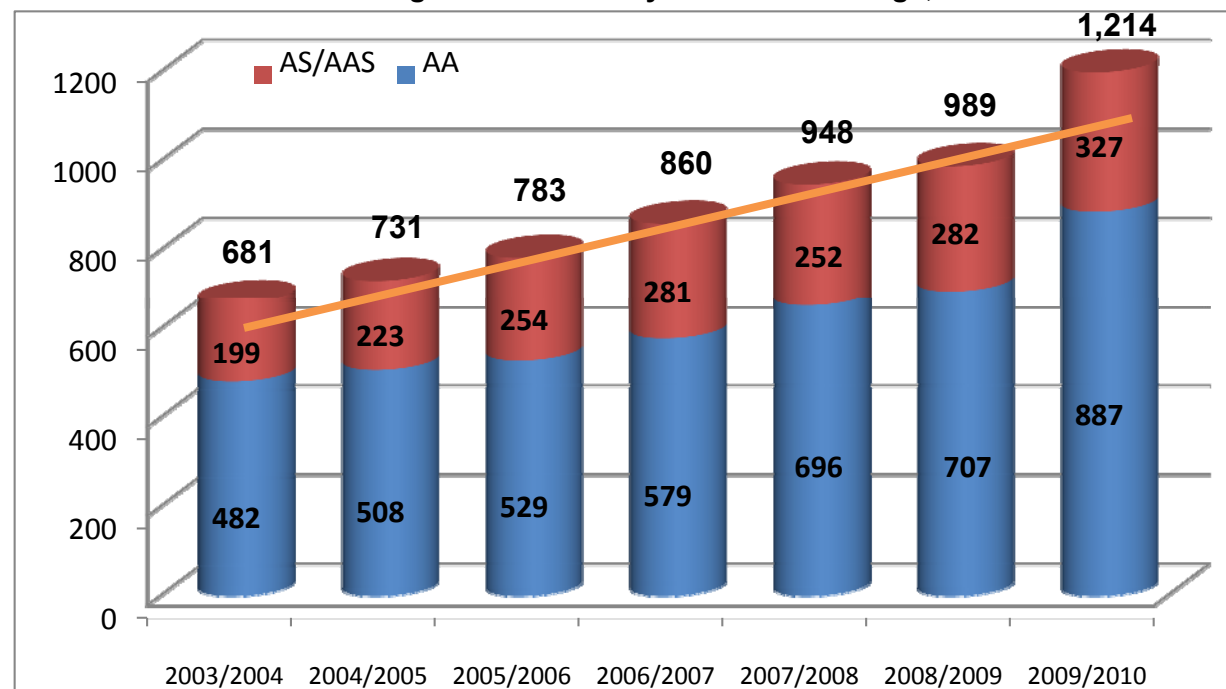**Student Survey Ratings for Selected BAS Program Options**

Survey Area	Proportion of Positive Responses
Healthcare Administration	Strong Interest in Program: 70%
	Start Program Between Now and 2 years: 78%
	Importance of Location: 94%
	Importance of Program Cost: 80%
	Importance of Availability of Evening Classes: 69%

Production of AA and AS/AAS Degrees

The College currently offers 77 AA areas of concentration, 30 AS, and 27 AAS degree programs; it has awarded an average of 887 associate degrees annually since the 2003-2004 academic year. Figure C-1 illustrates the overall upward trend in AA and AS/AAS degrees awarded by the College over the past seven reporting years.

As documented earlier, the results of the student survey analysis provide evidence for the high degree of interest and demand among the college's students and graduates to continue their education at Polk State College. Comparatively, AS/AAS degree seekers stated somewhat greater interest in the program (5%) than AA degree seekers. This is not surprising, since recipients of AS/AAS degrees from Polk State College (over 320 in 2009/10) have very limited opportunities for earning an affordable 4-year degree locally. All of the AS/AAS degree graduates would be candidates for admission into the proposed BAS program expansions. (Note: AAS graduates would need to complete additional collegelevel math courses.)

Figure C-1
AA and AS/AAS Degrees Awarded by Polk State College, 2004 – 2010

Source: Polk State College, Office for Institutional Research, Effectiveness, and Planning[4]

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[4] PSC Fact Book:
http://www.polk.edu/businessandcommunity/officeofinstructionalresearchandreporting/Pages/PSCFactBook.aspx

In addition, the recent changes in admission standards across the State University System, as well as continuing tuition increases among private institutions, have created obstacles for AA graduates seeking to complete a 4-year degree. This undermines the purpose of community colleges and their AA degree programs, which have long been essential to the fundamental strategic goals of Florida's 2+2 system.

Overall Benefits to Polk County

Polk State College's proposed BAS program expansion is projected to annually offer more than 1,200 Polk State College graduates educational opportunities at the lowest cost and the highest convenience in location, while providing expanded opportunities for the local workforce. The program's annual tuition and fees are projected to amount to no more than a fraction of the costs of private institutions' online programs offered to local residents.

Workforce projections indicate that a large portion of the new jobs to be created over the next decades will require baccalaureate degrees, while the supply of local 4-year degree graduates remains significantly below the projected annual openings through 2018. Thus, Polk State College's proposed BAS program additions will benefit local employers by:

- Providing a larger supply of qualified local job applicants.
- Decreasing the need to fill local positions by relocation, thereby saving relocation costs.
- Allowing their employees to advance from within the organization, thereby reducing training expenses.
- Providing more career pathway options for employers of AS degree graduates.

External Support for the Concentrations

Support for the healthcare administration concentration is documented in letters of support (Supplemental Materials) from the following healthcare facilities in Polk County:

- Heart of Florida Regional Medical Center
- Lakeland Regional Medical Center
- Lake Wales Medical Center
- Watson Clinic
- Winter Haven Hospital

Support for the business information technology program is documented in letters of support (Supplemental Materials) for the following businesses and government agencies in Polk County:

- Badcock Home Furniture
- Florida's Natural Cooperative
- MIDFLORIDA Credit Union
- City of Lakeland
- City of Winter Haven

D. Academic Content

Curriculum

The proposed curriculum, including admission requirements, description, concentration learning outcomes, proposed courses, and course sequences for both proposed concentrations, is outlined below.

Proposed Curriculum - Healthcare Administration

Admission

To be eligible for program admission, the student must have earned the minimum qualifications, including an associate degree from a regionally accredited school or college, and at least a 2.0 grade point average on a 4.0 point scale. While the degree is primarily intended for AS degree holders from an allied health discipline, students who have completed an AA degree or other AS degree are also eligible for admission. Students without an allied health AS degree entering the healthcare concentration must have completed the following courses:

- HSC 1531   Medical Terminology
- HSA 1100   Introduction to the U.S. Healthcare System

Allied health associate degrees offered at Polk State College include the following:

- Cardiovascular Technology
- Diagnostic Medical Sonography
- Emergency Medical Services
- Health Information Management
- Nursing
- Occupational Therapy Assistant
- Physical Therapist Assistant
- Radiography
- Respiratory Care

Associate degrees in other allied health disciplines not currently offered at Polk State College would also be accepted in the BAS concentration in Healthcare Administration.

Concentration Description

The Healthcare Administration concentration of the Bachelor of Applied Science in Supervision and Management degree program prepares students to enter the workforce as medical/health services managers. In this profession, graduates are responsible for planning, directing, coordinating, and supervising the delivery of healthcare. As healthcare administrators, they may be specialists managing specific clinical departments, or generalists managing a facility or system. Their work as managers involves a complex array of factors impacting today's healthcare environment: technology, regulations, accreditation, innovation in treatment and delivery, system finance, and insurance reimbursement.

Concentration Outcomes

A successful graduate of this program will be able to:

- Analyze the nature and causes of major healthcare problems, drawing on a broad informational base of healthcare and health issues.
- Evaluate the structure of healthcare delivery systems and the related information technology, finance, and risk management issues.
- Interpret the legal, regulatory, and ethical issues in healthcare administration.
- Integrate information from multidisciplinary functional areas to critically analyze and strategize solutions to various healthcare issues.

Delivery Method

The proposed Healthcare Administration concentration will follow the current course offering structure and delivery method of the existing BAS program. The face-to-face portion of the new concentration courses will be offered on nights and weekends to accommodate the needs of working adult students. Online course offerings may become available for appropriate courses. Online course offerings will be determined based upon the scheduling needs of the program students.

Program Outline and Course Sequence

Table D-1
Curriculum: Healthcare Administration Concentration

Healthcare Administration			
Courses from AS Degree + General Education			
		Credits	**TOTAL**
Courses from AS degree		42	**42**
General Education Courses		36	**36**
Upper Division Common Core Courses			
Course Number	**Course Title**	**Credits**	
GEB 3213	Communications in Business	3	
GEB 4891	Strategic Planning and Management	3	
MAN 3063	Ethical Issues in Organizations	3	
MAN 3240	Organizational Behavior	3	
MAN 4301	Human Resource Management	3	
MAN 3303	Leadership and Management Practices	3	
MAN 4504	Operational Decision Making	3	**21**
Concentration Area Courses			
HSA 4421	Legal and Ethical Issues in Healthcare	3	
HSA 3170	Healthcare Accounting and Finance	3	
HSA 3110	Healthcare Organization and Management	3	
HSA 4502	Healthcare Risk Management	3	
HSA 3624	Foundations of Global Health	3	**15**
Concentration Area Elective (student selects 1 course)			
HSA 3160	Healthcare Marketing and Public Relations	3	
HSA 4192	Health Informatics	3	
HSA 3113	Issues and Trends in Healthcare	3	**3**
Capstone Course			
HSA 4922	Capstone Experience: Healthcare Administration	3	**3**
TOTAL		**120**	

Table D-2

Course Sequence: Healthcare Administration

	Term One		
Course Number	**Course Title**	**Prerequisite Course**	**Credits**
GEB 3213	Communications in Business	ENC 1101	3
MAN 3063	Ethical Issues in Organizations	None	3
GEN ED	General Education	As required	3
GEN ED	General Education	As required	3
Term One Total			**12**
	Term Two		
Course Number	**Course Title**	**Prerequisite Course**	**Credits**
MAN 3303	Leadership and Management Practices	None	3
HSA 3110	Healthcare Organization and Management	None	3
GEN ED	General Education	As required	3
GEN ED	General Education	As required	3
Term Two Total			**12**
	Term Three		
Course Number	**Course Title**	**Prerequisite Course**	**Credits**
MAN 3240	Organizational Behavior	None	3
HSA 3624	Foundations of Global Health	HSA 3110	3
GEN ED	General Education	As required	3
GEN ED	General Education	As required	3
Term Three Total			**12**
	Term Four		
Course Number	**Course Title**	**Prerequisite Course**	**Credits**
MAN 4301	Human Resource Management	MAN 3303	3
MAN 4504	Operational Decision Making	None	3
HSA 3170	Healthcare Accounting and Finance	HSA 3110	3
HSA 4421	Legal and Ethical Issues in Healthcare	HSA 3110	3
Term Four Total			**12**
	Term Five		
Course Number	**Course Title**	**Prerequisite Course**	**Credits**
HSA 4502	Healthcare Risk Management	HSA 3110	3
	Healthcare Administration Concentration Elective		3
GEB 4891	Strategic Planning and Management	MAN 4504	3
HSA 4922	Capstone Experience: Healthcare Administration	Permission of Program Director	3
Term Five Total			**12**

Proposed Curriculum – Business Information Technology

Admission

To be eligible for program admission, the student must have earned the minimum qualifications, including an associate's degree from a regionally-accredited school or college, and at least a 2.0 grade point average on a 4.0 point scale. This program concentration is specifically designed for students who have completed an AS degree in Computer Systems and Business Analysis or a similarly related IT program. Students entering the program will be required to have completed coursework equivalent to the core program requirements of the AS Computer Systems and Business Analysis program. For AA students, a portion of those requirements can count toward the eighteen technical credits needed for the program. See Table D-3 regarding the core requirements for the AS in Computer Systems and Business Analysis.

Table D-3
Curriculum: AS Computer Systems and Business Analysis

Core Requirements		
Course Number	**Course Title**	**Credits**
COP 1006	Introduction to Programming	3
CGS 1100	Business Applications on Microcomputers	3
CTS 1102	Survey of Operating Systems Technologies	3
CTS 1441	Database Fundamentals	3
CTS 2442	Database Applications	3
CTS 2433	Programming in SQL	3
CIS 2321	System Analysis	3
ENC 2210	Introduction to Technical and Professional Communications	3
COP 1170	Programming in Visual Basic	3
GEB 1101	Introduction to Business	3
OST 1355	Records Management	3
ACG 2072	Accounting for Professionals	3
CEN 2071	Information System Testing and Quality Assurance	3
CTS 2450	Business Intelligence and Data Mining	3

Concentration Description

This concentration builds on the skills developed in the AS degree in Computer Systems and Business Analysis in preparing graduates to work as liaisons among company stakeholders in order to elicit, analyze, communicate, and validate requirements for changes to business processes, policies, and information systems.

Through this program of study, students analyze business issues and data challenges and then apply decision-support and business-intelligence solutions for improving work processes for better business decision making. The program allows students to analyze problems using logic and analysis tools, translate instruction sets into a computer language, and build and maintain business-intelligence information systems.

Concentration Outcomes

A successful graduate of this program will be able to:

- Serve as a liaison between the information technology and business divisions of a company.
- Understand the business process in order to gather, format, analyze, and disseminate information to support business objectives.
- Determine how information technology can support managerial decision making and problem solving.

- Formulate effective business intelligence, design data design system solutions, and integrate them into a sustainable business model.

Delivery Method

The proposed Business Information Technology concentration will follow the current structure and delivery method of the existing BAS program. The face-to-face portion of the new concentration courses will also be offered on nights and weekends to accommodate the needs of working adult students. Online course offerings may become available for appropriate courses. Online course offerings will be determined based upon the scheduling needs of the program students.

Table D-4
Curriculum: Business Information Technology Concentration

Business Information Technology			
Courses from AS Degree + General Education			
		Credits	**TOTAL**
Courses from AS degree in Computer Sys. and Bus. Analysis		42	**42**
General Education Courses		36	**36**
Upper Division Common Core Courses			
Course Number	**Course Title**	**Credits**	
GEB 3213	Communications in Business	3	
GEB 4891	Strategic Planning and Management	3	
MAN 3063	Ethical Issues in Organizations	3	
MAN 3240	Organizational Behavior	3	
MAN 4301	Human Resource Management	3	
MAN 3303	Leadership and Management Practices	3	
MAN 4504	Operational Decision Making	3	**21**
Concentration Area Courses			
CGS 3065	Legal and Ethical Issues in IT	3	
CAP 4063	Web Application Development	3	
CIS 4301	Data Warehouse Design and Creation	3	
CGS 3840	Portal Fundamentals	3	
CIS 4306	Enterprise Application Integration	3	**15**
Concentration Area Elective (student selects 1 course)			
COP 3885	Advanced Java	3	
COP 3838	Advanced .NET	3	**3**
Capstone Course			
CIS 4891	Capstone Experience: Business Information Technology	3	**3**
TOTAL		**120**	

Table D-5
Course Sequence: Business Information Technology

Course Number	Course Title	Prerequisite Course	Credits
Term One			
Course Number	Course Title	Prerequisite Course	Credits
GEB 3213	Communications in Business	ENC 1101	3
MAN 3063	Ethical Issues in Organizations	None	3
CGS 3840	Portal Fundamentals	None	3
GEN ED	General Education	As required	3
Term One Total			**12**
Term Two			
Course Number	Course Title	Prerequisite Course	Credits
MAN 3303	Leadership and Management Practices	None	3
CIS 4301	Data Warehouse Design and Creation	CTS 2442, CTS 2450	3
GEN ED	General Education	As required	3
GEN ED	General Education	As required	3
Term Two Total			**12**
Term Three			
Course Number	Course Title	Prerequisite Course	Credits
MAN 3240	Organizational Behavior	None	3
	BIT Concentration Elective		3
GEN ED	General Education	As required	3
GEN ED	General Education	As required	3
Term Three Total			**12**
Term Four			
Course Number	Course Title	Prerequisite Course	Credits
MAN 4301	Human Resource Management	MAN 3303	3
MAN 4504	Operational Decision Making	None	3
CAP 4063	Web Application Development	CGS 3840	3
GEN ED	General Education	As required	3
Term Four Total			**12**
Term Five			
Course Number	Course Title	Prerequisite Course	Credits
CGS 3065	Legal and Ethical Issues in IT	None	3
CIS 4306	Enterprise Application Integration	CGS 3840, CIS 4301, CAP 4063	3
GEB 4891	Strategic Planning and Management	MAN 4504	3
CIS 4891	Capstone Experience: Business Information Technology	Permission of Program Director	3
Term Five Total			**12**

Table D-6

Overview of Proposed BAS Program

BAS - Supervision and Management			
Courses from AS Degree + General Education			
		Credits	**TOTAL**
Courses from AS degree		42	**42**
General Education Courses		36	**36**
Upper Division Common Core Courses			
Course Number	**Course Title**	**Credits**	
GEB 3213	Communications in Business	3	
GEB 4891	Strategic Planning and Management	3	
MAN 3063	Ethical Issues in Organizations	3	
MAN 3240	Organizational Behavior	3	
MAN 4301	Human Resource Management	3	
MAN 3303	Leadership and Management Practices	3	
MAN 4504	Operational Decision Making	3	**21**
Business Concentration			
Concentration Area Courses			
ACG 3024	Accounting for Non-Financial Majors	3	
BUL 3310	Legal issues in Business	3	
FIN 3403	Financial Management	3	
MAN 4162	Customer Relations in Business	3	
MAR 4802	Managerial Marketing	3	**15**
Concentration Area Elective (student selects 1 course)			
GEB 3356	International Business	3	
GEB 4376	Entrepreneurial Management	3	
ISM 4011	Management Information Systems	3	**3**
Capstone Course			
MAN 4900	Capstone Experience: Business Administration	3	**3**
Public Administration			
Concentration Area Courses			
PAD 4204	Financial Management in the Public Sector	3	
PAD 4414	Human Resource Management in the Public Sector	3	
PAD 4152	Changing Environment of Society, Business, and Government	3	
PAD 4806	Foundations of Public Administration	3	
PAD 4874	Public Sector Community Relations	3	**15**
Concentration Area Elective (student selects 1 course)			
PAD 4604	Regulatory Policy and Administration Law for the Public Sector	3	
DSC 3079	Foundations of Public Safety	3	**3**
Capstone Course			
PAD 4879	Capstone Experience: Public Administration	3	**3**

Public Safety Management			
Concentration Area Courses			
PAD 4204	Financial Management in the Public Sector	3	
PAD 4414	Human Resources Management in the Public Sector	3	
DSC 3079	Foundations of Public Safety	3	
PAD 4393	Critical Incident Management	3	
PAD 3820	Public Safety System Integration	3	**15**
Concentration Area Elective (student selects 1 course)			
PAD 4874	Public Sector Community Relations	3	
PAD 4806	Foundations of Public Administration	3	
PAD 4932	Contemporary Issues in Public Safety Management	3	
PAD 4152	Changing Environment of Society, Business, and Government	3	**3**
Capstone Course			
PAD 4878	Capstone Experience: Public Safety Management	3	**3**
Healthcare Administration			
Concentration Area Courses			
HSA 4421	Legal and Ethical Issues in Healthcare	3	
HSA 3170	Healthcare Accounting and Finance	3	
HSA 3110	Healthcare Organization and Management	3	
HSA 4502	Healthcare Risk Management	3	
HSA 3624	Foundations of Global Health	3	**15**
Concentration Area Elective (student selects 1 course)			
HSA 3160	Healthcare Marketing and Public Relations	3	
HSA 4192	Health Informatics	3	
HSA 3113	Issues and Trends in Healthcare	3	**3**
Capstone Course			
HSA 4922	Capstone Experience: Healthcare Administration	3	**3**
Business Information Technology			
Concentration Area Courses			
CGS 3065	Legal and Ethical Issues in IT	3	
CAP 4063	Web Application Development	3	
CIS 4301	Data Warehouse Design and Creation	3	
CGS 3840	Portal Fundamentals	3	
CIS 4306	Enterprise Application Integration	3	**15**
Concentration Area Elective (student selects 1 course)			
COP 3885	Advanced Java	3	
COP 3838	Advanced .NET	3	**3**
Capstone Course			
CIS 4891	Capstone Experience: Business Information Technology	3	**3**
BAS TOTAL CREDITS		**120**	

SUPPLEMENTAL MATERIALS

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6.	WEQC Meeting Minutes, March 5, 2010	49
7.	DBOT Minutes, August 23, 2010	53
8.	DBOT Minutes, January 24, 2011	59
9.	Computer Advisory Committee Minutes, August 17, 2009	63
10.	Computer Advisory Committee Minutes, February 25, 2010	65
11.	CIS Subcommittee Minutes, July 27, 2010	66
12.	Heart of Florida Regional Medical Center Support Letter	68
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14.	Lake Wales Medical Center Support Letter	70
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21.	City of Winter Haven Support Letter	77

HIM Advisory Board Meeting

5/26/2010
6:00 PM-7:30PM
LLC Conference Room

Meeting called by:
Hertencia Bowe

Type of meeting:
Bi-Annual HIM Advisory
Board Meeting

Facilitator:
Hertencia Bowe

Attendees:
Hertencia Bowe
Pam Martin
Kelli Lewis
Dr. Patricia Jones
Dr. Marvin Pippert
Joseph Grasso
Ellen Preston
Trudy Alward
Patricia Irorere
Helen Gilchrist
Stephanie Ho
Chris Longi

----- Agenda Topics -----

Welcome and Introductions	Hertencia Bowe
Program Metrics	Hertencia Bowe
CAHIIM Assessment & Accreditation	Hertencia Bowe
Medical Coding Practicum Placement	Pam Martin and Kelli Lewis
ICD-10 Faculty Preparedness	Hertencia Bowe
ICD-10 Certification	Hertencia Bowe

Other Information

Special notes:

---------- **Agenda Topics** ----------

Welcome and Introductions	Hertencia Bowe	
Discussion: Hertencia opened the meeting at 6:10PM. Hertencia welcomed everyone who attended the meeting, both in person and via telephone conference. The attendees introduced themselves to the group.		
Conclusions:		
Action items:	Person responsible:	Deadline:

Program Metrics	Hertencia Bowe	
Discussion: Hertencia: Program enrollment continues to grow. For the academic year of 2009/2010, 35 new HIM and Coding program students were accepted; Currently there are 12 HIM and 24 Coding Specialist students enrolled. PSC-HIM program has a 100 percent pass rate for the RHIT exam. Seven students completed the HIM program and 16 students completed the Medical Coding program during the 2009/2010 academic year.		
Conclusions: Our program continues to grow and we expect our new student admissions for the academic year of 2010-2011 to be equal to or greater than the previous year.		
Action items:	Person responsible: Hertencia Bowe/Pam Martin/Kelli Lewis	Deadline: On-going

CAHIIM Assessment/Accreditation   Hertencia Bowe

Discussion: Hertencia: Hertencia reported to the committee regarding our annual assessment. She reported to the committee that our program is doing very well. Enrollment is up in the program; and, our program goals continue to be met. CAHIIM reported back an area of small concern, and that was with the employer survey. Our actual number of employer surveys reported to that of expected (goal) was low.   Employer survey's is showing low participation. Chris Longi stated that she did not remember seeing the survey via email and suggested that perhaps the survey is being blocked by an email spam catcher. The group agreed that this may be a possible problem.

Conclusions: PSC HIM will send email to all employers prior to sending the survey email with read receipt to ensure that everyone is aware and will be on the lookout for the PSC employer survey and can respond.

Action items: Send employer survey alert with read receipt to all employers prior to sending the actual employer survey.	Person responsible: Pam Martin	Deadline: March 31, 2011

Medical Coding Practicum Placement   Kelli Lewis/Pam Martin

Discussion: Kelli: The coding practicum is an 80 hour practicum. PSC currently has ten active acute care facility contracts. (LRMC, Heart of Florida-Polk and Highlands county, Bartow Regional Medical Center, Lakes Wales Medical Center, Orlando Health Systems, Florida Hospital, Winter Haven Hospital, Tampa General Hospital, Highlands Regional Medical Center, Bay Care Health Systems) We have had much student growth and not enough sites to place students.

Pam suggested that perhaps a portion of the coding practicum could be virtual. The portion that could be virtual, would be the areas that are not related to HIM department specific lessons. Such as, Patient Access, Utilization Review, Quality Improvement, Chargemaster. It was suggested that the aforementioned areas could be virtual if information received from those areas is valid and meaningful.

Chris stated that at LRMC, when a student comes to their facility for their coding practicum that the student will go to UR, QI, etc. one day, and other days full time in HIM.   That they plan the student's schedule as soon s the student has been placed. Patricia stated that at Bartow Regional Medical Center, they schedule these areas concurrently. And, at the end of the day, they will prepare the student's schedule for the next day. That they review what has been done and see what the student could do better. Patricia feels that face to face and hands on is best. Chris: suggested to expose students to CDI on the floor. Helen- Winter Haven, stated that face to face is best at her facility as she may schedule coding for the student, and then on the fly, schedule ancillary depts.   Trudy: suggested that the student should be on site however, adding virtual coding during the 2nd 8 weeks of the 16 week semester. Trudy also stated that students need tougher charts. Chris-LRMC: has a random coding queue set up when student comes in.   The committee agrees that 8 weeks is not enough time for on site. It was suggested to invite physicians to participate on the HIM advisory board. Stephanie Ho-Tampa General Hospital stated that we probably need more IP training to pass CCS. Trudy stated, 16 weeks acute care, optional 6 wks. Physician practice site. Helen, states: do virtual ancillary and come back for any pertinent ancillary meetings. Chris stated that it appears that the group agrees that students need face to face coding practice. Chris suggested tabling this discussion for now and spending more time thinking about this with topic with their respective colleagues. Hertencia stated that the committee will re-group via a conference call meeting in one month (mid-June).

Conclusions: On-going discussions, meet again in mid June to come to the table with more suggestions and possible solution.

Action items: Meet again; mid June 2010.	Person responsible: Hertencia Bowe.	Deadline: June 30,

		2010

ICD-10 Preparedness   Hertencia Bowe

Discussion: Hertencia: Discussed the timeline to ensure that graduates are ready for ICD-10 by 2013. Will train the faculty at PSC. AHIMA has a suggested guide with timeline for educators. They document step by step to convert coding curriculum. Hertencia asked the committee if there a transition plan in place at the facilities for the HIM/Coding staff, will facilities need staff training, and how are facilities moving forward for ICD10? Chris: AHIMA course and training is available. Alternative is available, at PSC. Chris stated that coders from home are interested in taking A&P again, and basic principles of disease (BPD) course work. The committee discussed PSC offering only A&P and BPD to healthcare facility staff to refresh the skills and help them prepare for I-10. PSC agreed to begin preparations now for this coursework. Faculty staff, Donna Bell will be attending an ICD-10 train the trainer AHIMA workshop in October 2010. Discussion from the committee stated that courses could be offered Spring 2013- with Jan/Feb. A&P, Mar/Apr BPD-A&P again, and in Summer 2013 offer ICD-10. The group all agreed on this plan and will move forward.

Conclusions: Ongoing development and implementation of coursework for ICD-10 Preparedness. To be offered Spring 2013.

Action items: Survey on delivery model.	Person responsible: Hertencia Bowe/Pam Martin/Kelli Lewis	Deadline: May 31, 2012

ICD-10 Recertification   Hertencia Bowe

Discussion: The Committee on Certification for Health Informatics and Information Management (CCHIIM) has implemented a new recertification policy specific to ICD-10CM/PCS, beginning with the January 1, 2011- December 31, 2013 CEU cycle. Hertencia reported to the committee the number of I-10 CEUs each AHIMA credential must requires.

Conclusions: None. This discussion was informational only on reporting I-10 CEUs.

Action items: None at this time	Person responsible: Hertencia Bowe	Deadline: On-going

Other Information

Special notes:

Patricia H. Jones discussed the possibility of adding a ==Healthcare Administration concentration== to the existing Bachelor in Applied Science in Supervision and Management. She asked advisory committee members if a BAS with this concentration would be useful to graduates in the field of HIM. They felt that it would help students who were interested in going into management and supported this new curriculum.

Next HIM Advisory Meeting, TBA

Respiratory Care Advisory Board Meeting
Friday, June 18, 2010
1:00pm-3:00pm
LTB 1295

Minutes: Toni Lauters
Present: Kathee Ford, Tanya Bird, Don Smith, Dale Bulman, Tim Carlen, Kim Pyles, Frank Hart, Bob Pelletier, Dr. Marvin Pippert, Alan Byers, Dr. Joseph Lynch, Maria Daniels

Absent: Dr. Patricia Jones, Kim Moore

Handouts: Agenda, Minutes, CoARC (Commission on Accreditation for Respiratory Care), CoARC Outcomes Assessment Thresholds, CoARC Program Personnel Resource Survey, RET 2876 Fall 2010 Clinical Rotation Table

Welcome and Introductions:
Chairperson Kim Pyles, called the meeting to order, introduced herself and asked for the Advisory Board members to introduce themselves. Kathee Ford welcomed everyone.

Approval of Minutes:
Alan Byers motioned to approve the minutes; Bob Pelletier seconded the motion.

Old Business: (Reported by Kathee Ford)

    CoARC Update – attachment A:

- Kathee discussed that as of March , 2010, CoARC is no longer using the RRT as an outcome measure of success for the Respiratory Care programs. CoARC will only be looking at whether the graduates are passing the CRT . The CoARC attachment A position statement discusses the rationale and it cites the use of the CRT credential as the basis for licensure in the states.
- CoARC will begin posting RRT, as well as CRT credentialing success for each program when the new CoARC website is unveiled.
- CAAHEP (Commission on Accreditation of Allied Health Education Programs) is no longer a part of accreditation process for the Respiratory Care programs as of November 12, 2009. CoARC is the sole accrediting agency.

    Outcomes Assessment with CoARC – attachment B:

- The PSC Respiratory Care program has met the CRT and RRT thresholds.
- 31 students enrolled in the program to date, 19 have graduated.
- Kathee asked for feedback from the local hospitals on class sizes to get an idea of future job availabilities.
- The consensus was that the class sizes are appropriate for the needs of the area.
- Kathee extended appreciation for the Respiratory Care Assistant positions which local hospitals have available for possible employment of the respiratory care students.

DataArc Clinical Reporting Software: (Reported by Tanya Bird)

- DataARC is a clinical electronic tracking system that we have been using on a trial basis since March 2010.
- Tanya explained at this point the DataARC program does not appear to offer the positive results for the program in relation to its cost. The decision to continue with the DataARC will be decided by the fall of this year.
- The cost of the DataARC software program is $60 per student per 2 year program and $400 per year for the Respiratory Care Program.
- The Respiratory Care program will utilize feedback from the clinical instructors and students before making the final decision.
- The Polk State College PAL program seems to be the better way to go with computerized data entry for the Respiratory Care Program. PAL is free and can be customized to meet the program needs. Tanya is currently taking a class to learn about PAL and how to best use it for the program.

Bachelor Program for Cardiopulmonary Sciences Update:

- The Bachelor degree in Cardiopulmonary Sciences offered at UCF has been discontinued. Valencia Community College and Seminole State College are in discussion about jointly offering this degree. Information will be forthcoming .
- Polk State College is looking into a possible Bachelor degree in Healthcare Administration. A committee that includes Allied Health program directors will be meeting on July 8, 2010.
- Boise State in Idaho has an **on line** Bachelors program in Cardiopulmonary Sciences (30 credit hours). It lists similar requirements as was cited in the UCF program; current RRT, at least 72 undergraduate credits, etc.

New Business:

Updated Program Personnel Survey from CoARC – attachment C: (Reported by Kathee Ford)

- Kathee reminded the Advisory Board members that CoARC requires the Program Personnel Resource Survey to be completed and turned in by each member.
- If a rating is given lower than a three an explanation needs to be included. If a member is unsure of a question N/A is a sufficient answer.
- The survey may be faxed to 863-297-1034 attention Kathee Ford or e-mailed to kford@polk.edu.
- Bob Pelletier made an inquiry about a tour of the lab. Kathee extended the invitation to anyone who wanted to come and tour the lab.

Respiratory Class(es), New Fall Class and Second Year Class:

- Twelve graduating students expected in May 2011 upon successfully completing all the requirements.
- 18 new students have been accepted into the upcoming Fall Respiratory Care program.
- One third of the new students have their bachelor's degree, one student has a BS in Respiratory Care from the Philippines, 2 EMTs, and ~ 1/3 have a background in healthcare.

Clinical Instruction – attachment D (Reported by Tanya Bird)

- The Respiratory Care program is pleased to have kept the same great hardworking team of clinical instructors this year:
  - ✓ LRMC: Jana Carlton, Tamay Johnson
  - ✓ HOFRMC: Krissy Masse, Shana Kent-Smith

- ✓ WHH: Shirlena Harrison, Donna Wurtz
- ✓ BRMC: Donna Wurtz, Rosemary Harrell
- ✓ RMC: Rosemary Harrell, Stacie Pluff
- All current students have been fit tested which has allowed for a less restrictive workload. Special thanks goes out to Lakeland Regional Medical Center, Heart of Florida Regional Medical Center, and Bartow Regional Medical Center for helping the Respiratory Care program to achieve this goal.
- All clinical affiliates are using EZ PAP for PEP therapy.
- Kathee Ford made a request for donations of EZ PAP devices from each of our clinical affiliates (5-6 from each hospital).
- Each hospital is using the VEST system except for Winter Haven and Lake Wales. Lakeland Regional Medical Center is the only hospital using IPPB.
- The ventilators being used by each of our partner hospitals are as follows:
  - ✓ Heart of Florida Regional Medical Center: Draeger, PB 840, 7200, looking into purchasing an upgrade for the Draeger .
  - ✓ Lakeland Regional Medical Center: Draeger XL , I-vent, Oscillator
  - ✓ Winter Haven Hospital: Servo-I
  - ✓ Bartow Regional Medical Center: PB 840, I-vent
  - ✓ Lake Wales Medical Center: PB 840
  - ✓ Regency Medical Center: Draeger Baby Log
- Attached is the fall clinical rotations table. The rotations assigned for the fall will switch in the spring.
  - ✓ Fall: the first 4 weeks as observations and intubation rotations followed by 6 students in Peds/Neo and 6 students in Adult Critical Care.
  - ✓ Spring: the first 4 weeks all students in Adult Critical Care followed by 6 students that had Peds/Neo staying in Adult Critical Care and the remaining 6 students rotate to Peds/Neo.
  - ✓ If Peds/Neo census is low or unavailable , instructors are to take their students to Adult Critical Care.
- There is a new policy as of spring semester that if a clinical site has to close the instructor is to either meet the student(s) at the site and come to the Respiratory Care lab with them or meet the student(s) at the lab for instruction for that day.
- Kathee Ford informed the Advisory Board of the new matrices for the recently updated board exams: the NBRC (National Board for Respiratory Care) as of January 2010 is using the updated RRT credentialing exams from the revised NBRC exam matrices. The CRT and the RRT exams use the same content ; the RRT has mainly analytical questions vs. recall and application questions on the CRT. The RRT cites at least 30% of the exam content is mechanical ventilation.
- The PSC Respiratory Care program will be mandating an 8 hour observation prior to entering the program. Bartow agrees to host observations. Lake Wales is checking on availability. An observation form has been created and passed out to the Advisory Council members to be reviewed.

Concorde Respiratory Care program(s)

- Kathee Ford has been contacted by one of the Concorde program directors. There are two Concorde Respiratory Care programs starting in Tampa and in Orlando.
- The Orlando program director has contacted Kathee about their new program; no communication has occurred from the Tampa program.
- According to CoARC , Respiratory Care programs are required to contact other Respiratory Care programs in the area if they will be sharing facilities.
- Lakeland Regional Medical Center has an agreement with the Tampa Concorde Respiratory Care program for clinical rotations. None of the other hospitals have an agreement with either program.

ACLS – Advanced Cardiac Life Support:

- Kathee Ford explained that we do not currently mandate ACLS for the Respiratory Care students to graduate, however ACLS is taught as an overview in the last semester.

- The question is ; which medical facility requires ACLS and if any Advisory Board members feel that the ACLS certification should be mandated by the program.
- Lakeland Regional Medical Center is the only medical facility which mandates ACLS but has hired therapists without ACLS.
- Bob Pelletier feels that ACLS should be mandated, however the consensus of the members is that there is no need for the ACLS to be mandated by the program.
- Dale Bulman shared that her facility offers the ACLS to non-employees at a reasonable fee.
- ACLS is available at Polk State College at a fee of $125.00 for the 2 day course.

Other Topics:

- NBRC has just sent a certified letter that stated as of January 2011 Respiratory Care students may no longer take the exam 30 days prior to graduation.
- Dale Bulman inquired about updated cost information and brochures. Kathee guided her to our website: polk.edu/respiratory .   She also explained that tuition will go up as of July 1, 2010.
- Dale brought up the inquiry about tuition issues, payment, and scholarships. Kathee Ford replied that the Respiratory Care program seems to have at least 1 payment issue per class do to different circumstances and that an effort is made to help the student. She also stated that there is emergency funding and scholarships available to the students.

Meeting Adjourned: 2:15pm by Kathee Ford

Next Meeting: Fall of 2010

Office Administration Advisory Board Committee Meeting
Tuesday November 9, 2010
9:30-10:30 a.m. – LLC 2257

Minutes
Recording: Jodi Fitzgerald
In Attendance:
Sheila Rios
Marvin Pippert
Kim Simpson
Nyrka Riskin
Harriet Wallace
Kim White
Patricia Jones

Welcome and Introductions:
Sheila Rios introduced herself and asked for the Advisory Board to introduce themselves to everyone. She also welcomed everyone.

Old Business: (reported by Sheila Rios)
- More flexibility in scheduling
- Enrollment
- More staff

Enrollments:
- Student enrollment is up from last year.

New Business
- Although enrollments are up, we are looking into the job market regionally, statewide and nationally.
- The job market has a flooding of trained individuals for secretaries and administrative assistants. There is an oversupply of workers in the industry.
- Regionally annual openings for Polk county are as follows: 2008-09 – 71
  2009-10 – 66
  2010-11 – 51
- As you see there is a decrease in regional job openings.
- Our target for our students is to be able to become employed after graduation so we are going to start transitioning them from the Office Administration Program to the Business Administration Program which will give them more flexibility in jobs.
- Employers are looking for individuals with a business degree and further training or even a bachelor's degree. We would like to transition them into the BAS Program after they graduate with their AS in business.

- It was noted that students already enrolled in the Office Administration Program will be able to complete it or have to option to transition but we will not be taking any new applications for that program starting here on out.
- Kim Simpson will be taking over the Office Administration transition.

Marketing:
- Nyrka suggested for Kim to come to talk to each Office Administration class about the transition. She will send and e-mail to her students and have them contact Kim for further information. She also recommended posting information on our website concerning the transition, listing options, maybe a PDF link.
- Patricia suggested sending a letter in the mail to each student concerning the transition. She recommended finding out from students if they just need the degree to secure their job and whether it's just the office administration degree they need or just a degree that is relevant to their employer.
- Kim is doing a great job of recruiting students. Enrollment has almost doubled this year from last, going from 56 to 92.

Open Discussion:
- Polk State College is trying to have different modules under the program rather than just focusing on one.
- Certifications will be changing. CPS will be gone in Nov. 2011 and will turn into CAP.
- The College is looking into offering a Healthcare Administration Program track under the Business Administration and Management AAS degree and also in the BAS Program.
- PSC will be keeping OST1142, OST1335 and OST1355 as part of the schedule.

Sheila Rios adjourned the meeting.

Business Advisory Committee Meeting
Polk State College
Friday September 24, 2010
LAC2257

Meeting Minutes

I. Welcome

Lori VanNess opened the meeting by handing out the agenda and welcoming the group.

II. Roll call

Lori VanNess
Eric Click
Lori VanNess
Maria Lehoczky
Jodi Fitzgerald
Mary Ramsey
Marvin Pippert
Sheila Rios
David Broxterman
Lynn Wilson

III. Enrollment

Maria went over enrollment for each program and discussed marketing of the BAS Program. Patricia discussed the possibility of doing a peer review process for accountability of program. David suggested recruiting more males. Another suggestion was to add a major/minor specialization under the BAS programs. Lori mentioned getting the application process streamlined so it will be more convenient and enticing to students. Maria and Patricia said we will have to work in collaboration with other departments to do that. Patricia stated that there is no more application fee for Polk State College applicants.

IV. New business

The BAS initiative is considering a new concentration, Healthcare Administration, which would go to AQC in January 2011 and could start in the fall term 2011. Also under consideration is a track in Business Information Technology to start in the fall term 2012. Patricia recommended sending a Zoomerang survey to those interested to get feedback for the Healthcare Administration Program, geared toward HR directors in the field. People with a BSN may be interested in moving from nursing to administration and use this option as an alternative.

Maria announced she is moving strictly to the BAS Program Director position and Sheila Rios will take over as the AAS/AS Business Administration Program Director. In the future Sheila may want to hold her own Advisory Committee Meeting for AAS/AS but for now continue as one. Possibly branch off later but still meet together to stay in touch, breakout sessions. Lori offered to have meetings take place in the new PSO building.

Possible change for the BAS Program, student will have statistics or quantitative analysis as part of the core courses. Students already enrolled will continue on the present path.

V. <u>Adjournment</u>

Lori VanNess adjourned the meeting at 11:00am.

Minutes submitted by: Jodi Fitzgerald

Workforce Education Quality Council
July 17, 2009
WST 127
Meeting Minutes

Present: Chris Shea, Annette Hutcherson, Beth Luckett, Barb Koontz, Ernie Ivey, Mark Culver, Sandy Hightower, Maria Lehoczky, Ken Ross, Kevin Ferrier, Sheila Rios, Hertencia Bowe

Guest: Matina Wagner

I. Patricia Jones called the meeting to order. Patricia introduced Matina Wagner, Enrollment Services and Outreach Coordinator, to the group and asked her to share with the group the information about the upcoming College 101 event. Matina shared handouts with the group about these New Student Orientations that will be held on August 8 (at WH) and August 15 (at LK). Matina indicated that Charlie Lyle is very interested in getting the students engaged early in order to create a better retention. She indicated this will guide the students to a better educational experience. Matina asked the group if there was anything they thought needed to be added to the orientation, to give her a call. Program Directors were encouraged to set up a table at each event (timeframe would be from 11:30 to 2:00).

II. **Approval of the Minutes of 4/17/09**
    Motion to approve made by Barb Koontz. Second by Ernie Ivey. No discussion. Motion passed unanimously.

III. **Supplemental File and Collecting Certification Data: Peter Usinger**
    Patricia turned the floor over to Peter Usinger who spoke to the group the supplemental file the DOE is requesting in regards to Perkins about A1 (PSAV) and P1 (credit) measures (accountability for Perkins). He indicated the previous dates for items to be submitted have changed and now the data are not due to the DOE until October. Peter indicated that his office has received the extract from the Northwest Data Side and can see what information is missing for each student.   Program Directors will be asked to contact their students for information requests. Those who haven't graduated will not be on the file. A question was asked about the penalty of not finding a student. Peter indicated that the most important thing is that we tracked the student and if we cannot track the student and the information was not returned then we have attempted to find the student. This information will be sent out next week and is due to FDOE in November. The information will be due back to Peter by September 30.

IV. **Program Success Indicators**
    Peter Usinger addressed the group and thanked the program directors for helping with the PSI and for letting him know of any changes anyone has with the program. Peter asked that if there are any changes to the programs, that this information be sent to him for accuracy. All data on the handouts will be from 07/08 and 08/09 and will be compiled with any previous we had (06/07) – there will be three-year data on the sheet and they will receive the most up-to-date information on their program within two weeks. Any separation of AS and AAS can only be done by objective code. These will all be collapsed into one program CIP because they are not treated differently on the CIP code side of things. Certificates have different CIP codes and will not be collapsed.

V. SB 1616 and Targeted Occupation List

Patricia indicated that SB 1616 has required OPPAGA (Office of Program Policy Analysis and Government Accountability to do a report on programs at community colleges that are not on the Targeted Occupation List. They are concerned that colleges are offering programs that are not on the Targeted Occupation List and we are spending state monies on these programs and we are generating graduates who are not finding employment. The assignment from PSC was to provide information to the state on those programs that are not on the list. OPPAGA will then be asking for data on these programs. Business Operational Management, Early Childhood Education and Management, Electrical Distribution Technology, Engineering Technology, Occupational Therapy Assistant, Supply Chain Management and Correctional Probation Certificate are not currently on the list. Patricia has been working to get some of these programs recognized for preparing students for occupation as on the TOL (SCM, BOM). Patricia indicated when trying to add an occupation to the list, we work with Polk Works- only they are allowed to petition to the list. OPPAGA is only looking at the programs that prepare for occupations that are not on the TOL. Factors OPPAGA will be considering are: successful program completion and licensure passage rates; employment placement at end of program; does the college have a process for deciding if a program has sufficient enrollment to keep it at the college.

VI. Announcements/Reminders

Patricia indicated that the Level II Data is due July 24. Any questions let her know. Patricia also asked that those that had Advisory Committee meetings in May and June send Tammy a copy of the minutes. Patricia handed the floor over to Ken Ross who discussed steps Program Directors should take as they plan for their pinning's and other events. Dr. Ross indicated that since Dr. Holden wants to be invited to all events, the first call should be to Brenda Edwards to make sure that Dr. Holden is available. Dr. Ross indicated that Brenda and Sandy will now be the keepers of the events calendar and will have this information on the new website. Should dates change, be sure to let Brenda know. Dr. Ross also asked that when booking rooms, to be clear on the description of the event so that anyone can go to website and know what and where things are happening.

Dr. Ross also spoke about the teaching that is done during the day by Program Directors and the concern about equity. The labor attorney indicated that this is ok for Program Directors to teach during the day and get the overload rate provided they extend their day by that many hours. Job descriptions are being looked at. The idea is if you want to teach during the day and make it part of your 40 hours, then you don't get overload. If you want an overload for it, then the day needs to be extended that number of hours.

VII. General Education in AS/AAS Programs

Patricia she did a study of the general education courses in all of the AS and AAS programs and indicated that PSC is in good shape at this time- only a few minor issues. In looking at statutes and board rules, the regulation is that in the AS degrees, all of the gen. ed. has to be college transfer, it doesn't specify that it has to be the same as the AA gen. ed. courses. There are a few programs that have in their gen. ed. a course that is an AA elective but it is not an AA gen. ed. course. Patricia indicated that it is good practice to use the AA gen. ed. in the AS programs so that all course can transfer to the BAS or bachelor's degrees at other colleges. The AAS degrees can have non-transfer courses for gen ed, but again this is not a good practice if we can avoid it.

VIII. BCI's – Updated Course Descriptions

Patricia indicated that Sheila Rios asked to address the group in regards to BCIs and updated course descriptions. Kaye Betz asked Sheila to pass on that even though some courses may

not have through AQC individually, there may have been changes to course descriptions with the editing process that took place this spring. Program directors should check their program BCIs and course descriptions (they should match what is in the current catalog).

IX.   **Program Costs in Catalog**
Patricia posed a question to the program directors – she noticed that some of the directors put their program costs in the catalog, and some don't. Is there a reason that the costs need to be in the catalog? It was indicated that this is communication to the community about the costs of the programs and required by accrediting agencies.

X.   **BAS – New Tracks in Health Informatics, Healthcare Administration, Business Intelligence**
Patricia went over two handouts about additional specializations that are being thought about in the Bachelor's degree. Maria, Ernie, Cliff, Hertencia and Patricia are working on one related to Health Informatics. Winter Haven Hospital approached PSC and wants the Health Informatics degree. We have looked at other degrees around the country. The push in healthcare is now to not use paper records and go paperless and WHH wants us to help train people to attain this goal. There is a lot of stimulus money that the hospital can use for this project. We will need to meet with more hospitals about this program. We will be meeting with Winter Haven Hospital about this offering and if they like it, then the next step is to meet with other hospitals and do a needs assessment. Patricia indicated she welcomes input on this degree.

Patricia, Maria, Cliff and Ernie are working on a specialization tentatively called Business Intelligence Curriculum. It will be a combination computer programming, computer networking and business in one degree.   The recommendation is to look at a different name for this program. Patricia indicated this planning is in the early stages and welcomes ideas and input.

Annette Hutcherson asked about adding bachelors programs. Dr. Ross indicated that we can add them but still need to secure approval from the Department of Education; SACS has approved us as a level two institution. We can only offer bachelor's degrees in the workforce areas.

Patricia then asked for assistance with the BAS Healthcare Administration concentration (handout was given to everyone). She indicated we could do a specialization under our current degree. Patricia asked if this is something that we should pursue, and if we do, will some of this group help with this. Patricia asked if anyone would like to help her and Maria on a committee – Sheila Rios, Barb Koontz and Hertencia Bowe volunteered.

XI.   **Update on College Website**
Dr. Ross addressed the group and indicated that the original company hired to do the website has fallen short on its promises. He indicated that Steve Maldonado came on board and has been working hard to get the new website up. Some items from the old website will be carried over to the new website. The front page will become more user friendly. He indicated for anyone with questions, to contact Dr. Ross and he will then contact Steve Maldonado.

XII.   **Advisory Committee Meetings**
Patricia indicated that a couple of program directors had expressed concern about having advisory meetings twice a year. In our PSC procedure right now, it says that advisory committees meet twice a year. Dr. Ross indicated that he will need to look at the state

requirement, but he thinks that the state requires advisory committees to meet two times a year. Patricia will look at the SBE State Statute.

Of Particular Interest to Allied Health Program Directors:

XIII. Report from Clinical Coordinators Subcouncil – Patricia passed around a handout with Clinical Contract information that Shannon Ryals has been working on. This is for the A Contracts and the B Contracts for Wendy Geltch to redo all the contracts to say Polk State. Patricia iasked that everyone who has contracts look at the list and makes sure their facilities are on the list. If it is not, theyneeds to be added at the bottom. Annette suggested that someone contact each facility and get either the education department or the CEO so that there is only one contact per facility. Dr. Ross suggested that we add a checklist on the spreadsheet to have each program check off their facility. There was more discussion about the process of getting contracts to facilities. Dr. Ross will talk with Peter about this and Patricia and Tammy will work on the spreadsheet and get it out to the program directors.

XIV. Procedure 1029 – Limited Admission Program Handbook
Patricia indicated noted that Steve Hull had a suggestion for the procedure and she wanted to share this information. He would like program directors to take any changes to admission criteria to their advisory committee for review prior to acting on them. No one had any problems with this.

Patricia shared with the group the compiled LAP handbook from each of the programs. Dr. Ross indicated that he would like to see the formatting of the handbook to be the same among the programs. He wants to them put the handbook out for anyone that needs the information (for advisors, etc.). He would like to have everyone start looking at making the handbook look similar.   He noted that we took admission and retention information out of rule and procedure in order to simplify the process to make changes. In exchange, we need to replace them with the LAP Handbook. The information that is needed in this handbook should be admissions criteria, retention criteria, and have common headings. Dr. Ross said that the advisors would be the main people using this manual – he will speak with Charlie and Reggie to see exactly what their advisors need.

Next Meeting: October 23, 2009 at Airside – 1:00 to 3:00 p.m.

<div align="center">

Workforce Education Quality Council
March 5, 2010
LAC 1207
Meeting Minutes

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Present: Kevin Ferrier, Hertencia Bowe, Kathy Bucklew, Ken Ross, Beth Luckett, Barbara Koontz, Maria Lehoczky, Mark Culver, Eric Roe, Chris Shea, Karen Greeson, Nelson Marquez, Shannon Ryals, Robin Richmond, Saritza Guzman-Sardina, Peter Usinger, Marvin Pippert, Ernie Ivey, Kathee Ford, Kerry Shapiro, Sheila Rios, Trish Shuart, Annette Hutcherson, Cliff Bennett, Patricia Jones.
Recording: Tammy Villanueva

I. Patricia Jones called the meeting to order and welcomed Dr. Eric Roe, Director of the Engineering Technology Program for PSC and is the Director of the Banner Center for Advanced Manufacturing for the State of Florida. She also welcomed Karen Greeson, the new Director of Early Childhood Education and Management.

IX. Peter Usinger – Program Reviews

Peter asked to have his agenda item moved forward in the discussion since he had another commitment that afternoon, so agenda item IX was discussed first.

Peter thanked everyone for the hard work on the Program Reviews. He shared with them the bound copy of all the program reviews. This report and other IE reports are available on the P: drive.

With respect to the program review, this is a first prototype and we have established a standard and will use this as the baseline and move forward to improve the program success indicators, the program review, and what level of quality you want to see. Peter thinks it would be a good idea to take it from here and see what kinds of standards we want to apply and what kind of process do we want to use for the next steps.

Nelson and the other program directors have formed two working groups to refine the program review process (this is item XI on the agenda). The program directors met last Friday and divided the group in attendance into two groups – one group is working on revising the basic program review form so that we will be able to compare across the board between programs and expectations for programs (both Allied Health and non-Allied Health) and comparison between them. Saritza is leading this group. The other half of the group is working on the procedures on how we will review programs. The goal is to have a peer review (after submitting the basic program review to Peter Usinger). There will be a sub group that will consist of allied health and non-allied health program directors as well as administrators. Dr. Jones will be the chair/liaison for administration. Things have not been finalized yet, but they are in the planning of the following:
- For a specific academic year, there will be a set of programs reviewed
- Every three years, programs will be reviewed again
- After the end of a three-year cycle, all programs will have gone through this review.

He also indicated that if there is a program that has a citation based on the program review, the peer review group will have the opportunity to request a follow-up report to see what is going on. This will respond to some of the SACS information requests on how we use results to address some of the issues and problems that have been identified. Nelson will meet with Patricia to review the documents. Nelson indicated that both groups must complete their tasks by the middle of April.

III. Program outcomes in catalog

Patricia told the group that in the course of reading our SACS Compliance Report, the SACS consultant asked about program outcomes for the workforce programs. He was concerned that he could not find them in the catalog or on the website. Patricia did a quick survey of deans at other colleges to find out where they post program outcomes (handout). Most colleges are saying they are not in the catalog. Some are starting to do this next year because SACS is coming to their college; some have plans to put the outcomes on the program websites. Patricia indicated that we don't have individual websites for all our programs right now. She wanted to get suggestions from the group about how to collect the program outcomes and have it some place where people can find them (catalog, on the web, etc.). A lot of discussion ensued and while most said that the program websites would be a good place to have program outcomes, it was decided that until we are in the situation where everyone has a website, we should collect these and put them in a single handbook. Patricia asked everyone to send them to her in a word document for collection and she will compile a handbook.

I.   Approval of Minutes of October 23, 2009

Patricia asked if there were any concerns or questions regarding the meeting minutes from October. Saritza indicated there was a typo on page 2, section 6, second paragraph, third sentence. Change *their to there should be. . . .* Patricia asked if there were any other modifications to the minutes. A motion to approve the minutes, as amended, was made by Annette Hutcherson. Seconded by Ernie Ivey. No further discussion. Motion passed unanimously.

II.   Targeted Occupation List – Eric Roe

Patricia indicated that she has asked Eric to give a little background on the Targeted Occupation List. It is something that comes up a lot in her job and the program directors probably hear about it a lot. Eric gave out handouts to the group.

Eric went over the regional list, the state list and some of the issues he has run into and why it is important. All 16 Department of Labor Career clusters should be represented on the list if we have the occupations in the state. Eric went over all the forms with the group. He indicated that the window to influence the Regional list is in February, ending on March 1st. He has noticed that manufacturing is never represented on the statewide list (through his work at the Banner Center). The reason the list is so important is that it governs what Workforce Florida is going to put training money toward. It also governs what academic programs get implemented. If your occupations are not on the list, it is going to be very difficult to get funding from the local Workforce Board for training or to justify new program creation/retention. Patricia reminded everyone about the Polk Works spreadsheet that is done every year in regards to our programs. If your program isn't on the TOL, then Polk Works won't provide training money to people in Polk County to participate in this program. The TOL really is important and controls funding for all areas of education and training in the State of Florida. In thinking about the college, Polk Works in February publishes this list (it is posted online at the Agency for Workforce Innovations website) and they have the proposed list. This is what was just circulated. If you want an occupation added to this list, you have a couple of weeks of February to send documentation to the local workforce board with an official request about this occupation should be added to the list with an explanation of education criteria and correct code and that there are going to be so many number of openings for this job in the community. This is also a pretty onerous process.

III.   Perkins and the Website Development

Patricia addressed the group in regards to using next year's Perkins funds to get a website up and running for each program. Because we don't have websites for each program or a webmaster, Patricia wanted to know if we wanted to hire a web designer and do it on a contract basis so that those programs who don't

have a website can get one up and running (they would have to maintain it after that). Patricia indicated that we will need to see if everyone agrees to do this. Patricia has asked for Program Directors to provide feedback on what they would like done for a website and their participation level in something like this. Patricia said she will try to find a contract person, and what needs to be done, what it would cost, and then figure out how to finance it. After further discussion, Patricia indicated she will send out an e-mail to the group to kind of get an idea of what everyone wants so she can get a ball park figure and then go from there.

IV.   Graduation Solutions
Kathy Bucklew addressed the committee and indicated that we have outgrown Winter Haven and Youkey Theatre, and the graduation committee was looking for alternatives for graduation. Some of the alternatives that they came up with were: 1) Have a daytime graduation; 2) do Nursing graduation at the same time of the pinning so they have their own ceremony; 3) Do Allied Health as a graduation group; 4) limit the number of guests per graduate (give them so many tickets). These are all suggestions and asked for input. Anyone can e-mail her with suggestions.

V.   Articulation Guidelines
Patricia went over the handouts with the group in regards to Articulation Guidelines for PSC that she had sent out in advance. These came about during our SACS documentation development for articulation. Kathy and Patricia put this together for Articulation Guidelines. They are sharing with the group for their input. If there are any questions or concerns with them, let them know. This is just documenting what is already being done. Saritza suggested including the forms with this document. Patricia indicated this was a good idea and will include the forms.

Nelson had a question regarding the Anatomy & Physiology credits for students who transfer these courses from another college (the majority of colleges have this course as a 4 credit class and we have it as 5 credits and students are finding out late that they are short two credits). What process do we have so this doesn't happen? Kathy indicated that each student has an electronic degree audit and they can see what they are missing inside of Passport. The degree audit will let the student know in what area they are missing credits so they are aware of what the need. Nelson wanted to know when this is available to students (front end or back end). Kathy indicated it is available at all times to the students. As soon as transcripts are entered and grades are entered, it shows in the degree audit. Students need to be educated on how to use their degree audit and she thinks the new orientation that Advising has put together will include this kind of issue.

Annette asked if Marvin and Trish could speak with the science faculty about the changing of the credit hours for these two courses. We have to remember when our students transfer somewhere else; they are ahead by two credits.

VI.   Supervision of Clinical Coordinators
Dr. Ross indicated that in the past, the Clinical Coordinators were evaluated by the Academic Deans. It was requested by the program directors that the clinical coordinators report to them rather than the academic dean. This would mean the program directors are responsible for evaluating the Clinical Coordinators. He indicated he looked at the job description that was redone with Jill Hall and it does have in it something that justifies the program directors evaluating the clinical coordinators. It is a matter of formalizing this and indicating we will go forward with this. Forms won't need to be changed and the process is there and justified in the program directors job descriptions. Evaluations are due at the end of the month (March). If Marvin and Trish haven't evaluated the clinical coordinators, they need to be evaluated before the month is over. Dr. Ross said that the program directors can begin this year doing this.

Saritza asked about the titles for clinical coordinators – they are not the same across the board. Dr. Ross indicated that the clinical coordinator job description has never been redone. He understands that what

Annette's does compared to OTA and PTA are different. There is no simple way to make a simple job description. This project is still in limbo. Ken also asked Marvin and Trish to send out a note to the Program Directors that they are responsible for evaluating their clinical coordinators with the proper evaluation form.

VII.   Healthcare Administration Track in the BAS

Patricia indicated that this had been talked about previously and there was a group that expressed interest in serving on a committee. She noted that Cliff, Ernie, and Richard Joyce have been working with an Advisory Committee about a BAS track for IT. We are close to having something pulled together for this area. Patricia stated that the next step is we have Peter Usinger do the needs assessment for justification of this program and her thought is to do one also for the Healthcare track at the same time. She had a couple questions: A) Are we still interested in this as an option at the college and B) if we do want to pursue continuing with this, what are suggestions you might have for who we should contact to find out whether the hospitals and/or clinics would be interest in this to get supporting letters, etc. Nelson indicated that the clinical coordinators would be a good resource and thinks the students, as well, could be part of the stakeholder needs assessment. We need to decide who will get the needs assessment – suggestions were the clinics and students. The bottom line is there is still interest in a track in the bachelor's degree for healthcare administration (affirmative).

VIII.   LAP Application Procedure

Patricia asked Ken to address this area. This is in reference to where students are able to drop off applications (to someone other than the Program Director). Ken indicated he is passing this off to Kathy (and indicated that Nelson had shared his spreadsheet with him). The plan was "yes, we want students to go to the Program Director to drop off applications, but if you are not there, there needs to be a secondary place for them to drop them off." He indicated that on a few occasions there were students who went to drop off applications and no one was there, and the students were not happy. We still need to make this user friendly for the students. This checklist is to make sure the advisor knows what needs to be done before the application is accepted. He will get the spreadsheet together and will work with Reggie and Charlie so the advisors know what to do.

IX.   Other Business

Patricia asked if there was other business. Maria indicated that the group had spoken about the balance between full-time temps and adjuncts. Dr. Ross indicated he needs to get with Marvin and Trish about this – this needs to be looked at. He did indicate in the fall after the state numbers come in along with enrollment, we hope to look at adding more faculty and more support. There was also discussion about the pay periods and going paperless with payroll.

Next Meeting: July 16 in Winter Haven – WST 127 – 9:00 am to 11:00 am

MINUTES
POLK STATE COLLEGE
District Board of Trustees Meeting
Monday, August 23, 2010 – 4:00 p.m.
Winter Haven Campus – WST-126

Dr. Eileen Holden called the August 23, 2010 District Board of Trustees meeting to order at 4:05 p.m.

Members Present: Chair Rick Garcia, Mr. Greg Littleton, Mrs. Teresa Martinez, Mr. Ernie Pinner, Dr. Neriah Roberts and Mrs. Cindy Ross

Members Absent: None

Invocation: Briana Coffman – Sophomore – Polk State College, Winter Haven Campus

Foundation Special Recognitions – Ms. Tracy Porter

Ms. Tracy Porter introduced Polk State College Foundation Board member, Mr. Jerry Miller who introduced a special presentation. On behalf of his fellow Polk State College Foundation Board members, Mr. Miller said he is honored to present a generous gift from the medical staff of Heart of Florida Regional Medical Center (HOFRMC) in the amount of $20,000 for health related scholarships. He said the partnership with the HOFRMC medical staff, with the students of Polk State-College and with our own Board member Ms. Linda Pilkington makes this gift even more special. Mr. Miller introduced to the Board Dr. Manuel Jain, the President and Chief of Staff and Dr. Wael Jamaleddine, the Secretary and Treasurer of the Executive Board for the staff of HOFRMC. Dr. Jain advised the Board that the gift being presented today is the product of the HOFRMC medical staff's effort to produce excellent healthcare providers. Dr. Holden said she has the honor of sitting on the HOFRMC Advisory Board and has had the opportunity to interact with Dr. Jain. She said the commitment of the HOFRMC medical staff to our community is most admirable.

Special Recognitions – Dr. Eileen Holden:

Dr. Holden recognized Mrs. Sonja Govey, who retired on July 30, 2010 from Polk State College. Dr. Holden advised the Trustees that Sonja began working at Polk State College in 1993. Dr. Holden then gave some additional background information on Sonja for the Board's information. Sonja is planning to obtain her A.A. Degree and also plans to return to Polk State College in six months on a part-time basis to work with the students, which is something she has wanted to do for many years.

Dr. Holden also recognized Captain Craig Smith, who recently retired from Polk State College Institute for Public Safety. Captain Smith actually started as a student at Polk State College in 1979. He was an adjunct from 2001 to 2003 and then became the Director of the Institute for Public Safety in 2004.

Dr. Holden then introduced and welcomed Captain Bill Mann, who is now our new Director for the Institute of Public Safety. She added that Captain Mann is a Captain with the Sheriff's Office

Mr. Tom Dowling recognized Ms. Robin Adams from The Ledger and Mr. Tim Conklin from the News Chief who were in attendance at this meeting.

Agenda:

Mr. Littleton moved, seconded by Mrs. Martinez to approve the agenda for August 23, 2010. All members voted affirmatively.

District Board of Trustees Reorganization

- **Election of Chair and Vice Chair** – At this time, Dr. Holden opened the floor for nominations for the Chair and Vice Chair for FY 2010-2011. Mr. Pinner moved, seconded by Dr. Roberts to nominate Mr. Rick Garcia as Chair. Mr. Littleton moved, seconded by Mr. Pinner to nominate Ms. Teresa Martinez as Vice Chair. All members voted affirmatively on both nominations.

Dr. Holden then presented a token of appreciation to Mr. Greg Littleton and thanked him for serving as our Board Chair for FY 2009-2010. She said most people realize that this is a volunteer Board, but they often don't realize the amount of time and commitment involved in serving as a Board member.

At this time, Dr. Holden passed the gavel over to the new Chair, Mr. Rick Garcia to chair the meeting.

- **Resolution #759 – Facsimile Signature for Bank (FY 2010-2011)** – Mr. Garcia presented and recommended approval of Board Resolution #759 – Facsimile Signature for Bank (FY 2010-2011). Mr. Pinner moved, seconded by Mrs. Martinez to approve Resolution #759 – Facsimile Signature for Bank (FY 2010-2011). All members voted affirmatively.

- **Resolution #760 – Authorization of Facsimile Signatures on Personnel Contracts (FY 2010-2011)** – Mr. Garcia presented and recommended approval of Board Resolution #760 – Authorization of Facsimile Signatures on Personnel Contracts (FY 2010-2011). Mr. Littleton moved, seconded by Dr. Roberts to approve Resolution #760 – Authorization of Facsimile Signatures on Personnel Contracts (FY 2010-2011). All members voted affirmatively.

- **2010-2011 Meeting Dates and Material Deadlines** – Mr. Garcia presented and recommended Board approval of the 2010-2011 Meeting Dates and Material Deadlines for meetings of the District Board of Trustees. At this time, Dr. Holden brought to the Board's attention that our Fall Board Retreat is scheduled for November 2, 2010. She also mentioned that she has been discussing with Mr. Steve Hull the possibility of having our September Board meeting at our new Student Center in Lakeland. Mrs. Ross moved, seconded by Mrs. Martinez to approve the 2010-2011 Meeting Dates and Material Deadlines. All members voted affirmatively.

Consent Agenda Items:

A. **Payroll Distribution for June and July 2010** – Approved on consent agenda. Board action is required.

B. **Warrants for June and July 2010** – Approved on consent agenda. Board action is required.

C. **Tangible Personal Property Deletions** – Mr. Peter Elliott presented and recommended approval of the Tangible Personal Property Deletions.

D. **Personnel Actions** – Mr. Elliott presented and recommended approval of the Personnel Actions for June 1, 2010 – July 31, 2010. Discussion followed.

E. **Salary Schedule Update** – Mr. Elliott presented and recommended approval of the Salary Schedule Update for August 2010. Board action is required.

Dr. Roberts moved, seconded by Mr. Littleton to approve the consent agenda items for June and July 2010. All members voted affirmatively.

Those items included under the Consent section are self-explanatory and are not expected to require discussion before action. Items will be enacted by one motion. If discussion is desired by any Board member on any item, the item should be identified and removed from the Consent agenda for separate action.

Approval of Board Minutes:
Mrs. Martinez moved, seconded by Mr. Pinner to approve the June 28, 2010 Board minutes. All members voted affirmatively.

President's Report
Dr. Holden advised the Trustees that she has no President's Report to present this month, but she did review the following items for the Board's information:

- Newspaper article in The Ledger regarding Polk State College's record enrollment
- QEP Report

Dr. Holden thanked Ms. Robin Adams for her article in The Ledger on our record enrollment. Dr. Holden also provided copies of the article for the Board's review.

Dr. Holden advised the Trustees that we have mailed our QEP Report "Math: The Bridge to Success." She then thanked Dr. Ross, Professor Kaye Betz and everyone involved who are continuing to tackle this problem. Dr. Holden advised the Trustees that copies of the QEP Report, as well as DVDs are available for their review if they would like to take one. She said that QEP updates will be presented to the Board periodically for their information. Discussion followed.

Attorney's Report
- Attorney Don Wilson said that Polk State College was the recipient of the bequest of a house in Winter Haven located several blocks east of here. He advised the Trustees that the College's Facilities Department has taken possession of the property and has arranged for insurance of said property. Mr. Wilson said the College Administration has asked that the real estate be placed into the Foundation for ease of management and operation. He said this property will be sold at an appropriate time in the future, but will be managed by the Polk State College Foundation until that time. Mr. Wilson then recommended Board approval to transfer this real estate from the College to the Foundation and a deed has been prepared for the Board Chair's signature. Discussion followed.

Dr. Roberts moved, seconded by Mrs. Ross to approve the transfer of real estate from the College to the Foundation. All members voted affirmatively.

Business Services Action Items:
A. **Increase in Instructional Pay Rates** - Mr. Elliott presented and recommended Board approval of the Increase in Instructional Pay Rates. He advised the Trustees that we have worked frequently with our adjuncts and we have not raised the adjunct rates for a number of years. Mr. Elliott said there are some competitive issues with our peer institutions in the area which increasing our instructional pay rates will help resolve. Discussion followed.

Mrs. Ross moved, seconded by Mrs. Martinez to approve the Increase to Instructional Pay Rates. All members voted affirmatively.

B. **Approval of the Capital Improvement Program** - Mr. Elliott presented and recommended Board approval of the Capital Improvement Program. He advised the Trustees that this is a regular request for approval of the priority list for capital improvement projects that are funded by PECO. Mr. Elliott then reviewed the list of projects for the Board's information. Dr. Holden added that a more extensive report of our PECO projects will be presented and reviewed at our Fall Board Retreat. Discussion followed.

Mr. Pinner moved, seconded by Mrs. Martinez to approve the Capital Improvement Program. All members voted affirmatively.

Academic & Student Services
- **New Course and Lab Fees** – Dr. Ross presented and recommended Board approval of the New Course and Lab Fees for August 2010. He reviewed the report for the Board's information.

Mrs. Ross moved, seconded by Mrs. Martinez to approve the New Course and Lab Fees for August 2010. All members voted affirmatively.

- **Baccalaureate Program Proposal** – Dr. Ross presented and recommended Board approval of the Baccalaureate Program Proposal. He advised the Trustees that their approval is needed in order to conduct a needs assessment of local demand for Polk State College to offer a workforce-oriented Bachelor of Science degree in Nursing (BSN) and two additional tracks in the existing BAS degree: Health Administration and Business Information Technology. Discussion followed.

Mr. Pinner moved, seconded by Mr. Littleton to approve the Baccalaureate Program proposal. All members voted affirmatively.

Collegiate High School Reports
- **Proposed Changes to Services - For Information Only** – Dr. Holden advised the Trustees that we received notification from the Polk County School District that they will no longer provide bus service for charter school students after the end of the calendar year in December 2010. She advised the Trustees that we are on top of this situation and are currently looking at all of our options. Dr. Holden said we have had meetings with Attorney Don Wilson and we will do what it takes to honor our commitment to the parents of our charter school students at least for this year. She said we hope to have a recommendation to present for Board approval by October 2010. Discussion followed.

First Reading Items (No action required)
- None

Second Reading Items (Final approval)
- **Board Rule 3.32 – Employee Code of Ethics** – Mr. Elliott presented for final approval revised Board Rule 3.32 – Employee Code of Ethics. He said this rule is being updated to more clearly communicate the standards of conduct expected of College employees and to provide additional guidance from the Board regarding employee responsibilities for preventing and reporting suspected occurrences of fraud. Discussion followed.

Mr. Littleton moved, seconded by·Mrs. Martinez to approve Rule 3.32 – Employee Code of Ethics. All members voted affirmatively.

Information Only Items

A. Investment Interest Comparison for June and July 2010 - No Board Action Required. Mr. Elliott advised the Trustees that Polk State College has continued to keep its available funds invested in a Money Market account in order to provide the stability and liquidity that is required in Rule 5.06. Mr. Elliott said the returns of the Money Market have declined as interest rates have declined. He said we will continue to monitor this, but the returns of the Money Market have fluctuated with market conditions and we expect this trend to continue in future months. Discussion followed.

B. Budget Amendment Summary for June and July 2010 – Mr. Elliott presented and reviewed the Budget Amendment Summary for June and July 2010 for the Board's information. He said that this summary is an overview of the budget amendments that were posted to the General Ledger during June and July 2010. Mr. Elliott advised the Trustees that there will be a large number of Budget Amendments in the June Board packet as it is necessary to bring our budget back in line with our yearend results. Discussion followed.

C. Financial Report for June and July 2010 - Mr. Elliott presented and reviewed the Financial Report for June and July 2010 for the Board's information. Discussion followed.

D. Project Status Report – Mr. Elliott presented and reviewed the Project Status Report for the month of August for the Trustees' information. He said this report is presented as an informational tool on a variety of college-wide construction projects. Mr. Elliott said some of these construction projects will be delayed and he expects that the larger projects won't kick-off in earnest until we begin seeing more significant PECO appropriations. Discussion followed.

Board Discussion
Dr. Roberts commented on the recent newspaper article in The Ledger written by Robin Williams. He said this article was an indication that seemingly cooler heads are presently prevailing and there seems to be the willingness to compromise and to work through any difficulties. He said that as a retired school principal, students will always be of the utmost importance to him.

Mr. Pinner thanked Mr. Littleton for his service as Chair for FY 2009-2010. He then congratulated Mr. Garcia and Mrs. Martinez on their new appointments as Chair and Vice Chair for FY 2010-2011.

Mrs. Ross said she is excited and proud of the progress that is being made in Math and that we're finally figuring out what to do about the problems students are having. Discussion followed.
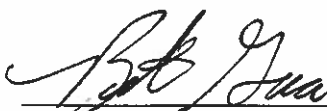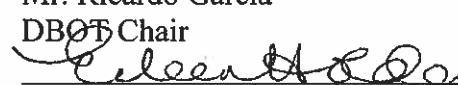
Mrs. Martinez said she considers it an honor to be appointed as the new Vice Chair for FY 2010-2011.

Mr. Littleton thanked everyone for their support and said it was a pleasure to serve as Board Chair for FY 2009-2010. He said he is so proud to be associated with Polk State College and is very excited about all the positive things that are happening with the College.

Mr. Garcia thanked everyone for his appointment as the new Board Chair for FY 2010-2011.
District Board of Trustees Meeting Minutes

Adjournment:
Having no further business, the meeting adjourned at 5:10 p.m.

Mr. Ricardo Garcia   Date 9/27/10
DBOT Chair

Eileen Holden, Ed.D.   Date 9/27/10
President

Chair Rick Garcia called the January 24, 2011 District Board of Trustees meeting to order at 4:05 p.m.

Members Present: Chair Rick Garcia, Mr. Greg Littleton, Mrs. Teresa Martinez, Ernie Pinner and Dr. Neriah Roberts

Members Absent: Mrs. Cindy Ross

Invocation: Justin Bean – SGA President - Lakeland Campus

Foundation Special Recognitions – Ms. Tracy Porter
Ms. Tracy Porter introduced the Polk State College representatives of all employee groups. Mrs. Porter also recognized the efforts of Mrs. Marianne George, the Foundation's Director of Development, who also directs the Employee Giving Program. On behalf of all employee groups, Jean Pelletier said she is honored to present a generous gift of $75,000 to Polk State College for scholarships and programs.

Special Recognitions – Dr. Eileen Holden:
Dr. Holden presented a small token of appreciation to Ms. Barbara Koontz, who is now retiring after serving as Director of the Polk State College Radiography Program since 1996. Dr. Holden then gave some background information on Ms. Koontz for the Board's information

Mrs. Marianne George recognized Ms. Robin Adams from The Ledger who was in attendance at this meeting.

As a follow-up to Trustee Ross's request, Dr. Holden brought to the Board's attention an article in the Art-i-facts magazine regarding Roger Hewitt. She said Mr. Hewitt continues to work in our Music Department and hasn't skipped a beat since he retired from Polk State College. Dr. Holden advised the Trustees that they will be seeing much more about the College in this magazine.

Agenda:
Mr. Littleton moved, seconded by Mrs. Martinez to approve the agenda for January 24, 2011. All members voted affirmatively.

Consent Agenda Items:
A. Payroll Distribution for November and December 2010 – Approved on consent agenda. Board action is required.

B. Warrants for November and December 2010 – Approved on consent agenda. Board action is required.

C. Personnel Actions – Mr. Elliott presented and recommended approval of the Personnel Actions for November 1, 2010 – December 31, 2010. Discussion followed.

D. Salary Schedule Update – Mr. Elliott presented and recommended approval of the Salary Schedule Update. Board action is required.

Mr. Roberts moved, seconded by Mrs. Martinez to approve the consent agenda items for January 2011. All members voted affirmatively.

Those items included under the Consent section are self-explanatory and are not expected to require discussion before action. Items will be enacted by one motion. If discussion is desired by any Board member on any item, the item should be identified and removed from the Consent agenda for separate action.

Approval of Board Minutes:
Dr. Roberts moved, seconded by Mr. Littleton to approve the November 22, 2010 Board minutes. All members voted affirmatively.

President's Report
Dr. Holden presented and reviewed the following items for the Board's information:

- Award
- Business Plan
- Enrollment

Dr. Holden advised the Trustees that we recently received special recognition from the American Heart Association for becoming a Gold Start Fit-Friendly company. She said Professor Laurel Smith has developed quite an impressive wellness program at Polk State College. Professor Smith has been working with Ms. Jill Hall, our HR Director in institutionalizing certain things we can do that will not only result in a reduction of our health insurance premiums, but will also make the College a healthier workplace.

Dr. Holden presented and reviewed the Florida College System Business Plan for FY 2011-2012 for the Board's information. Dr. Holden advised the Trustees that we are up against a very tough legislative session and she solicited their assistance in reviewing the Business Plan and then taking this factual information to our legislators. Discussion followed.

Dr. Holden gave an enrollment update for the Board's information. Discussion followed.

Attorney's Report
Attorney Don Wilson presented and recommended approval of the revised contract for Dr. Holden for the Board's information. He said reviewing and revising the President's contract is something we have to do each January. Attorney Wilson said Dr. Holden received a salary increase which is the same percentage amount received by other College employees. He added that there is also a provision for additional life insurance.

Mr. Littleton moved, seconded by Mr. Ernie Pinner to approve Dr. Eileen Holden's revised contract as presented. All members voted affirmatively.

Business Services Action Items:
A. New Program for State Matching Funds – Ms. Porter presented and recommended Board approval of the New Program for State Matching Funds. She advised the Trustees that we received a gift to assist in funding program manager and clinical coordinator salaries. Discussion followed.

Dr. Roberts moved, seconded by Mrs. Martinez to approve the New Program for State Matching Funds. All members voted affirmatively.

B. **Polk State College Foundation Audit Presentation – Information Only** – Ms. Porter introduced Ms. Cindy Baker from The NCT Group who presented and reviewed the Polk State College Foundation Audit for 2009 for the Board's information. Discussion followed.

Academic & Student Services

A. **New Course and Lab Fees** – **Request for Approval of credit and non-credit courses and fees** – Dr. Ross presented and recommended approval of New Course and Lab Fees for January 2011. He reviewed the report for the Board's information.

Dr. Roberts moved, seconded by Mr. Littleton to approve the New Course and Lab Fees for January 2011. All members voted affirmatively.

B. **BAS in Supervision and Management Healthcare Administration, and BAS in Supervision and Management Business Information Technology** – Dr. Ross presented and recommended approval of BAS in Supervision and Management Healthcare Administration, and BAS in Supervision and Management Business Information Technology. He advised the Trustees that they approved the Needs Assessment at the August Board meeting and according to Florida Statute Board approval is also needed to submit the application for new bachelors programs. Discussion followed.

Dr. Roberts moved, seconded by Mrs. Martinez to approve the BAS in Supervision and Management Healthcare Administration, and BAS in Supervision and Management Business Information Technology. All members voted affirmatively.

Collegiate High School Reports

- **Polk State College Collegiate High School 2009-2010 Charter Accountability Goal Report – Information Only** – Mrs. Brisbane presented and reviewed the Polk State College Collegiate High School 2009-2010 Charter Accountability Goal Report for the Board's information. Mr. Garcia asked how many school districts in Florida offer a dual enrollment program. Mrs. Brisbane said there are several programs that are like ours in that they have a collegiate high school program on the college campus. She added that there are approximately 14 schools that are similar to our schools that offer dual enrollment in different types of scenarios. Mrs. Brisbane said some schools offer dual enrollment for grades 10-12, whereas we only offer dual enrollment for grades 11-12. Dr. Holden said that all 67 Florida counties have access to the dual enrollment program. She advised the Trustees that we will include this data in a report and bring it back for their information. Discussion followed.

First Reading Items (No action required)

- None

Second Reading Items (Final approval)

- None

Information Only Items

A. **Investment Interest Comparison for November and December 2010** - No Board Action

required. Mr. Elliott advised the Trustees that Polk State College has continued to keep its available funds invested in a Money Market account in order to provide the stability and liquidity that is required in Rule 5.06. He said the returns of the Money Market have declined as interest rates have declined. Mr. Elliott said we will continue to monitor this, but the returns of the Money Market have fluctuated with market conditions and we expect this trend to continue in future months. He advised the Trustees that we have recently made a couple of investment moves and hopefully we'll see a little higher rate of return, although the current interest rates are still low.

Discussion followed.

B. **Budget Amendment Summary for November and December 2010** – Mr. Elliott presented and reviewed the Budget Amendment Summary for November and December 2010 for the Board's information. He said this summary is an overview of the budget amendments that were posted to the General Ledger during November and December 2010. Discussion followed.

C. **Financial Report for November and December 2010** – Mr. Elliott presented and reviewed the Financial Report for November and December 2010 for the Board's information. Discussion followed.

D. **Project Status Report** – Mr. Elliott presented and reviewed the Project Status Report for the month of January for the Trustees' information. He said this report is presented as an informational tool on a variety of college-wide construction projects. Mr. Elliott said some of these construction projects will be delayed and he expects that the larger projects won't kick-off in earnest until we begin seeing more significant PECO appropriations. Discussion followed.
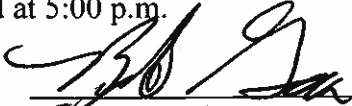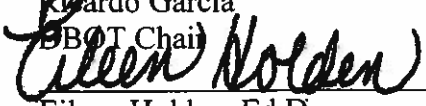
Board Discussion
Dr. Roberts said he had the opportunity to attend the Chain of Lakes Collegiate High School groundbreaking and it was a well-orchestrated, well-planned event. He apologized for missing this year's MLK Breakfast on January 11, 2011, but he was unable to attend due to unforeseen circumstances.

Dr. Holden advised the Trustees that we are not quite sure who has or who will be appointed to the Governor's appointment office. She added that although Cindy Ross' term expired in May 2010, she continues to serve on our Board as an interim Trustee; however, Cindy is quite anxious to have someone named as her replacement. Dr. Holden said Linda Ivell's position also remains vacant and Dr. Roberts' term will expire on May 31, 2011. She then thanked all of the Trustees for serving on our Board.

Mr. Garcia thanked the Trustees for attending our meetings as we would not have a quorum without their attendance.

Adjournment:
Having no further business, the meeting adjourned at 5:00 p.m.

_____   _____
Ricardo Garcia   Date   2/28/11
DBOT Chair

_____   _____
Eileen Holden, Ed.D.   Date   2/28/11
President

_____

Meeting called to order by the chairman, Terry Brigman at 11 AM

In Attendance:

Name	Position	Place
Terry Brigman	Director of Information Technology and CIO	City of Lakeland
George Brooks	HR Director Retired	City of Lakeland
Katherine Lustila	HR Manager/ Employment Services	LRMC
Jim Rhodes	HR Director Retired	Publix
Teresa Vaughn	VP of HR	Bunch & Associates
Lori Walsh	HR Director	Badcock
Veryl White	Security Director	Badcock
Mark Brown	Security Director	Center State Bank Group
Chad Tagtow	IT Director	Citizen Banking Group
Gary DeWitt	IT Director	Florida Natural Growers
Pat Mongoven	Information Service	Winter Haven Hospital
Kathy Rubo	Director of Systems Development	Badcock
Brian Terrell	Director Data Warehousing	Publix
Hiep Nguyen	Director of Information Technology	City of Winter Haven
Meryl Crews	IT Operations Director	Summit Consulting Summit Holdings
Tom Larson	Director IT	Publix Supermarkets, Inc
Ron Mallory	Director IT Infrastructure	Badcock
Barry Friedman	Managing Editor/ Digital	The Ledger
Fredrick Koehler, II	Smart Creative/Partner Marketing Group	Fill
Ryan Lee	Team Leader, Instructional Technology	LRMC
Jeff Fullgraf	Coordinator , Instructional Technology	LRMC
Donavan Tinsley		D M & R
Cliff Bennett	Computer Network Engineering Technology	Lakeland PSC
Sallie Brisbane	Director, Collegiate High School	Lakeland PSC
Bridget Fetter	Director Chain of Lakes Collegiate HS	Winter Haven
Jill Hall	Interim Director, HR	PSC Career Development
Steve Hull	Provost	Lakeland PSC
John Huff	IT Security Coordinator	Lakeland PSC
Ernie Ivey	Computer Information Systems	Lakeland PSC
Dr. Patricia Jones	District Dean of Academic and Student Services	PSC District
Richard Joyce	Digital Multimedia Technology	Lakeland PSC
Maria Lehoczky	Business Administration Program Manager	Lakeland PSC
Dr. Sharon Miller	Provost	Winter Haven PSC
Marvin Pippert	Dean Academic Affairs	Lakeland PSC
Joe Ruggiero	Coordinator	Lakeland PSC

Trish Shuart	Dean, Academic Affairs	Winter Haven PSC
Brian Hartpence	Director NET Program	Lakeland PSC
Joe Bennett	Coordinator, Collegiate High School	Lakeland PSC

Agenda with accompanying Power Point presentation:

- Review and Evaluate Current PSC Programs:

    - Digital Multimedia,

    - Computer Information Systems,

    - Network Engineering Technology,

    - Information Technology Security programs

  – Collegiate high school Programs

    - Collegiate High School- Lakeland

    - Chain of Lakes Collegiate High School – winter Haven

  – Business & Information Technology BAS Degree

  – Career Placement & Internship Process

- Propose curriculum recommendations for the next 3 to 5 year period

After presentations by selected PSC personnel, the focus groups met and began work as per agenda.

Action Items:

1) Due to shortness of time line, it was suggested that subcommittees be created to review projects suggested during the discussion. The subcommittee will provide feedback to the College by November 2009. The CIS Subcommittee will review options for a bachelor degree option. This was agreed.

2) PSC will respond to 4 year degree feedback at the February 2010 meeting.

Adjourned at: 1:30 pm

Minutes submitted by: Joseph F Ruggiero

Meeting called to order by the chairman, Terry Brigman at 11 AM

After presentations by Ernest Ivey (Revised CIS AS degree), Dr Patricia Jones (4 Year Degree), and Cliff Bennett (Emerging topics), respectively, a detailed discussion followed by all in attendance. For the most part, there was buy in of the ideas to split the four year degree into a revised CIS AS degree and the follow on 2 years in the BAS of Supervision and Management which would complete the 4 year degree. There were four items which required follow on discussion:

1) The Introduction to Operating Systems course needed to be revised to include more current topics.

2) Project Management should be in the lower level (within the AS degree). Could it be swapped with something else?

3) Should Visual Basic be dropped to make room for more up to date topics?

4) Cliff Bennett will meet with the Security Focus group to once again explore the possibilities in this area.

Action Plan:

1) Dr Jones & Ernest Ivey will meet with special focus group to resolve concerns.

2) Cliff Bennett will meet with Security focus group to explore possibilities of offering a 4 year Security Degree.

Adjourned at: 1:30 pm

Minutes submitted by: Joseph F Ruggiero

CIS Subcommittee of Computer Advisory Committee
July 27, 2010
LLC 1295
11am-1pm
Agenda

Present: Brian Terrell, Gary DeWitt, Kathy Rubo, Ryan Bierschenk, Anne Beriswill, Ernie Ivey, Maria Lehoczky, Patricia Jones

I.   Introductions

II.   Curriculum of Proposed BAS-IT track

        The group discussed the courses in the newly revised AS in Computer Systems and Business Analysis as well as the courses proposed for the BAS-IT concentration.

        Suggestions from the group included the following:
        In the AS degree:

        - Move scripting from the JavaScript course to the Introduction to Programming course.
        - Change to programming options from C++ or JavaScript to .Net or Java Fundamentals.

        In the BAS-IT concentration:
        - Add a pre-calculus course. There is a requirement for one additional math course in the BAS degree. Discussion followed as to whether it would be better for that course to be statistics or pre-calculus. It was decided since there was room for students to take only one of the above courses to let students choose which one they preferred.
        - Include scripting in the Web Application Development course
        - Include security topics in the Legal and Ethical Issues course. Have this course co-taught by a lawyer and a security IT person
        - Give students a choice of either Advanced Java or Advanced .Net

        The group discussed what positions a graduate of this program would be hired for. Responses varied by company: for Publix, this person would likely be hired by the data warehousing group or the business analysis and reporting group, but not by the programming group. At Badcock, they might be hired as a junior programmer. At Mid-Florida they would not be hired as a programmer but would more likely work with the database/warehousing group or the enterprise group.

        The group discussed outcomes for this concentration. Below is a rough draft of the outcomes that need to be edited by the committee:
        A successful graduate of this program will be able to

1. serve as a liaison between the information technology and business divisions of a company
2. understand business needs to develop actionable information
3. facilitate the business process by creating effective solutions using information technology

III.   Title of BAS-IT track

After discussion, the group decided on Business Information Technology as the title of the concentration.

IV.   Needs Assessments

The group reviewed to drafts of the employer and student surveys and offered the following suggestions:
- Include a copy of the proposed curriculum with the employer survey
- Separate the employer survey into questions for an HR director and questions for an IT director
- Add Technology as one of the options for type of business in the employer survey
- Add BAS as an option in the student survey for degree of interest
- Get mailing list from Cliff Bennett for AITP for the employer survey
- Include CHS and COL IT students in the student survey

HEART OF FLORIDA
REGIONAL MEDICAL CENTER

www.heartofflorida.com

January 6, 2011

Dr. Eileen Holden
Polk State College
999 Ave. H NE
Winter Haven, Fl. 33881

Dear Dr. Holden:

I am pleased to learn that Polk State College has plans to develop and offer a new concentration in Healthcare Administration to its Bachelor of Applied Science in Supervision and Management. This concentration will open the door for associate degree clinicians in areas such as nursing, radiography, sonography, and respiratory therapy to pursue careers in healthcare administration. With continually rising growth in the field of healthcare, there will certainly be a need for additional healthcare administration personnel.

Our organization, Heart of Florida Regional Medical Center, is a vital employer in Polk County in the healthcare field. Polk State College's new concentration will significantly benefit our organization as well as other healthcare entities within Polk County. I enthusiastically support your efforts to expand the Bachelor of Applied Science in Supervision and Management to include a concentration in Healthcare Administration. This offering will serve to provide an opportunity for the areas healthcare clinicians to enhance their administrative skills and leadership abilities to the betterment of our community.

Sincerely,

Jay Finnegan
Chief Executive Officer

January 5, 2011

Dr. Eileen Holden
President
Polk State College
999 Avenue H, NE
Winter Haven, Florida 33881

Dear Dr. Holden:

I am pleased to learn that Polk State College wishes to add a new concentration in Healthcare Administration to its Bachelor of Applied Science in Supervision and Management. This concentration will open the door for associate degree clinicians in areas such as nursing, radiography, sonography, and respiratory therapy to pursue careers in healthcare administration. With continually rising growth in the field of healthcare, there will certainly be a need for additional healthcare administration personnel.

Our organization, Lakeland Regional Medical Center, is a vital employer in Polk County in the healthcare field. Polk State College's new concentration will significantly benefit our organization as well as other healthcare entities within Polk County. I enthusiastically support your efforts to expand the Bachelor of Applied Science in Supervision and Management to include a concentration in Healthcare Administration.

Sincerely,

Janet Fansler

Janet Fansler, MS, RN, CENP
Senior Vice President/Chief Operating Officer/
Chief Nurse Executive

JF/jlm

January 12, 2011

Eileen Holden, Ed.D.
President
Polk State College
999 Ave. H, NE
Winter Haven, Florida 33881

Dear Dr. Holden:

I am pleased to learn that Polk State College wishes to add a new concentration in Healthcare Administration to its Bachelor of Applied Science in Supervision and Management. This concentration will open the door for associate degree clinicians in areas such as nursing, radiography, sonography, and respiratory therapy to pursue careers in healthcare administration. With continually rising growth in the field of healthcare, there will certainly be a need for additional healthcare administration personnel.

Lake Wales Medical Center is a vital employer in Polk County in the healthcare field. Polk State College's new concentration will significantly benefit our organization as well as other healthcare entities within Polk County. I enthusiastically support your efforts to expand the Bachelor of Applied Science in Supervision and Management to include a concentration in Healthcare Administration.

Sincerely,

M. Scott Smith
Chief Executive Officer

MSS/sf

JAN 14 2011

January 6, 2011

Dr. Eileen Holden
President
Polk State College
999 Avenue H NE
Winter Haven, FL 33881

Dear Dr. Holden:

I am pleased to learn that Polk State College wishes to add a new concentration in Healthcare Administration to its Bachelor of Applied Science in Supervision and Management. This concentration will open the door for associate degree clinicians in areas such as nursing, radiography, sonography, and respiratory therapy to pursue careers in healthcare administration. With continually rising growth in the field of healthcare, there will certainly be a need for additional healthcare administration personnel.

Watson Clinic, LLP is a vital employer in Polk County in the healthcare field. Polk State College's new concentration will significantly benefit our organization as well as other healthcare entities within Polk County. I enthusiastically support your efforts to expand the Bachelor of Applied Science in Supervision and Management to include a concentration in Healthcare Administration.

Sincerely,

Louis S. Saco, MD, FACP, MBA
Chief Executive Officer
Chairman of the Board

P.O. Box 95000 • Lakeland, Florida 33804-5000 • (863) 680-7000

Bartow • Behavioral Health Division at Edgewood • Bella Vista Building • Center for Cancer Care & Research, Lakeland/Bartow • Center for Rehabilitative Medicine
Dermatology at Sun City Center • Dermatology at Zephyrhills • Kidney Center • Lakeland Highlands • North Pediatrics • Plant City • South • Women's Center

Polk State College   BAS Degree Expansion Application – April 2011   71

Accredited by the Accreditation Association for Ambulatory Health Care, Inc.

Winter Haven Hospital

Caring for our Community

Eileen Holden, Ed.D.
Polk State College
999 Avenue H NE
Winter Haven, FL 33881-4256

January 12, 2011

Dear Dr. Holden:

We appreciate the professional partnership that we have shared over the years with Polk State College. You have been exceptionally sensitive and responsive to the workforce needs of Winter Haven Hospital as well as the entire county. We appreciate the collaborative relationship that you have with the healthcare providers throughout Polk County, seeking our input regarding programmatic needs. In doing so—and then responding to that input by developing targeted programs—we have been successful in filling critical vacancies. For example, we have been able to maintain staffing in crucial positions in our Cath Lab as a result of Polk State College's Cardiovascular Tech Program (CVT). We have drastically cut our RN vacancy rate by recruiting and hiring PSC's nurse graduates. We have filled essential Respiratory Therapy vacancies through your RT program. Not only has filling these vital vacancies grossly impacted our organization financially (by eliminating expensive contract labor), but it has enhanced our ability to provide the highest quality of care through competence and continuity. Always true to Polk State College, these healthcare providers came to us exceptionally prepared. These professionals are a tremendous asset to our organization—and to the community.

I am now equally pleased to learn that Polk State College wishes to add a new concentration in Healthcare Administration to its Bachelor of Applied Science in Supervision and Management. This concentration will open the door for associate degree clinicians in areas such as nursing, radiography, sonography, and respiratory therapy, to now pursue careers in healthcare administration. As healthcare continues to grow in complexity and uncertainty, there will certainly be a need for additional healthcare administration personnel who are well prepared and knowledgeable. I have no doubt that PSC's program will provide the very foundation needed to navigate these somewhat precarious yet exciting waters.

As you know, Winter Haven Hospital is a vital employer in Polk County in the healthcare field. Polk State College's new concentration will significantly benefit our organization as well as other healthcare entities within Polk County. On behalf of the entire organization, I enthusiastically support your efforts to expand the Bachelor of Applied Science in Supervision and Management to include a concentration in Healthcare Administration, and look forward to supporting you in this effort!

Sincerely,

Mary Jo Schreiber, RN, MSN
Chief Nursing Officer/VP Patient Services

JAN 14 2011

Dr. Eileen Holden
Polk State College
999 Avenue H NE
Winter Haven, FL 33881

Dear Dr. Holden:

I am pleased to support the new concentration in Business Information Technology proposed for Polk State College's Bachelor of Applied Science in Supervision and Management. Over the past year I have served on the advisory committee comprised of representatives from business and industry who developed this concentration. We met on multiple occasions to review the current content of Polk State College's computer programs as well as to propose a concentration in the BAS degree that would build upon the current Polk State College offerings in computer systems analysis.

Information technology has become a vital component to running any business. This new concentration will help meet the need of area businesses for skilled information technology professionals. It will also prepare graduates to work as liaisons among company stakeholders eliciting, analyzing, communicating, and validating requirements for changes to business processes, policies, and information systems.

Polk State College's new concentration in Business Information Technology will significantly benefit our organization as well as other businesses within Polk County. I enthusiastically support your efforts to expand the Bachelor of Applied Science in Supervision and Management to include a concentration in Business Information Technology.

Sincerely,

Kathleen A Rubo
Director Systems Development & Integration
Badcock Home Furnishings & More

Dr. Eileen Holden
Polk State College
999 Avenue H NE
Winter Haven, FL 33881

Dear Dr. Holden;

Florida's Natural Growers is excited about the new concentration in Business Information Technology proposed for PSC's Bachelor of Applied Science in Supervision and Management. Over the past year I have served on the advisory committee comprised of representatives from business and industry who developed this concentration. We met on multiple occasions to review the current content of Polk State College's computer programs as well as the current PSC offerings in computer system analysis.

Information Technology is a critical part to running our business and this new concentration will help us meet the need for skilled information technology professionals. We are especially pleased with the fact that the program will prepare graduates to work as liaisons between our business units and Information Services department and we would expect that they should increase the value of our business intelligence investments.

Polk State College's new concentration in Business Information Technology will significantly benefit our organization as well as other Polk County enterprises. As such, we will enthusiastically support your efforts to expand the Bachelor of Applied Science in Supervision and Management to include a concentration in Business Information Technology.

Sincerely,

Gary W. DeWitt
Director of Business Intelligence and Information
Florida's Natural Growers, Inc.

Dr. Eileen Holden
Polk State College
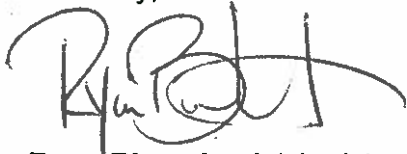999 Avenue H NE
Winter Haven, FL 33881

Dear Dr. Holden:

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Information technology has become a vital component to running any business. This new concentration will help meet the need of area businesses for skilled information technology professionals. It will also prepare graduates to work as liaisons among company stakeholders eliciting, analyzing, communicating, and validating requirements for changes to business processes, policies, and information systems.

Polk State College's new concentration in Business Information Technology will significantly benefit our organization as well as other businesses within Polk County. I enthusiastically support your efforts to expand the Bachelor of Applied Science in Supervision and Management to include a concentration in Business Information Technology.

Sincerely,

Ryan Bierschenk | Assistant Vice President, Metrics
MIDFLORIDA Credit Union | Phone: 863.616.2100 x2097

Terry Brigman
City of Lakeland
Department of IT
501 E. Lemon Street
Lakeland, FL. 33801

January 27, 2011

Dr. Eileen Holden
Polk State College
999 Avenue H NE
Winter Haven, FL 33881

Dear Dr Holden:

I am pleased to support the new concentration in Business Information Technology proposed for Polk State College's Bachelor of Applied Science in Supervision and Management. Over the past year I have served on the advisory committee comprised of representatives from business and industry who developed this concentration. We met on multiple occasions to review the current content of Polk State College's computer programs as well as to propose a concentration in the BAS degree that would build upon the current Polk State College offerings in computer systems analysis.

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Polk State College's new concentration in Business Information Technology will significantly benefit our organization as well as other businesses within Polk County. I enthusiastically support your efforts to expand the Bachelor of Applied Science in Supervision and Management to include a concentration in Business Information Technology.

Sincerely,

Terry Brigman
Information Technology Director and CIO
City of Lakeland

Dr. Eileen Holden
Polk State College
999 Avenue H NE
Winter Haven, FL 33881

Dear Dr. Holden:

I am pleased to support the new concentration in Business Information Technology proposed for Polk State College's Bachelor of Applied Science in Supervision and Management. Over the past year I have served on the advisory committee comprised of representatives from business and industry who developed this concentration. We met on multiple occasions to review the current content of Polk State College's computer programs as well as to propose a concentration in the BAS degree that would build upon the current Polk State College offerings in computer systems analysis.

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Polk State College's new concentration in Business Information Technology will significantly benefit our organization as well as other businesses within Polk County. I enthusiastically support your efforts to expand the Bachelor of Applied Science in Supervision and Management to include a concentration in Business Information Technology.

Sincerely,

Hiep Nguyen
Chief Information Officer
City of Winter Haven, Fl.