

**POLK STATE COLLEGE
AQC MINUTES**

- Meeting:** Academic Quality Council
- Date/Time:** September 15, 2014 3:00pm
- Locations:** Winter Haven Campus – OCPA 101
Lakeland Campus – LAC 1243
- Recorder:** Sarah Plazak
- Attending Members:** Patricia Jones, Donald Painter, April Robinson, Sally Fitzgerald, Mackenzie Jennings, Rebecka Sare, Ben Gracy, Greg Harris, Kaye Betz, Greg Toole, Laurel Smith, Cynthia Freitag, Lorrie Jones, Beth Luckett, Karen Walfall, Terrence Hays, Jeannie Melendez, Kimberly Myers
- Resource Members:** Dodie Cowan, Bill Foege, Chris Fullerton, Kathy Bucklew,
- Other Faculty/Staff:** John Huff, Ernie Ivey, Reggie Webb, Lynn Chisholm, Patty Linder, Gerene Thompson, Beverly Woolery, and Maria Lehoczky
- Absent Resource Members:** Sylvester Little, Saul Reyes, Peter Usinger, Naomi Boyer, Marcia Conliffe

Welcome

Patricia welcomed everyone. A quorum was reached at 3:02 pm. Additions to the agenda: Introductions and Curriculog Discussion

Introductions: Patricia introduced Sarah Plazak as the new Academic Services Specialist. All attendees then introduced themselves and their association with the college.

I. Approval of Minutes from April 21, 2014:

Gregory Harris made a motion to approve the meeting minutes, which was seconded by Laurel Smith. No further discussion; motion passed unanimously.

II. Information Items:

Patricia stated that Items 1-6 on the Information Items document consist of minor errors that were found over the summer while building the catalog.

Patricia said item 7 contained courses that have not been offered in 5 years. She mentioned that we are required to review any courses that have not been offered in 5 years.

Patricia reviewed item 8, which contains the review of AA courses that we are required to perform every year. She said that this is not assessment. It is a simple process, requiring the review of BCIs to make sure faculty are still satisfied with

course descriptions, outcomes, etc. We are in year 4 of the developed 5-year cycle. Patricia said that she will email all of the Department Coordinators with information of what courses are up for review this year. Department Coordinators have until April to review the BCIs.

The final information item was the curricular changes from the Institute of Public Safety. She said that their curriculum is dictated by the Florida Department of Law Enforcement (FDLE) therefore their changes come as information rather than action items

No concerns were raised by any of the information items.

III. – V. Program Modifications: Network Server Administration, Network Virtualization & Cloud Technologies, and Network Infrastructure Design
Presenter: John Huff

John noted that when the new programs were added for Network Systems Technology last year, a few courses were left out of the elective pool for each program. He proposed adding these courses to each program. For Network Server Administration, he is proposing to add CET 2615C *Scaling Networks*, CET 2620C *Connecting Networks*, and CET 2665C *CCNA Security*. For Network Virtualization and Cloud Technologies, he is proposing to add CET 2615C *Scaling Networks*, CET 2620C *Connecting Networks*, and CET 2665C *CCNA Security*. And for Network Infrastructure Design, he is proposing to add DET 2665C and CTS 2411C *Information Storage Management*.

Rebeckah Sare made a motion to approve; Greg Harris seconded. No further discussion; motion passed unanimously.

VI. AQC Handbook Revisions
Presenter: Patricia Jones

Patricia said that several faculty members have approached her about making changes to programs during the middle of the academic year. Normally, we wait until the following calendar year, but since requests have been made to change in January rather than waiting for the fall, Patricia decided to have a discussion with Dodie Cowan, Kathy Bucklew, and Reggie Webb regarding changing programs in mid-year. This group proposed the following changes to the AQC Handbook: if a program is being changed to give students more options, if it is mandated by their accrediting body, or if there is an error that needs to be fixed. Kathy explained that if degree requirements are changed (vs. adding options for students) it impacts Financial Aid, Veterans, and other various groups. Patricia said that she, along with Kathy, Dodie, Reggie tried to arrive at a compromise that would help allow programs to move forward if the change did not impact students in a negative way, without having to wait an entire calendar year.

Laurel Smith made a motion to approve; Lorrie Jones seconded. Sally Fitzgerald recommended that “a” be removed from the fourth bullet of the Effective Dates for Changes section. Patricia made note of change. No further discussion; motion passed unanimously.

VII. Program Modifications: Digital Media & Web Development
Presenter: Ernie Ivey

Ernie Ivey proposed adding one more elective to the Digital Media and Web Development programs in the Humanities category. Currently, there are three elective options in the Humanities section, *Introduction to Humanities*, *Art History I*, and *Art History II*. There has been a new course developed by the art department that they would like to take advantage of, *Art Appreciation* ARH 2000.

Discussion ensued about the effective date for this change. It was decided the course ARH 2000 would be added to the degree audits for these programs without requiring a new effective date.

Note: After the AQC meeting Kathy Bucklew recalled that not creating a new catalog date for the programs would create issues in financial aid. Therefore the effective date will be 2016-1.

Beth Lockett made a motion to approve (with current program's effective date); Lorrie Jones seconded. No further discussion; motion passed unanimously.

VIII. New Course Proposal: EEX 2080 Teaching Students with Learning Disabilities
Presenter: Beverly Woolery

Beverly proposed a new course that was created and piloted during the fall. Florida Law mandates that every teacher renew the teaching certificate every five years, and they must take a one-credit ESE (Exceptional Student Education) course or a twenty in-service hour course. To meet this need, the School District approached Beverly requesting that we offer this new course. There are 8,000 teachers in our school district, which equates to many teachers who need to take the ESE course. It has an online format, and has gotten positive feedback from students. The course focuses on making the classroom a friendlier place for students with learning disabilities.

Greg Harris made a motion to approve; Mackenzie Jennings seconded. Some discussion followed when Sally Fitzgerald said that the wording for the short version of the course title needed to be revised. She let Sally know that the field will only allow for twenty characters, but we will work to edit the title. No further discussion; motion passed unanimously.

IX. Program Modification: BS in Elementary Education
Presenter: Patty Linder

Patty noted that the Elementary Education program was approved by AQC in March 2014, but it has not been approved by the state yet. The change she is proposing pertains to the General Education courses preparing students in the AA program. Originally, it was said that students had to take MAC 1105 and one other math

course, but since then, we have learned that MAC 1105 is not required of elementary education majors. Patty said that she has consulted with our sister colleges, and they do not require MAC 1105 either. .

In the Elementary Education program, the change requested is to modify the Mathematics section so that it requires six credits required from any math course approved for general education. Patty indicated that she has also talked to the Math Department to make sure that this would be in-line with their thinking.

Greg Toole asked if the Math Department was okay with the decision – he had not previously heard of the change. Kaye Betz indicated that she was in agreement with the change. Greg Toole indicated that he found the change reasonable, as well.

Greg Toole made a motion to approve; Cynthia Freitag seconded. No further discussion; motion passed unanimously.

**X. Program & Course Modifications, New Course: BS in Early Childhood Education
Presenter: Patty Linder**

The purpose of this Program Modification Proposal is to restructure the Early Childhood Final Internship Experience to include two additional courses: EEX 4936 *Senior Seminar in early Childhood Education* (1 credit) and RED 4940 *Final Reading Internship* (2 credits). In making this change, it is also necessary to eliminate one course from the program of study: EEC 3413 *Working with Diverse Families in early Childhood Programs* (3 credits).

Patty said that EEC 3413 *Working with Diverse Families in Early Childhood Programs* was approved as part of the program in February; however, when the curriculum was reviewed, it was realized that this course duplicates a good amount of the content found in another course. In looking at the over-lap, it was decided that they could use those three credit hours in a more prudent way for the student. It is proposed that this course be end termed.

Patty would like to use their three credits to align to internship experience with what is require in the Elementary Education BS. In that program, in addition to the internship, there was a course that was a senior seminar and reading course.. She would like to create a new one-hour course, EEC 4936 *Senior Seminar in Early Childhood Education*. This new course would bring the students together approximately five times during their internship to discuss the issues and concerns that they are having while they are out in the real-world classrooms. Speakers would also be brought in to discuss professional practices to get students ready to move into the interview process when the internship is complete. This course does exist with a different course code in the Elementary Education Program.

The third change would be to add an existing course, RED 4940 *Final Reading Internship*, as a required course in the Early Childhood bachelor degree. The co-requisite language on RED 4940 would need to be changed to reflect this.

Kathy asked if there was a need to use a different number for EEC 4936, since the senior seminar is being offered in both programs. Kathy expressed a concern for students who decide to move back and forth between programs. She asked if there

is a specific need to use a different course ID. Patty indicated that the State Catalog distinguished two courses, and it was felt that the course's conversations would be different depending on the program.

Rebeckah Sare asked how many interning students this would be adding to the schools if we add the RED 4940 internship to Early Childhood. Patty said it would vary depending on how many students were interning in any given term across both programs. She could not give a definitive answer at this time, saying it will have to wait to be seen. Rebeckah asked if we have enough spots in the school to support another group of students every semester. Patty said that she is currently meeting with the School District Professional Development Department to discuss the openings for these internships. We will have the public schools, Lake Wales Charter District, charter schools, and private schools. Patty is working to build relationships so that we will have schools that want our interns. Patty said that another requirement is that a student must pass all components of the State Teacher Licensure Exam before they can be enrolled in an internship courses. This will also reduce the number of interns. Rebeckah wondered if we would be comfortable making this change when we have not solidified the number of available spots the School Board will have. Patty said that the internship is required by state statute. We must provide a culminating internship opportunity, beyond field experience, if we are going to have an Education Program approved by the state. It is our responsibility to build the relationship with the School District so that they support the internship.

Rebecka Sare made a motion to approve; Cynthia Freitag seconded. No further discussion; motion passed unanimously.

**XI. Course Modification: SLS 2371 *Prior Learning Assessment Portfolio Development*
Presenter: Maria Lehoczky**

Maria said that this course is designed to help students in developing a portfolio for Prior Learning Assessment credits. Over the past six months, Lynn Chisholm has been working with the program directors to streamline the portfolio process, to clarify the portfolio steps, and to create a more consistent, standardized submission of portfolios. It is proposed that this course be revised down from a two-credit course to a one-credit course, now that the course has been streamlined.

In regard to prerequisites, Kaye Betz brought forward inconsistencies between the BCI and what was in the Curriculog proposal. Curriculog says, "Requires placement at the college level or satisfaction of developmental education requirements in reading, writing, and mathematics." The BCI states, "ENC 1101, and placement in college-level mathematics or completion of developmental education requirements." Discussion ensued regarding what the correct wording would be. Patricia said that she remembered when the course was being planned, that the faculty wanted ENC 1101 to be completed because the students would need to write a portfolio. Kaye indicated that the prerequisite for the mathematics area was fine..

Lynn Chisholm wanted it to be noted that this course would only be required for the first portfolio. If the student submitted additional portfolios for evaluation, they would not need to repeat the course.

Lorrie Jones made a motion to approve; Greg Toole seconded. No further discussion; motion passed unanimously.

**XII. New Course & Course Modifications: MAT 0057L, MAT 0057, MAT 1033
Presenter: Kaye Betz**

Kaye introduced MAT 0057, saying it is a self-paced modular course created as a result of the Senate Bill 1720. It was brought to AQC in the spring, and at that time, we had not yet received Federal Financial Aid approval for the course. After several meetings with the Federal Financial Aid representative, we found out that we could not offer a course that allowed the modules to be carried over from one term to the next term. Kaye said that they would like to have MAT 0057 be six modules, and they would like to add MAT 0057L, a one-credit course taken at the end of MAT 0057. The student would take MAT 0057 one term, and then take MAT 0057L the first half of the next term. If a student progressed quickly through MAT 0057, they could go through MAT 0057 and MAT 0057L in one term, and be ready for MAT 1033 the following term. If implemented, this has the potential of being an accelerated version of the developmental classes, when desired.

If MAT 0057 and MAT 0057L were approved, then Kaye proposed that the prerequisite for MAT 1033 be changed to MAT 0057L.

Discussion ensued about using MAT 0057 for a drop down option. Patricia stated that that was something that Advising and Academics should discuss outside the AQC meeting, and Donald agreed.

Lorrie Jones asked about rolling enrollment used at the Clear Springs Campus for the Engineering Technology program, and why MAT 0057 and MAT 0057L cannot follow that type of model. Also, Kathy stated the Engineering Technology is an experiment which is being mainly handled manually, the system cannot be automated at this time. It would require massive re-programming to make this happen for the developmental courses. Patricia indicated that there is a huge infrastructure behind the “open entry-open exit” offered at Clear Springs, and that structure is not ready to be implemented on a larger scale at this time.

At this point time ran out as OCPA 101 was needed by the next group. Rebecka Sare made a motion to table this proposal due to the time constraints of this meeting.

XIII. Curriculog Discussion

Patricia encouraged members to share input with her or Sarah if they were having any trouble with the Curriculog system. This item will be discussed at the next meeting.

Meeting adjourned: 4:01 p.m.

Next Meeting: October 20, 2014
Proposals Due: October 6, 2014