

**POLK STATE COLLEGE  
AQC MINUTES**

**Meeting:** Academic Quality Council

**Date/Time:** April 17, 2017 3:00 p.m.

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

**Recorder:** Sarah Plazak

**Attending Members:** April Robinson, Gerene Thompson (acting as Dean of Academic Affairs - Lakeland), Sally Fitzgerald, Mackenzie Jennings, Von McGriff, Mark Hartfield, Susan Moerschbacher, Anna Butler, Joyce Lee (on behalf of Greg Toole), Ben Gracy, Natalie Whitcomb, Lisa Smelser, Lorrie Jones, Ray Oberg, Maria Lehoczky, Christen Shea, Sandra Ward, and Jacqueline Torres

**Attending Resource Members:** Donald Painter, Kathy Bucklew, Reggie Webb, and Kevin Jones

**Other Faculty/Staff:** Gregory Johnson, Annette Hutcherson, Kim Pearsall, Cliff Bennett, Lisa Rosa, Kevin Ferrier, Merrybeth Etherton, Joanne Buchanan, Beth Lockett, Kathee Ford, Anjali Parti, and Anna Evans

**Welcome**

Orathai welcomed everyone. A quorum was reached at 3:00 p.m.

**I. Approval of Minutes from March 16, 2017:**

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

**II. Information Item**

Orathai Northern said that typically at the end of the AQC season, any changes that came out of the AA Review are discussed; however, there was only one minor submission from Laurel Smith. All other parties seem to be content.

**III. New Course: ENC 0055L *The English Studio*  
Presenter: Lisa Rosa**

Lisa Rosa said that ENC 0055L *The English Studio* has been piloted during the current semester. It was developed due to the low pass rates of students in ENC 1101 because of the developmental education changes. Two class sections are being taught at one credit hour each. During this piloting period, two instructors have been teaching very similar mini lessons centering on common grammar mistakes in the beginning of each class. This one-credit-hour course would be a co-requisite to ENC 1101. There has been great success with the pilot course.

Mackenzie Jennings asked if there is any outcome data that could be provided to the Winter Haven English faculty, since this course will be taught on both the Lakeland and Winter Haven campuses. Lisa said that because the course is still in progress, there is no information regarding pass rates. The two instructors of the piloted classes and the instructors of ENC 1101 have indicated that they have seen improvement in students taking the pilot alongside ENC 1101.

Maria Lehoczky asked if every student would have to take ENC 0055L as a co-requisite along with ENC 1101. Lisa said no; this course is just strongly encouraged for those students who have opted out of the other developmental education English courses.

Mackenzie asked if this course would be developmental education credit or general education credit, and Lisa responded that it would be developmental education credit. Mackenzie asked how this course differs from the existing developmental education English courses. Lisa said that ENC 0055L would be one credit and be more of a workshop with the class starting with mini lessons, but with the rest of the class period spent working on assignments from ENC 1101. Mackenzie asked if the instructors of ENC 0055L will need to work closely with the ENC 1101 instructors, and Lisa confirmed and proposed that the ENC 0055L teacher would be an invisible instructor for the ENC 1101 class.

Donald Painter shared that this model is being used at Daytona State College that set up the course to be agnostic to the ENC 1101 course a student is taking. Donald said that at a previous presentation given by Lisa, it was shared that part of the onus will be on the student to bring material on which to work.

Mackenzie asked what the difference will be between this course and the tutoring that a student receives at the TLCC. Kathy Bucklew said that one difference is that the student taking ENC 0055L will be obligated to complete assignments for a grade to which Lisa agreed. Kathy brought up the fact that there is a limit to the number of developmental education classes that are covered by financial aid. If a student had already had many developmental education courses, there is a chance that this course would not be covered by financial aid.

Sandra Ward said that typically students who bypass the developmental education English courses and move straight into ENC 1101 have the option of dropping down if necessary. She asked how it will be determined whether a student needs to drop down and do the remedial work or if he/she should stay in ENC 1101 and add the lab. Lisa said that the drop down is always the best option; however, most students do not choose to do that since it is not required. It is hoped the ENC 0055L will be better utilized since it is only one credit hour.

Mackenzie Jennings moved to table the proposal; Jacqueline Torres seconded.

Sally Fitzgerald said that she gave three students the option of dropping down to the developmental education courses, but they refused; however, they were open to taking ENC 0055L. One of these students is a second-language learner, and since signing up for ENC 0055L, she is now passing ENC 1101. Sally said that the other two students were clearly on the developmental education level, and after attending ENC 0055L, they decided to withdraw from ENC 1101. The advantage to the students was that they were working on the assignments from ENC 1101 during ENC 0055L, so they were receiving individualized constant attention. She indicated that she saw different motivation from ENC 0055L than what she has seen of tutoring programs.

Anna Butler asked if the learning outcomes could be defined and how those will be assessed. Lisa Smelser read the course objectives from the BCI. In light of those objectives, Anna Butler asked if a student did not receive a grade of C or better in ENC 1101, would they fail ENC 0055L? Lisa Rosa said that ENC 0055L will use a pass/fail grading system based mainly on attendance. Mackenzie asked whether the pilot had reached that objective, and Lisa said that it is still unknown.

Maria Lehoczky asked which catalog year the course will be effective if this proposal is tabled. Orathai Northern said that the date will depend upon when the proposal is approved. Donald said that a meeting will be arranged with both campuses' full English departments. Ray Oberg asked what the ramifications will be if the proposal is tabled. Kathy said that the course can be piloted for one more semester while further data is gathered.

Motion to table passed with a majority vote.

**IV.-VII. Program Modifications: Network Systems Engineering Technology, AS and Network Support Technician Certificate  
Course End Term: CTS 1162C Microsoft Operating Systems Technology  
New Course: CTS 1164C Microsoft Windows 10 Operating Systems Technology  
Presenters: Cliff Bennett**

Cliff Bennett said that Microsoft's updates to servers and workstations are the motivation for this change. The Network Systems Engineering Technology AS and the Network Support Technician Certificate programs are ready to begin implementing the new tests and exams released by Microsoft. The new course CTS 1164C affords an upgrade from Windows 7 to Windows 10, which has a significant change in the operating system. There will be a new set of numbers for the new 2016 product line, so these proposed changes will be the first in a larger group of curricular changes to come in the future. The proposed program modifications allow for the deletion of CTS 1162C and the addition of the new CTS 1164C course.

Ray Oberg asked if these changes will bring the College completely current with Microsoft, and Cliff replied that supposedly Windows 10 will be the Universal Product Code, and any future changes will just be updates.

Ray Oberg moved to approve; Lorrie Jones seconded. No further discussion; motion passed unanimously.

**VIII.-XXV. Course Modifications: CGS 2820C *Web Development Fundamentals*, CGS 2822C *Intermediate Web Development*, CGS 2829C *Advanced Web Development*, COP 2801C *JavaScript Fundamentals*, DIG 2030C *Digital Video and Sound*, DIG 2261C *Digital Audio Production*, DIG 2284C *Advanced Digital Video and Sound*, DIG 2292C *Digital Post Production*, DIG 2330C *Lighting for Cinematography*, DIG 2341C *Motion Graphics for Digital Media*, DIG 2430C *Digital Storytelling*, DIG 2500C *Fundamentals of Interactive Design*, GRA 2120C *Page Design and Layout*, GRA 2121C *Digital Publishing*, GRA 2150C *Image Editing and Photoshop*, GRA 2156C *Digital Illustration*, GRA 2207C *Advanced Image Editing*, GRA 2751C *Visual Design and Web*  
Presenter: Gregory Johnson**

Gregory Johnson said that many of the Digital Media program's courses are used by four-year programs when students transfer. As the program currently stands, those courses are not available as AA electives. It is proposed that these courses be made AA electives so that when students transfer to a four-year institution, they will have a smoother transition. Many other institutions, including University of Central Florida, Indian River State College, and Florida State University, offer four-year Digital Media programs which include courses taught in the Digital Media program at Polk State College. Gregory

said that it is hoped that when students take Digital Media courses, they can also qualify for an AA degree without a problem.

Lisa Smelser asked if there will be a published suggested course sequence. Gregory said that there is a full course sequence and course schedule on the Digital Media website.

Sandra Ward asked why all Digital Media courses are being included instead of just the courses specific for the transfer. She expressed concern regarding the cost of elective credits in excess of twenty-four credit hours because they are not covered by financial aid. Donald clarified that not all Digital Media courses are being made AA electives. He said that this change is being made due to completion issues stemming from students who switch majors simply long enough to take a Digital Media course. Donald asked if it is being arranged so that the Digital Media certificates can be included in the AA degree, and Gregory confirmed that this was done for students who might earn the AA and then later decide to pursue an AS in Digital Media.

Sandra brought up the fact that students might end up fulfilling a degree's elective area and not be ready for a transfer. Kathy said that that happens to students now, and Donald said that students will need to be more carefully advised to minimize this occurrence. Kathy said that the transfer major should show them what will be accepted at the transfer institution, and this proposed change will give students more options. Further discussion followed regarding the prerequisite manual and courses that are taken that do not count toward a student's degree.

Susan Moerschbacher moved to approve; Lisa Smelser seconded. No further discussion; motion passed unanimously.

**XXVI.-XXIX      Program Modifications: Nursing (Transition Track), AS and Nursing (RN-to-BSN), BS**  
**Course Modifications: NUR 1051C *Health Professional to RN: Transition I* and NUR 2321C *Health Professional to RN: Transition II***  
**Presenter: Annette Hutcherson**

Annette Hutcherson said that the proposed change to the Nursing (Transition Track) AS stems from the two-credit-hour reduction of BSC 2085C and 2086C. One of those credits will be absorbed into NUR 1051C and the other into NUR 2321C.

Lisa Smelser asked if the clinical hours of those courses will increase, and Annette said that these courses will not become effective for another year. So, there is a good possibility that the clinical hours will increase, but those details are still being fine-tuned. Course content will be moved at future AQC meetings.

Annette said that the proposed changes to the Nursing (RN-to-BSN) BS program are partially related to the credit reduction of BSN 2085C and 2086C. Because of the state curriculum framework, students have to have an additional science other than anatomy and microbiology. The current degree plan lists it as additional credits from the AS program, but that is not necessarily true. The additional science is not part of the AS science program. It is proposed that that area of the degree audit be changed to say "other lower-level credit courses." This shift in credit will satisfy the credits reduced from BSC 2085C and 2086C.

Ray Oberg moved to approve; Lorrie Jones seconded. No further discussion; motion passed unanimously.

**XXX.-XXXI.**

**Program Modification: Cardiovascular Technology, AS  
New Course: CVT 1261 *Cardiovascular Anatomy and Physiology*  
Presenter: Kevin Ferrier**

Kevin Ferrier said that his proposed changes also stem from the credit reduction of BSC 2085C and 2086C. The accrediting body requires that the Cardiovascular Technology AS program maintain seventy-seven credit hours. The addition of the new two-credit course CVT 1261 is being proposed to maintain the seventy-seven credit hours within the program. This course will take Anatomy and Physiology I and II a step further, and give students more detailed instruction regarding blood flow and pathological processes. It will also allow for delineation of the difference between adult and fetal circulation in regard to congenital anomalies. It will introduce the different types of pathologies insofar as anatomy goes for other modalities in the cath lab, such as electrophysiology and echocardiography.

Lisa Smelser asked why there will not be any changes to staff resources and costs. Kevin said that he and the clinical coordinator teach most of the classes and there is a pool of adjunct faculty that they pull from as needed. All of the equipment is already in place, so it is just a matter of maintaining those existing resources.

Lisa asked if CVT 1261 will be a prerequisite to other program courses and how this course will fit within the program. Kevin said it will not be a prerequisite. The idea is for anatomy to be reinforced in greater detail for when the students get to Invasive Cardiology I and II. Lisa asked if it will be suggested for students to take this course early in their degree, and Kevin said that it will be required in term one.

Lorrie Jones moved to approve; Jacqueline Torres seconded. No further discussion; motion passed unanimously.

**XXXII.-XXXIV.**

**Program Modification: Diagnostic Medical Sonography, AS  
Course Modifications: SON 1100C *Procedures and Protocols of Sonographic Imaging* and SON 1111C *Abdominal Sonography I*  
Presenter: Merrybeth Etherton**

Merrybeth Etherton said that her proposed changes stem from the credit reduction of BSC 2085C and 2086C. In order to maintain the state framework's required seventy-seven credit hours for the Diagnostic Medical Sonography AS program, it is being proposed that one credit be added to SON 1100C and the other be added to SON 1111C. These extra hours will be used for extra lab time for students to practice their scanning abilities and to better prepare them for clinicals.

Lisa Smelser asked if the load points were correct for SON 1100C, and Donald Painter answered that the load points needed to be corrected: there should be twenty load points.

Lorrie Jones moved to approve; Lisa Smelser seconded. No further discussion; motion passed unanimously.

**XXXV.-XXXVII.**

**Program Modification: Radiography, AS  
Course Modifications: RTE 1111 *Radiographic Nursing Procedures* and RTE 1513C *Radiographic Positioning II*  
Presenter: Beth Luckett**

Beth Luckett proposed that the two credits created from the reduction of BSC 2085C and 2086C be absorbed into RTE 1111 and RTE 1513C. These additional credits will increase time in the lab, providing students with more practice and demonstration time. Objectives and content will not change.

The program modification reflects the credit-hour reduction in the general education area and the increase in the credit hours of the program course area.

Lisa Smelser noticed that the load points are incorrect on the course modification proposals, and Sarah Plazak noted the edits.

Lorrie Jones moved to approve; Sandra Ward seconded.

Sylvester Little asked all of the health science program directors what will happen with students who have taken the five credit BSC 2085C and 2086C. Merrybeth said that the change will not affect the Diagnostic Medical Sonography AS program until the fall, so it will not affect any current students. She said that the department will discuss how best to handle students that start in January who have already taken the five credit BSC 2085C and 2086C. Beth said that the Radiography AS program has always had issues with students only having four credits each in BSC 2085C and 2086C when they transfer those courses from other institutions, so this change will help with the credit accommodations they have had to make. Kevin said the two currently enrolled classes in the Cardiovascular Technology AS program will not have their course sequence affected by this change because those students have already taken the five credit BSC 2085C and 2086C.

Motion passed unanimously.

**XXXVIII.-XL.                      Program Modification: Physical Therapist Assistant, AS**  
**Course Modifications: PHT 2220C *Therapeutic Exercises in***  
***Physical Therapy I* and PHT 2930 *Clinical Correlations in***  
***Physical Therapy***  
**Presenter: Anna Evans**

Anna Evans said that the Physical Therapist Assistant AS was affected by the credit reduction of BSC 2085C and 2086C. The program has chosen to move one of those credits to PHT 2220C to increase it from two to three credit hours, and the other credit will increase PHT 2930 from two to three credit hours. Students had been complaining that those courses previously did not allow enough time to practice learned material, so this increase will provide that desired practice time.

Lisa Smelser asked for clarification regarding the changes in contact hours. Anna said that for PHT 2930, it will be three credit hours, three contact hours, and twelve load points.

It was noted that the load points of PHT 2220C need to be edited on the proposal.

Mark Hartfield moved to approve; Mackenzie Jennings seconded. No further discussion; motion passed unanimously.

**XLI.-XLII.                            Program Modification: Occupational Therapy Assistant, AS**  
**Course Modification: OTH 2131C *Activity Analysis and Capstone***  
**Presenter: Anjali Parti**

Anjali Parti said that the proposed changes were due to the reallocation of credits from BSC 2085C and 2086C. She indicated that this is a welcome change to the Occupational Therapy Assistant AS program because it will allow for a capstone course. Two credits have been added to OTH 2131C, and the title has been changed from "Lab" to "Capstone." It will be the final course taken by students before they go out on field work, and the final exam will require them to demonstrate readiness skills. The course will increase from four to six credit hours. Anjali indicated that half of the course content is delivered didactically online, and the other half is a lab simulation.

Jacqueline Torres moved to approve; Mark Hartfield seconded. No further discussion; motion passed unanimously.

**XLIII.-XLV.                    Program Modification: Respiratory Care, AS**  
**Course Modifications: RET 2483 *Patient Assessment and Interaction* and RET 2714 *Pediatric/Neonatal Respiratory Care***  
**Presenter: Kathee Ford**

Kathee Ford said that the Respiratory Care AS program is revising the curriculum to maintain the state-required seventy-six credit hours. This impetus for this change stemmed from the reduction of both BSC 2085C and BSC 2086C from five to four credit hours. One credit hour is being added to RET 2483 to increase it from two to three credit hours. That course's material has always been condensed, so this change will provide more time for the material to be presented and assimilated. The other credit hour is being added to RET 2714, increasing it from three credit hours to four credit hours. That course material had also been condensed, so this change will allow more time to broaden time spent on the material.

Maria asked how this change will impact the accrediting body. Kathee said that the National Accreditation from CoARC is satisfied as long as the program aligns with the state framework.

Sandra asked if there is an agency that dictates the number of credit hours required for each program, and Donald answered that the Florida Department of Education has a framework for each Associate in Science program with a firm number of credit hours.

Lorrie Jones moved to approve; Mackenzie Jennings seconded. No further discussion; motion passed unanimously.

**XLVI. - LXV.                    Program Modification: Criminal Justice, BS**  
**Course Modifications: CCJ 3621 *Criminal and Delinquent Behavior*, CCJ 4035 *Crime and the Media*, CCJ 4054 *Ethical Dilemmas in Criminal Justice*, CCJ 4195 *Interviews and Interrogation*, CCJ 4450 *Law Enforcement and Corrections Administration*, CCJ 4641 *Organized Crime*, CCJ 4651 *Drugs and Crime*, CCJ 4666 *Victims and Criminal Justice System*, CCJ 4930 *Critical Issues for the Criminal Justice Professional*, CJC 3011 *Corrections and Penology*, CJC 4166 *Alternatives to Incarceration*, CJE 3650 *Introduction to Forensic Science*, CJE 4012 *Criminal Profiling in Criminal Justice*, CJE 4610 *Criminal Investigations*, CJJ 4015 *Law Enforcement and Juvenile Crime*, CJL 3010 *Legal Aspects of Criminal Justice*, CJL 3510 *The American Court System*, DSC 4012 *Terrorism*, DSC 4013 *Homeland Security and Criminal Justice***  
**Presenter: Chris Shea**

Chris Shea said that the program modification is being proposed because the current catalog states that the student may take the courses in any order they choose, and instead it is being proposed that CCJ 3024 should be a prerequisite for all other program courses within the Criminal Justice BS program. The majority of students enter the program with an AA degree; therefore, they do not have any criminal justice background. For students who enter with an AS degree and have already had some criminal justice courses, CCJ 3024 will give them a refresher of the foundational material. The advisory board has also indicated a problem with students failing the capstone course due to a lack of preparation in college-level writing. The content of CCJ 3024 has not been changed; however, there will

be research-based assignments and writing assignments to reinforce APA writing format and what will be expected throughout the rest of the program. The effective date for the proposed changes is 2018-1, so new students and other students who have only taken a few courses will be affected.

Lisa Smelser asked if there has been any discussion about adding CCJ 3024 as an AA elective, but Donald said that because this is an upper-division course that is not a possibility.

Maria asked if the course could be made lower-division, similarly to the way the healthcare program is structured. Chris said that it has been arranged so that CCJ 3024 will be the prerequisite for this program, making it the first course. If students come from another institution with an earned AA degree in Liberal Arts, they would start with this course to give them the foundational background. The course will also have a module focused on helping students set up their degree audit, which will hopefully help with retention. Donald said that the lower-division CCJ 1020 course is an AA elective.

Lorrie Jones moved to approve; Maria Lehoczky seconded.

Sandra Ward asked if students who enter with an earned AA degree are not at college-level reading and writing even though they have passed ENC 1101, 1102, and a literature courses, and Chris Shea, Lorrie Jones, and Mackenzie Jennings confirmed that this is the case.

Motion passed unanimously.

Sandra Ward made a motion to adjourn the meeting; Mackenzie Jennings seconded. Meeting adjourned: 4:04 p.m.