

**POLK STATE COLLEGE
ACADEMIC QUALITY COUNCIL MINUTES**

Meeting: Academic Quality Council (AQC)

Date/Time: January 20, 2022 at 3:00 p.m.

Location: Zoom: Videoconferencing

Recorder: Yvonne Velez

Attending Members: Julie Alexander, Orathai Northern, April Robinson, Fatin Morris Guirguis, Earl Brown, Von McGriff, Pamela Jones, Ben Pila, Dawn Drake, Greg Harris, Carolynn Orr, Gregory Toole, Koushik Banerjee, Margaret Strengel-Martinez, Megan Cavanah, Beth Luckett, Amy Rutledge, Merrybeth Etherton, Dawnetta Wearing, Richard Benson, Blessen Jacob, Chris Fullerton, Lawrence Pakowski, Susan Morgan, Mary Clark, Sandra Ward-Jones, and Cody Moyer

Faculty/Staff Guests: Andy Oguntola, Maria Lehoczky, Audrey Williams

I. Welcome and Introductions

Orathai Northern welcomed everyone and called the meeting to order. A quorum was reached at 3:02 p.m.

II. Approval of Minutes

Greg Harris made a motion to approve the meeting minutes from October 18, 2021; Dawnetta Wearing seconded. No further discussion ensued; the motion passed unanimously.

III. Greg Harris made a motion to approve the meeting minutes from November 15, 2021; Andy Oguntola seconded. No further discussion ensued; the motion passed unanimously.

IV. – X. Business Administration (Lower Division)

Course End-Term Proposals: ENT 2942 *Entrepreneurship Practicum*, HSA 2942 *Healthcare Administration Practicum*, MAN 2942 *Management Practicum*, MAR 2942 *Marketing Practicum*, and RMI 2942 *Insurance Practicum*

Maria Lehoczky reported that four years ago, the College end-termed several Business Administration specialization degrees. The specialization courses from the degrees were added as electives offered within the Associate in Science (AS) in Business Administration degree program.

A Capstone Course, GEB 2860 *Business Administration Capstone*, has been added to the AS in Business Administration to replace these specialized practicum courses. The practicum courses have remained in the *Polk State College Catalog/Student Handbook* to allow for a teach-out. These courses were last offered in the Spring 2021 Term (2021-2). Maria is requesting to end-term all five courses in the Summer 2022 Term (2022-3).

Greg Harris made a motion to approve; Gregory Toole seconded. No further discussion ensued; the motion passed unanimously.

Supply Chain Management

New Course Proposal: SCM 2950 *Supply Chain Management Capstone Course*

Program Modification Proposal: Associate in Science in Supply Chain Management

Presenter: Maria Lehoczky

This program modification proposes addition of a Capstone Course to the core curriculum of the Associate in Science in Supply Chain Management degree. The new course, SCM 2950 *Supply Chain Management Capstone*, is designed to serve as a comprehensive assessment of the program's learning outcomes (PLOs) for program review. Course activities also allow the department to assess each student's ability to apply concepts from the program's curriculum. The newly designed Capstone Course also prepares students to obtain the Council of Supply Chain Management Professionals (CSCMP) industry certification. Acquiring this certification enables the graduate to be more employable within the field.

The new course addition to the *Polk State College Catalog/Student Handbook* and its inclusion within the program go into effect during the Fall 2022 Term (2023-1).

Greg Harris made a motion to approve; Ben Pila seconded. No further discussion ensued; the motion passed unanimously.

XI - XIII. Mathematics

Course Modification Proposals: MAC 2311 *Calculus I*, MAC 2312 *Calculus II*, and MAC 2313 *Calculus III*

Presenter: Megan Cavanagh

The Mathematics Department is seeking to update the prerequisites for MAC 2311 *Calculus I*, MAC 2312 *Calculus II*, and MAC 2313 *Calculus III* for consistency with other department prerequisites. Additionally, the Genesis prerequisites need to be updated due to their inconsistency relative to the *Basic Course Information (BCI)* prerequisites for these offerings. The prerequisites in Genesis are to be changed as follows:

- MAC 2311 *Calculus I*: MAC 1147, or MAC 1114 and MAC 1140 (minimum grade of C)
- MAC 2312 *Calculus II*: MAC 2311 (minimum grade of C)
- MAC 2313 *Calculus III*: MAC 2312 (minimum grade of C)

The prerequisite revisions go into effect for the Fall 2022 Term (2023-1).

Gregory Toole made a motion to approve; Greg Harris seconded. No further discussion ensued; the motion passed unanimously.

XIV. Discussion: Academic Quality Council Handbook Revisions

Presenter: Orathai Northern

Orathai Northern recapped that at the September meeting, members had an opportunity to review the proposed *Academic Quality Council Handbook* revisions. She then solicited feedback regarding the proposed revisions during the November meeting, and

there were no concerns. A clean copy of the Handbook (with most revisions accepted) was emailed to all Council members prior to today's meeting.

Orathai provided an update on the Handbook's Committee Membership section, as this area has modifications. Polk State College Procedure 6002: *Committee System* defines each standing committee's membership, and the Academic Quality Council is a standing committee. For this reason, it is necessary to propose membership changes through the college-approval process (i.e., review through the Faculty Senate, District/Campus Group, and the President's Staff) before revising the Council's membership. Orathai mentioned that the *AQC Handbook Membership Section* was revised to include the following statement:

The AQC is an official standing procedural committee. Polk State College Procedure 6002, Committee System, and its attachment, Committee Composition, provide details on the AQC's Purpose, Membership, Chair and President's Staff Representative, and Resource Members.

XV. Informational Items:

House Bill 1507: Associate of Science General Education (General Education Program Core Courses Chart)

Presenter: Orathai Northern

Orathai Northern gave a synopsis of pending revisions to the General Education courses required within the College's Associate in Science degree programs (as articulated by *House Bill 1507*). Orathai reminded the Council that because this is part of a legislative mandate, the College would not ask program directors to bring their proposed General Education changes to the AQC for approval, but rather, the College would arrange the proposed changes and then vet them with the program directors and different members of the Academic Affairs and Student Services teams.

The *General Education Program Core Courses Chart* has been emailed to all Academic Quality Council members prior to today's meeting. This chart summarizes the Associate in Science degree program changes for compliance with *House Bill 1507* and the required Civic Literacy course mandate.

A committee member pointed out that the Physical Therapist Assistant Program lists LIT 1000 *Literature I* as its Humanities requirement, but ENC 1102 *College Composition II* is a prerequisite for this course and is not part of the degree audit. Orathai plans to investigate this anomaly. A discussion ensued. Orathai thanked everyone for their extremely helpful remarks.

XVI. Adjournment

Orathai reminded the Council members that the next AQC meeting is scheduled for Monday, February 21, 2022. The proposal deadline for this meeting was Wednesday, January 19, 2022.

Any proposed changes for the *2022-2023 Polk State College Catalog/Student Handbook* must be presented no later than the next AQC meeting, held on February 21, 2022. This requires that all remaining proposals for the spring semester must be launched and approved by the Curriculum Originators before the proposal deadline of Wednesday, January 19, 2022.

Greg Harris made a motion to adjourn the meeting. The meeting adjourned at 3:49 p.m.