

**POLK STATE COLLEGE
AQC MINUTES**

Meeting: Academic Quality Council

Date/Time: January 23, 2020 at 3:00 p.m.

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

Recorder: Yvonne Velez

Attending Members: Lee Thomas, Orathai Northern, John Glenn, April Robinson, Rafaela Ellis, Earl Brown, Von McGriff, Aaron Morgan, Mark Hartfield, Susie Moerschbacher, Greg Harris, Carolyn Orr, Gregory Toole, Bulmuo Maakuu, Bruce Dubendorff, Norma Gaddy, Maria Lehoczky, Merrybeth Etherton, Richard Benson, Mary Westgate, Chris Fullerton, Sylvester Little, Susan Desbrow, Mary Clark, Cody Moyer

Other Faculty/Staff: Christina Bevis, Olga Ramirez, and Angela Perpilus from Triviss Technical College

I. Welcome and Introductions

Lee Thomas welcomed everyone and called the meeting to order. A quorum was reached at 3:03 p.m.

Lee requested those in attendance to introduce themselves.

II. Approval of Minutes from November 18, 2019

Greg Harris made a motion to approve; Mark Hartfield seconded. There was no further discussion; the motion passed unanimously.

III. Discussion on QMB 3600 *Quantitative Methods in Business* prerequisite minimum grade change

Presenter: Maria Lehoczky

Maria shared the listed prerequisite courses, MGF 1106 *Topics in Mathematics* and MAC 1105 *College Algebra*, minimum grade of *D* do not align with State Rule 6A-10.030, which requires students to successfully complete coursework in English and mathematics with a grade of *C* or higher to be considered successful completion. As a result, transfer students who received a *D* in either MGF 1106 or MAC 1105 have been able to register for QMB 3600 *Quantitative Methods in Business* but did not successfully complete the course. A discussion ensued.

The prerequisite minimum grade will change from *D* to *C* and “a grade of *C* or better” will be added to the catalog/handbook and basic course information (BCI) catalog. These modifications are effective Fall 2020 (2021-1).

Sylvester Little made a motion to approve; Mary Westgate seconded. There was no further discussion; the motion passed unanimously.

IV. – VI. New Program: *Surgical Technology, AS*

New Courses: STS 2360 – *Professional Skills for the Surgical Technologist*; STS 9999 – *Surgical Technology Block Credit*

Presenters: Orathai Northern; Nadena Everson-Lovett and Christina Bevis from Traviss Technical College

Orathai Northern requested to amend the list of presenters as Olga Ramirez and Angela Perpilus were in attendance on behalf of Nadena Everson-Lovett. Orathai reported to the committee that the local healthcare community in Polk County has a need for Certified Surgical Technologists. The number of jobs is expected to grow by 12.2% by 2026. The Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA) has mandated that all Surgical Technology programs must award a minimum of an associate degree by August 1, 2021 to qualified students to be eligible to sit for the national certification examination given by the National Board of Surgical Technology and Surgical Assisting (NBSTSA) administered at Traviss Technical College.

Traviss Technical College has had a successful, accredited Surgical Technology Program and would like to continue offering individuals an opportunity to pursue this career path. In light of this mandate from ARC/STSA, Polk State College and Traviss Technical College have developed an articulation agreement to create a pathway for students to complete the technical coursework in Surgical Technology at Traviss and earn an Associate in Science degree in Surgical Technology from Polk State College. This articulation agreement outlines details related to admission requirements, admission processes, the program of study, the program progression, the articulation of credit, the financial considerations, each partner's responsibilities, and data sharing processes.

Eastern Florida State College offers an Associate in Science in Surgical Technology Services program, and other institutions in the Florida College System are working with their respective technical colleges to address this accreditation mandate.

New Courses:

- STS 2360 *Professional Skills for the Surgical Technologist* one-credit course is designed to introduce the Surgical Technology student to the field and includes curriculum about the legal essentials of healthcare. The course also prepares the student to seek work in an operating room.
- STS 9999 *Surgical Technology Block Credit* (42-credits) will be used to award articulated credit toward the Associate in Science in Surgical Technology degree after the technical courses at Traviss Technical College have been completed.

Christina Bevis, instructor from Traviss Technical College, shared the certificate program in Surgical Technology requires the completion of 1330 clock hours and takes 11 months to complete, July – June. The Surgical Technology Program at Traviss Technical College has 100% participation rate in program graduates taking the NBSTSA Exam and a 92.8% pass rate for the graduating class of 2018. According to the Association of Surgical Technologist (AST), Florida's 2019 average wage is \$21.58, and the projected employment growth is 9% from 2018 to 2028. Five hospitals participate in the clinical

rotations: Bartow Regional Medical Center, Lake Wales Medical Center, Lakeland Regional Health, Winter Haven Ambulatory Center, and Winter Haven Hospital. Currently, there are 14 Surgical Technologist positions open at Lakeland Regional Health, two open positions at Winter Haven Hospital, and one open position at Bartow Regional Medical Center.

Mary Clark stated that prior to the AQC meeting, she was made aware that Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) updated their standards for implementing new programs and there may be additional hurdles before the articulation agreement can be finalized. With the discovery of the updated standards, Lee Thomas suggested tabling these items to allow Orathai and Mary to meet and discuss.

Earl Brown made a motion to table; Gregory Toole seconded. There was no further discussion; the motion passed unanimously.

Curriculum Program Review Discussion

Lee Thomas shared that he looks for opportunities to streamline tasks to make us more efficient. Lee said it has come to his attention that the AQC five-year cycle for reviewing AA courses and the Office of Institutional Effectiveness five-year curriculum program review have different processes but similar goals.

Lee proposed adopting the Office of Institutional Effectiveness five-year curriculum program review that is currently being used and not have two curriculum review processes. A discussion ensued.

A committee member requested both processes be reviewed before deciding. Therefore, at the February 17 AQC meeting, Mary Clark and Yvonne Velez will present both processes to the committee for further discussion and approval.

XXIV. Adjournment

Lee reminded the committee members of the next meeting scheduled for Monday, February 17, 2020, as well as the upcoming proposal deadline on Monday, January 27, 2020. Also, the 2020-2021 Catalog change proposals are to be presented no later than the March 16 AQC meeting. This requires that all remaining proposals for the spring semester must be launched and approved by the Originator before the proposal deadline on Thursday, February 20, 2020.

Bruce Dubendorff made a motion to adjourn the meeting; Mary Westgate seconded. The meeting adjourned at 3:45 p.m.