

**POLK STATE COLLEGE
AQC MINUTES**

Meeting: Academic Quality Council

Date/Time: February 17, 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, Kim Thomas (on behalf of April Robinson), Rafaela Ellis, Earl Brown, Von McGriff, Aaron Morgan, Mark Hartfield, Dann Hazel (on behalf of Susie Moerschbacher), Greg Harris, Carolyn Orr, Greg Toole, Bulmuo Maakuu, Bruce Dubendorff (via phone conference), Norma Gaddy, Dale Anderson, Maria Lehoczky, Richard Benson, Mary Westgate, Courtlann Thomas, Sylvester Little, Lawrence Pakowski, Susan Desbrow, Mary Clark, and Cody Moyer

Other Faculty/Staff Members: John Huff, Eric Crump, and Christy Canady

I. Welcome and Introductions

Lee Thomas welcomed everyone and called the meeting to order. A quorum was reached at 3:07 p.m.

Lee requested those in attendance to introduce themselves.

II. Approval of Minutes from January 23, 2020

Dale Anderson made a motion to approve the minutes; Greg Harris seconded. There was no further discussion; the motion passed unanimously.

III. – V. Program Modification: Associate in Science in Aerospace Administration

New Courses: AVM 2131 *Aircraft Dispatcher: Theory* and AVM 2132 *Aircraft Dispatcher: Practical*

Presenter: Eric Crump

Eric Crump explained that the College currently offers the Federal Aviation Administration (FAA) Aircraft Dispatcher Certification as a non-credit program through the Corporate College. The course costs \$5,000 as an in-person class and \$3,500 through distance learning.

Students who obtain the certification are eligible for employment with an average starting salary of approximately \$55,000. This is after completing the six-week, non-credit program. The certificate also articulates 24 credit hours toward a Polk State's Associate in Science in Aerospace Administration degree. Aircraft dispatchers are essentially nonflying pilots – every aircraft in the sky is managed by a dispatcher on the ground.

As a non-credit class offered via the Corporate College, neither course is eligible for financial aid, and this is severely limiting enrollment. Demand is very high for the program, but the cost is a barrier to entry. The Aerospace Department is seeking to bring the certificate option under the umbrella of the credit-based AS in Aerospace Administration degree to make it eligible for financial aid and to increase enrollment. The department also believes that having this certificate as an option for those seeking an AS in Aerospace Administration provides a great opportunity for existing students to expand their career options.

The Aerospace Department is proposing to add two additional electives to the Associate in Science in Aerospace Administration degree program:

- *AVM 2131 Aircraft Dispatcher: Theory*

This course provides instructional preparation for certification as an Aircraft Dispatcher and includes theoretical information relevant to the Federal Aviation Administration's Aircraft Dispatcher Knowledge Test.

- *AVM 2132 Aircraft Dispatcher: Practical*

This course provides a study of the aeronautical skills and abilities required to obtain a Federal Aviation Administration (FAA) Aircraft Dispatcher Certificate.

The two electives, AVM 2131 and AVM 2132, are to be added to the program in the Fall 2020 Term (2021-1).

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

VI. – IX. Program End-Term: Associate in Science in *Network Systems Engineering Technology*

New Programs: Associate in Science in Network Systems Engineering Technology (*NSET-Infrastructure*); Associate in Science in Network Systems Engineering Technology (*NSET-Security*)

New Program Core: Program Shared Core Requirements for NSET

Presenter: John Huff

John Huff shared that the current Associate in Science in Network Systems Engineering Technology (NSET) degree (AS-25275) is being restructured to offer two specializations. For that reason, the AS in NSET degree (AS-25275) is being end-termed at the end of the 2021-2022 Academic Year.

The AS-25275 Associate in Science in Network Engineering Technology (NSET) degree program is being replaced by two new degrees that offer specializations:

- AS-25271: Associate in Science in Network Systems Engineering Technology with a specialization in Security
- AS-25276: Associate in Science in Network Systems Engineering Technology with a specialization in Infrastructure

The newly established degrees are to share a common core of coursework equaling to 22 credits in NSET fundamentals; each degree is to contain 12 specialization credits and nine elective credits.

The two new NSET degrees are to become effective in the Fall 2020 Term (2021-1).

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

X. **Discussion on Curriculum Program Review**

Presenter: Mary Clark

Lee Thomas reminded the committee members that at the January AQC meeting he invited Mary Clark, Vice President of Institutional Effectiveness, Accreditation, and Research, to speak about the modified Curriculum Program Review process and the newly created *Program Review Schedule*.

Mary Clark communicated that the College conducts a review for each program area as part of its strategic planning and institutional effectiveness processes. The review is conducted on a five-year rotating basis. The review process (modified this year) focuses on outcome assessment and includes an analysis of the program through a self-study, a peer-review process for feedback, and a mechanism that utilizes program-review results to demonstrate continuous improvement. For the 2019-2020 Academic Year, the Mathematics Department, Respiratory Care Program, Radiography Program, AS in Criminal Justice Program, Digital Media Program, and the AS and BS in Nursing programs are scheduled for program review using the new model. This requires that each area provide a 15-minute presentation on the findings of its self-study to the Academic Quality Council during the April 20, 2020 meeting.

Yvonne plans to email the *Curriculum Program Review PowerPoint Presentation* and *Program Review Schedule* to those who were in attendance for further insight on the process.

In 2010, the AQC approved the *Polk State College Five-Year Cycle for Reviewing AA Courses*; *this provides a schedule to review aspects of curricula such as the course description, General Education outcomes, course objectives, and course content for each associated course within a program.* The modified Curriculum Program Review Process requires the assessment of the program's mission, curriculum, operations, and resources relative to the seven core effectiveness standards. Lee requested a motion to move the review of course descriptions, General Education outcomes, course objectives, and course content back to the Institutional Research Office. Mark Hartfield made a motion to approve; Greg Toole seconded. There was no further discussion; the motion passed unanimously.

XXIV. Adjournment

Lee provided reminders to the committee regarding the next AQC meeting scheduled for Monday, March 16, 2020, and the upcoming proposal deadline of Thursday, February 20, 2020.

Also, the proposed changes for the *2020-2021 Polk State College Catalog and Student Handbook* are to be presented no later than the March 16, 2020 AQC meeting. This schedule requires that all remaining proposals for the Spring 2020 Term must be launched and approved by the Originator before the proposal deadline on Thursday, February 20, 2020.

Earl Brown made a motion to adjourn the meeting; Greg Harris seconded. The meeting adjourned at 3:46 p.m.