

**POLK STATE COLLEGE
AQC MINUTES**

Meeting: Academic Quality Council

Date/Time: March 14, 2019, 3:00 p.m.

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

Recorder: Yvonne Velez

Attending Members: Orathai Northern, John Glenn, April Robinson, Rafaela Ellis, Earl Brown, Ben Gracy, Susie Moerschbacher, Greg Harris, Carolyn Orr, Bulmuo Maakuu, Bruce Dubendorff, Norma Gaddy, Maria Lehoczky, Richard Benson, Mary Westgate, Sandra Ward (on behalf of Kathy Bucklew), Mary Clark

Other Faculty/Staff: Anna Butler

Welcome

Orathai welcomed everyone. A quorum was reached at 3:02 p.m.

I. Approval of Minutes from February 18, 2019:

Correction to be made: (Sandra) Walker should be Ward. Greg Harris made a motion to approve; Norma Gaddy seconded. No further discussion; motion passed unanimously.

Orathai introduced Mary Clark, the new Vice President of Institutional Effectiveness, Accreditation & Research.

II. – VII. Course Modifications: GEB 4891 – *Strategic Planning and Management*; CIS 4910 – *Capstone Experience: Business Information Technology*; HSA 4922 – *Capstone Experience: Healthcare Administration*; MAN 4900 – *Capstone Experience: Business Administration*; PAD 4879 – *Capstone Experience: Public Administration*

Program Modification (Shared Core): BAS Program Curriculum

Presenter: Maria Lehoczky

Currently, MAN 4504 – *Operational Decision Making* serves as a prerequisite to GEB 4891 – *Strategic Planning and Management*. Both courses are usually taken during the final semester of the program. With MAN 4504 serving as a prerequisite to GEB 4891, many students must delay graduation by a semester. The Bachelor of Applied Science Program faculty have determined that MAN 4504 may be taken concurrently with GEB 4891 without negatively impacting the learning process. Therefore, MAN 4504 will now be a corequisite for GEB 4891.

Maria explained that the passing grade for CIS 4910, HSA 4922, MAN 4900, and PAD 4879 should be a grade of C (or better) since successful completion of the course requires demonstration of achievement of the program's learning outcomes. Other Florida College

System institutions require a passing grade of C (or better) in their capstone courses. The course description and graduation requirement will reflect the new passing grade.

Additionally, based upon student success rates, faculty have concluded that completion of GEB 4891 – *Strategic Planning and Management* prior to enrolling in the HSA 4922, MAN 4900, and PAD 4879 capstone courses would improve student learning outcome results for the capstone course. Therefore, GEB 4891 must be completed prior to enrolling.

GEB 4891 does not need to be a pre-requisite for CIS 4910 since the concentration is not business related and the students will not need to have prior knowledge of strategic planning and management.

Lastly, the upper-division common coursework of the Bachelor of Applied Science in Supervision and Management degree is being modified. The coursework for MAN 4301 – *Human Resource Management* is more relevant to certain concentrations of the Bachelor of Applied Science in Supervision and Management Program. This course is being moved to become part of the specialized content of the Business Administration and Healthcare Administration specializations rather than being used as a required course across all of the degree's specializations. The Public Administration concentration already has a human-resource-specific course to support career-based requirements. The three credits from MAN 4301 – *Human Resource Management* are being shifted from the upper-division common-core area to the appropriate concentration areas. The current 21 credits required in the upper-division common-core courses are being reduced to 18 credits.

Rafi Ellis made a motion to approve; Bruce Dubendorff seconded. No further discussion; motion passed unanimously.

VIII. Informational Item: Online@PolkState Programs
Supervision and Management (Healthcare Administration), BAS and Supervision and Management (Public Administration), BAS will be offered fully online.

Presenter: Maria Lehoczky

Maria shared that Supervision and Management (Healthcare Administration), BAS and Supervision and Management (Public Administration), BAS programs are now fully online allowing for the student to complete the program without having to take any face-to-face or hybrid classes.

Orathai referred to the online@PolkState website (www.polk.edu/online-polk-state/) for a full list of fully online programs.

Reminder:

Next meeting: Monday, April 15, 2019
Proposals due: Monday, March 18, 2019

Greg Harris made a motion to adjourn the meeting; Earl Brown seconded. Meeting adjourned at 3:11 p.m.