

**POLK STATE COLLEGE  
AQC MINUTES**

Meeting: Academic Quality Council

Date/Time: September 17, 2018, 3:00 p.m.

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

Recorder: Yvonne Velez

Attending Members: Orathai Northern, April Robinson, Anna Butler (acting as Dean of Academic Affairs - Lakeland), Earl Brown, Von McGriff, Ben Gracy, Mark Hartfield, Susie Moerschbacher, Greg Harris, Carolyn Orr, Greg Toole, Natalie Whitcomb (on behalf of Bulmuo Maakuu), Bruce Dubendorff, Norma Gaddy, Dale Anderson, Merrybeth Etherton, Mary Westgate, Whetchina Jean

Attending Resource Members: Steve Hull, Chris Fullerton, Larry Pakowski, David Albrecht

Other Faculty/Staff: Anjali Parti, Sherri Davis, Sandra Ward, Donald Painter, Ernie Ivey

**Welcome**

Orathai welcomed everyone. A quorum was reached at 3:05 p.m.

**I. Approval of Minutes from April 16, 2018:**

Mark Hartfield made a motion to approve; Earl Brown seconded. No further discussion; motion passed unanimously.

**II. – IX. Course Modifications:** EPI 0001 - *Classroom Management*; EPI 0002 - *Instructional Strategies*; EPI 0003 – *Technology*; EPI 0004 - *Teaching and Learning*; EPI 0010 - *Foundations of Research-Based Practices in Reading*; EPI 0020 - *Professional Foundations*; EPI 0030 - *Diversity*; EPI 0095 - *Educator Preparation Institute Field Experience*

Presenter: Sherri Davis

Sherri explained the course descriptions to all seven courses and the field experience have been updated to reflect the Florida Educator Accomplished Practices and the Uniform Core Curricula (UCC). Additionally, the program changed the course textbook, and this has brought about additional revisions to the course description.

Greg Harris made a motion to approve; Earl Brown seconded. No further discussion; motion passed unanimously.

**X. – XI. Course End Terms:** OST 1100 - *Keyboarding*; OST 1142 - *Microcomputer Keyboarding I*

Presenter: Ernie Ivey

Ernie explained these courses were part of the Associate in Science in Office Administration degree program, which is no longer being offered at the College. These classes are offered as an elective for students needing the credit to fulfill a graduation requirement. These classes provided a required skill but are not required courses for a program. The College is now offering a Credit-By-Exam option for CGS 1061 - *Introduction to Computers and Information Systems* or CGS 1100 - *Computer Applications for Business* to replace the need for students to demonstrate these skillsets.

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

**XII. Course Modification: OTH 1800 - *Level I Fieldwork***  
Presenter: Anjali Parti

Anjali stated this proposal seeks to add BSC 2086C - *Anatomy and Physiology II* as a prerequisite to this course. BSC 2086C is already a requirement for the Occupational Therapy Assistant Program, so this would just be a change to the sequence of coursework.

During 2017, four of 24 students failed *Level I Fieldwork*. This delayed the students by one year in continuing their studies. Students were thereafter strongly encouraged to take BSC 2086C - *Anatomy and Physiology II* before OTH 1800 - *Level I Fieldwork*. This resulted in only one in 24 failing the course.

Steve Hull asked if the OTA Advisory Board approved the prerequisite. Anjali responded, yes, because students are anticipated to be more successful with *Level I Fieldwork* and not fall out of sequence with their respective cohorts within the program.

Mary Westgate made a motion to approve; Mark Hartfield seconded. No further discussion; motion passed unanimously.

Greg Harris made a motion to adjourn the meeting; it was seconded. Meeting adjourned: 3:20 p.m.