

**POLK STATE COLLEGE
ACADEMIC QUALITY COUNCIL MINUTES**

Meeting: Academic Quality Council (AQC)

Date/Time: February 15, 2021 at 3:00 p.m.

Location: Zoom: Videoconferencing

Recorder: Yvonne Velez

Attending Members: Lee Thomas, Orathai Northern, David Sutton, April Robinson, Fatin Morris Guirguis, Earl Brown, Pamela Jones, Mark Hartfield, Susie Moerschbacher, Greg Harris, Carolyn Orr, Greg Toole, Margaret Strengel-Martinez, Megan Cavanah, Maria Lehoczky, Merrybeth Etherton, Richard Benson, Mary Westgate, Chris Fullerton, Lawrence Pakowski, Susan Desbrow, and Mary Clark

Other Faculty/Staff Members: Sharon Kochanowski, Sherri Davis, Gregory Johnson, Susan Whatley, Kerry Shapiro, Andy Oguntola

I. Welcome and Introductions

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

II. Approval of Minutes

Greg Harris made a motion to approve the minutes from the January 21, 2021 meeting; Mary Westgate seconded. No further discussion ensued; the motion passed unanimously.

III. Information Item

Lee Thomas mentioned that newly proposed programs, end-term program proposals, and program modifications have been presented at the AQC meetings in the past without being fully vetted through the College's Institutional Effectiveness, Accreditation, and Research (IEAR) Office for compliance with the College's accrediting agencies. The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) has updated its *Substantive Change Policy* and related procedures, so Lee Thomas encouraged everyone to please vet new programs, end-term proposals, and program modifications through the Office of IEAR before entering a proposal into Curriculum and presenting information to the AQC.

IV. – VIII. Digital Media Technology Proposals

Course Modifications: DIG 2500C *Fundamentals of Interactive Design*, DIG 2940C *Digital Media Practicum and Portfolio*, and GRA 2120C *Page Design and Layout*
Program End-Terms: Associate in Science in Digital Media Technology (Web Production Specialization) and the related Web Production Certificate

Gregory Johnson shared that the Digital Media Program proposes end-termining the Web Production Specialization within the Associate in Science in Digital Media Technology degree, as well as its related certificate. The Web Production specialization of the degree is unsustainable due to several factors including prolonged low enrollment.

The Digital Media Program proposes end-termining the Associate in Science in Web Production for the following reasons:

1. Student interest and enrollment in the Web Production degree program is very low and has remained low for the past five years.
2. The Digital Media Program does not have a full-time faculty member to teach web-related courses; these courses require an instructor with significant expertise in coding and web skills. The Department has been unsuccessful in finding suitable instructional candidates for the salary offered by the College. Using adjunct faculty members to teach these courses has been similarly difficult and frustrating.
3. Polk State College is unable to hire or support a new full-time faculty member to teach web-related courses, especially during the financial constraints associated with the pandemic.
4. The lack of a full-time faculty member has adversely affected the Department's ability to offer web-related courses to students in a timely manner, which has in turn depressed student interest in the program.
5. Findings from the College's 2020 Program Review indicate that the Digital Media Program must revise offerings to address current trends and student needs. This proposal is in keeping with such recommendations.

The data indicate that the Associate in Science in Web Production degree program is not currently viable given the sustained low enrollment, reduced student interest, continued budgetary shortfalls, inability to hire critical faculty members, and complications of a pandemic. Therefore, the Department has determined that this offering should be end-terminated.

The Web Production Specialization within the Associate in Science in Digital Media Technology and its related certificate are scheduled to be end-terminated effective for the Fall 2021 Term (2022-1).

Greg Harris made a motion to approve to end-term the Web Production Specialization and Certificate; Fain Morris Guirguis seconded. No further discussion ensued; the motion passed unanimously.

DIG 2940C *Digital Media Practicum and Portfolio* is an advanced course designed for students enrolled in their final semesters as they prepare for graduation. The current prerequisite for DIG 2940C is listed as "Permission from the Program Director or Coordinator;" however, first-semester students are allowed to enroll in the course. The Digital Media Technology Program is attempting to mitigate enrollment issues by adding a course prerequisite instead. Additionally, the change from two hours of lab to one hour simply reflects the course structure.

The course modifications to DIG 2940C become effective in the Fall 2021 Term (2022-1).

Margaret Stengel-Martinez made a motion to approve; Greg Harris seconded. No further discussion ensued; the motion passed unanimously.

The Digital Media Technology Department is end-termining the Web Production specialization of its Associate in Science degree offering. CGS 2820C *Web Development Fundamentals* has previously been required as a prerequisite for DIG 2500C *Fundamentals of Interactive Design*. Therefore, CGS 2820C must be removed as a prerequisite for this course. The removal of CGS 2820C as a prerequisite lowers the barrier to entry for DIG 2500C and allows Associate in Arts students to complete the course in a sequence that closely mirrors the requirements of the University of Central Florida.

The course modifications to DIG 2500 become effective in the Fall 2021 Term (2022-1).

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

The proposal for GRA 2120C *Page Design and Layout* seeks to change the word "or" to "and" in the prerequisite listing. Previously, students could take either DIG 2000C *Introduction to Digital Media* **OR** DIG 2109C *Digital Imaging Fundamentals* for entry. This proposal requests that **both prerequisite courses** be taken prior to entry into GRA 2120 *Page Design and Layout*. This proposed change is expected to increase the student pass rate in the course. Students who are exposed to both DIG 2000C and DIG 2109C (instead of one or the other) have the requisite skills to persist and succeed in GRA 2120C.

The prerequisite modification for GRA 2120C becomes effective in the Fall 2021 Term (2022-1).

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

IX. – X. Educator Preparation Institute (EPI) Proposals

Course Modifications: EPI 0002 *Instructional Strategies* and EPI 0004 *Teaching and Learning*

Sherri Davis presented these proposed changes. In 2019, The Florida Department of Education and *Just Read! Florida* mandated that all Educator Preparation programs must offer Reading Endorsement 1 through 4. The Educator Preparation Institute (EPI) submitted the Reading Matrix showing the addition of *Reading Competency Three* and *Reading Competency Four* to the Florida Department of Education. This submission was approved. The content has been embedded into existing classes to comply with the full spectrum of the Reading Matrix. The Polk State College Educator Preparation Institute (EPI) has embedded both *Reading Competency Three* and *Reading Competency Four* into a set of existing courses (EPI 0002 *Instructional Strategies* and EPI 0004 *Teaching and Learning*) to meet the needs of the PreK-3, Elementary K-6, and ESE K-12 teacher-candidates.

The course modifications to EPI 0002 and EPI 0004 become effective in the Fall 2021 Term (2022-1).

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

X. – XIII. Medical Coding and Supply Chain Management Proposals

New Course: HIM 1112 *Electronic Health Records*

Course Modification: HIM 2874 *Medical Coding Certification Exam Review*

Program Modification: Associate in Science in Supply Chain Management and Medical Coding Specialist Certificate

Susan Whatley communicated that students who are entering the medical coding field should be proficient in navigating patients' electronic records. Though systems may vary from facility to facility, the basic function and structure of records systems are similar, and students can apply the information from this class to any employment setting. The new course, HIM 1112 *Electronic Health Records* introduces students to the information contained in an electronic record; its structure, function, and proper usage; and the related confidentiality requirements. Students gain fluency with information needed for entering the coding workforce.

HIM 2874 *Medical Coding Certification Exam Review* prepares students to sit for the American Academy of Professional Coders (AAPC) Certified Professional Coder (CPC) Exam. The content and course load are not adequately reflected in the one-credit allocation. The need for this modification is based on prior input from the professor with regard to the course load, as well as student feedback. The proposal seeks to add one additional credit hour to the course.

Medical Coding Specialist Program Modifications:

- Remove CGS 1061 *Introduction to Computers and Information Systems* (three credits) as a program-required course.
- Add the new course HIM 1112 *Electronic Medical Records* (two credits) as a program-required course.
- Change HIM 2874 *Medical Coding Certification Exam Review* from one credit to two credits.

The new course, HIM 1112, the course modification of HIM 2874, and the overall program modification go into effect in the Fall 2021 Term (2022-1).

Greg Harris made a motion to approve; Margaret Strengel-Martinez seconded. No further discussion ensued; the motion passed unanimously.

Supply Chain Management Program Modifications:

- Add MGF 1106 *Topics in Mathematics* as a course option for the General Education Mathematics Requirement within the Associate in Science in Supply Chain Management degree program.
- Replace BUL 2131 *Commercial Law* with BUL 2241 *Business Law* as a portion of the 33 credit hours of program-required courses.
- Offer BUL 2131 *Commercial Law* as an elective option within the program.
- Replace GEB 2350 *Introduction to International Business* with ECO 2013 *Macroeconomics* within the 33 credit hours of program-required courses.
- Offer GEB 2350 *Introduction to International Business* as an elective option within the program.

These changes align with the standards of the *Florida Department of Education Curriculum Frameworks* and do not compromise the overall integrity of the Associate in Science in Supply Chain Management degree program.

The program modifications go into effect in the Fall 2021 Term (2022-1).

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

XIV. – XVI. Associate in Science in Business Administration Proposals

New Courses: HFT 2500 *Hospitality Marketing* and HFT 2750 *Event Planning*

Program Modification: Associate in Science in Business Administration

Presenter: Maria Lehoczky

The new courses HFT 2500 *Hospitality Marketing* and HFT 2750 *Event Planning* are intended to lay the foundation for the development of a hospitality-related emphasis within the Associate in Science in Business Administration degree and provide for the exploration of a full hospitality-centered program at Polk State College. These courses also serve as a pathway for students wishing to transfer into a hospitality program at a university.

The new courses take effect in the Fall 2021 Term (2022-1).

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

Business Administration Program Modifications:

- This proposal seeks the addition of two elective courses to the Associate in Science in Business Administration degree program: HFT 2500 *Hospitality Marketing* and HFT 2750 *Event Planning*. These are new courses within the *Polk State College Catalog*.
- The program plans to add three elective options to provide a Supply Chain Management emphasis: MAN 2500 *Operations Management*, TRA 1154 *Introduction to Supply Chain Management*, and TRA 2131 *Purchasing and Inventory Management*. These courses already exist and would crosswalk to the Associate in Science in Supply Chain Management degree program and its certificate offering.

The program modifications take effect in the Fall 2021 Term (2022-1).

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

XVII. Discussion: AQC Handbook's General Education Ad Hoc Committee

Lee Thomas presented the General Education Committee membership as listed in the *AQC Handbook*. He then thanked the ad hoc committee for their suggestions. While revising the *AQC Handbook*, an ad hoc General Education Committee with the same committee membership as AQC was found embedded in the handbook. The General Education Committee is not a standing College committee, so the recommendation is to

extract the General Education Committee from the *AQC Handbook*, and then work with Mary Clark to create a Standing College Committee for General Education.

Mary Westgate made a motion to approve the removal of the ad hoc General Education Committee membership from the *AQC Handbook* and to form a standing college committee; MerryBeth Etherton seconded. No further discussion ensued; there was one nay. The Chair stated that the motion passed.

Lee Thomas shared his experience learning that the Academic Quality Council is the College's curriculum committee. He stated that most of the colleges he had served in had a "curriculum committee." Lee recommended changing the Academic Quality Council name to The Curriculum Council. He opened the floor for discussion, then Greg Harris made a motion to change the "Academic Quality Council" name to "The Curriculum Council;" Carolyn Orr seconded. There was no further discussion; the motion passed unanimously. The name change to "The Curriculum Council" is effective in the fall of 2021.

XVIII. Adjournment

Lee Thomas reminded committee members of the next meeting on Monday, March 15, 2021.

Greg Harris made a motion to adjourn the meeting; Earl Brown seconded. The meeting adjourned at 4:01 p.m.