

**POLK STATE COLLEGE
AQC MINUTES**

Meeting: Academic Quality Council

Date/Time: January 22, 2015 3:00 p.m.

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

Recorder: Sarah Plazak

Attending Members: Sally Fitzgerald, Mackenzie Jennings, Rebecka Sare, Ben Gracy, Greg Harris, Kaye Betz, Laurel Smith, Karen Greeson, Beth Lockett, Karen Walfall, Terrance Hays, Gerene Thompson, Patricia Jones, Joan Connors (in place of Lorrie Jones), Dodie Cowan (in place of Gregory Toole)

Attending Resource Members: Kenneth Ross, Sylvester Little, Kathy Bucklew

Other Faculty/Staff: Jamie Rowan, Mary Beth Shapiro, Lara Sharp, Frank Dunn, Maria Lehoczky, Ernie Ivey

Welcome

Patricia welcomed everyone and thanked Gerene Thompson for filling in as Academic Dean. A quorum was reached at 3:03 p.m.

I. Approval of Minutes from November 17, 2014:

Dodie Cowan made a motion to approve the meeting minutes; Greg Harris seconded. No further discussion; motion passed unanimously.

II.- III. Course Modifications: CEN 3037 *Portal Fundamentals* & COP 3835 *Web Application Development*

Presenters: Maria Lehoczky/Ernie Ivey

Maria Lehoczky proposed that the prerequisites for COP 3835 *Web Application Development* and CEN 3037 *Portal Fundamentals* be reversed, which will bring a more coherent approach to course delivery. Students will first take COP 3835 to learn how to build a website, and then they will apply those web applications when they take CEN 3037 by creating a portal that can be published on the Internet. COP 3835 would become the prerequisite for CEN 3037.

Ken Ross asked how this would affect students that are in the current prerequisite, but he and Kathy Bucklew realized that it will not affect current students because the current prerequisite will be gone.

Greg Harris made a motion to approve; Laurel Smith seconded. No further discussion; motion passed unanimously.

IV. Course Modification: GEB 2214 *Business Communications*

Presenter: Maria Lehoczky

Maria Lehoczky proposed a change to the prerequisites for GEB 2214 *Business Communications*. It is proposed that ENC 1101 *College Composition I* be added as a prerequisite for this course so that students are better prepared for the writing assignments GEB 2214 contains.

Ken Ross asked if the current students have been surveyed to see how many of them do not have ENC 1101, and what that would do to potential enrollment. Maria said that they have not performed a survey. Patricia noted that GEB 2214 is usually paired with ENC 2210 *Introduction to Technical and Professional Writing*, students take either/or. The ENC 2210 has ENC 1101 as a prerequisite. Ken Ross said that he wanted the department to be prepared for lower enrollment next year, and Maria said that they are prepared for this. They normally offer only one section a semester of this course, so this change should not be a problem.

Sally Fitzgerald made a motion to approve; Greg Harris seconded. No further discussion; motion passed unanimously.

V. Program Modification: Conversion of EMT from Applied Technical Diploma to College Credit Certificate

Presenter: Frank Dunn

Frank Dunn said the College currently offers an EMT applied technical diploma, but the EMS Program would like to change it to a college credit certificate. The applied technical diploma is designed around seat-time, but the program would prefer it to be based on credit hours, so that if the state ever changes requirements, students would have the required credit-hour classes. Also, many colleges in the area (like Valencia College) have moved their applied technical diploma programs to college credit certificates instead. This would not change the course, curriculum, or objectives.

Patricia stated that across the state there does seem to be a movement away from the applied technical diploma. Also, within Polk State College, we have many college-career certificates, but we do not have many diplomas, so this would align with our other certificates.

Dodie Cowan made a motion to approve; Mackenzie Jennings seconded. No further discussion; motion passed unanimously.

VI. Program Modification: Engineering Technology, AS (Advanced Manufacturing Specialization)

Presenter: Lara Sharp

Lara Sharp stated that a Machining specialization was recently added to the Engineering Technology degree, and with it came courses in machining and Solidworks. This proposal would add all of those courses to the Advanced Manufacturing specialization as technical electives, permitting students in the Advanced Manufacturing specialization to take the new courses. The number of electives from which students can choose would be increased.

Rebecka Sare made a motion to approve; Beth Lockett seconded. No further discussion; motion passed unanimously.

Greg Harris made a motion to adjourn the meeting. Meeting adjourned: 3:14 p.m.

Next Meeting: Monday, February 16, 2015
Proposals Due: Monday, February 2, 2015