

**POLK STATE COLLEGE
AQC MINUTES**

Meeting: Academic Quality Council

Date/Time: November 17, 2014 3:00 pm

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, Brad Massey, Kaye Betz, Greg Toole, Laurel Smith, Cynthia Freitag, Lorrie Jones, Karen Greeson, Beth Lockett, Karen Walfall, Terrence Hays, April Robinson, Donald Painter, Patricia Jones

Attending Resource Members: Dodie Cowan, Sylvester Little, Kathy Bucklew, David Albrecht

Other Faculty/Staff: Cherry Olds, Eric Roe, Jamie Rowan, Holly Scoggins, Mary Beth Shapiro, Lara Sharp, and Chris Shea

Welcome

Patricia welcomed everyone. A quorum was reached at 3:01 pm.

I. Approval of Minutes from October 20, 2014:

Rebecka Sare made a motion to approve the meeting minutes, which was seconded by Lorrie Jones. No further discussion; motion passed unanimously.

**II. Course Modifications: ART 2570C *Mural Painting I* & ART 2571C *Mural Painting II*
Presenter: Holly Scoggins**

The art department would like to reinstate these courses because there is a strong interest from the community in having murals painted, with Holly receiving requests from the Haines City and SALO. There are several murals on campus that need to be updated.. The course content would include materials of mural painting, history of mural painting, project conception, on-site project planning, and techniques of mural painting. Students will complete at least two murals each semester, depending on the size and scale of the projects. Holly said that she has received numerous emails from people in the community requesting murals, and she has even been able to place students in jobs for mural painting. The reinstatement of these courses will give students an opportunity to learn a skill that they can use in their career.

Laurel Smith made a motion to approve; Mackenzie Jennings seconded. No further discussion; motion passed unanimously.

III. Course Modification: COP 1000 *Introduction to Programming*

Presenter: Cherry Olds

Cherry Olds stated this proposal calls for the re-wording of this course description. The new language would refer to modular, object-oriented course work, whereas the previous wording included specific programming languages. This broadens the content that can be taught in this course and will eliminate the need to update the course description each time the programming language changes. The curriculum provides a survey of programming techniques, including the usage of data, modularization, decision making, looping, and object-oriented content.

Kaye Betz requested confirmation that College Algebra is being required for the program but not required for this course. Cherry confirmed. Donald Painter furthered that the requirement is being discussed among the faculty, but there are concerns about progress through the program, so they want to look at the data regarding the success of students that took MAT 1033 before making a decision to change the requirement.

Greg Harris made a motion to approve; Karen Greeson seconded. No further discussion; motion passed unanimously.

IV. New Program: Engineering Technology Support Specialist Certificate

Presenter: Eric Roe

Eric proposed the addition of the college credit certificate (CCC), Engineering Technology Support Specialist, which consists of the eighteen credit hours in the Engineering Technology core. He said that it has been approved by the State, but it is something that we have never offered at Polk State College. It would provide us with a completion point, allowing students to earn this CCC if they take the eighteen one-credit hour core courses.

Terrence Hays made a motion to approve; Greg Harris seconded. No further discussion; motion passed unanimously.

V. – X. New Program: AS in Engineering Technology, with a specialization in Mechanical Design & Fabrication; to include the following courses: ETD 2364C-1, -2, & -3 *Solidworks*; ETI 1402C-1, -2, & -3 *Introduction to Advanced Manufacturing*; ETI 1414C-1, -2, & -3 *Introduction to CNC Machining*; New Course: ETI 2411C-1, -2, & -3 *CNC Machine Processes 1*; ETI 2412C-1 & -2 *CNC Machine Processes 2*

Presenter: Eric Roe

Eric Roe introduced his staff, then said that they would like to add fifteen one-credit hour courses in order to support a new specialization to the Engineering Technology degree in Mechanical Design and Fabrication. At the State level, there is a common core in Engineering Technology with eight specialization tracks that colleges can choose to offer for year two, depending on the needs of their local market. We have been offering Engineering Technology with a specialization in Advanced Manufacturing, which is very process-related. Eric said that Polk State identified a need in our market for machinists. EMSI data predicts a 29.6% increase

in job openings for CNC operators, and a 17.2% increase in job openings for machinists. The equipment for this new specialization has already been added to the lab, and this specialization will allow us to offer our students two paths of study in the Engineering Technology degree.

A handout was distributed that displayed how the program is currently organized. It has eighteen hours of general education and eighteen hours of the Engineering Technology core, which Eric said is the common layout for this program at any institution in the state. Our current specialization is thirteen hours of focused study in Advanced Manufacturing, concentrating on the process-side, and students choose eleven electives from the electives. . Dr Roe is proposing fifteen one-credit hour courses, with twelve of those being the new related core courses for the Mechanical Design and Fabrication specialization. The other three are new electives.

Dodie Cowan, regarding the open-entry, open-exit format, asked if we have had enough time with the Open Entry Open Exit format to be able to confidently say that we are ready for this implementation, and she also asked Kathy Bucklew if that office would be prepared for this addition. Kathy said that there are some mechanical issues and issues in Genesis that are currently being resolved with a very strong departmental shared effort. She stated that as long as we are expecting no more than a twenty-five to fifty students, we can work through the issues. Eric said that the reason why this was proposed in the open-entry, open-exit format is because they believe the program is making a permanent shift that direction. Lara elaborated that with the addition of Jamie Rowan and Mary Beth Shapiro, they are now more adequately staffed to manage this new schedule format.

Sylvester Little expressed a concern regarding students who are Veterans, and how this will impact their Financial Aid. He also inquired if the student will still be able to take a twelve-credit hour schedule in order to maintain their Financial Aid. Donald Painter answered that we are getting close to that point of having this resolved.

Ben Gracy expressed a concern over the wording of the course description for ETI 1402C-3 *Introduction to Advanced Manufacturing 3*, regarding the term “free enterprise” and the political connotation associated with that term. Patricia recommended that the term be changed from “free enterprise” to “entrepreneurship.” Ben and Eric concurred with the change of language.

Greg Harris made a motion to approve; Rebecka Sare seconded. No further discussion; motion passed unanimously.

XI. – XII. Program and Course Modification: Criminal Justice Technology, AS and CJE 2003 *Career Choices in Criminal Justice*

Presenter: Chris Shea

Patricia said that the state of Florida is going through a process of reviewing the AS degrees that are in the non-healthcare areas, trying to reduce the total credits to sixty. Most programs are currently between sixty and sixty-five. The rationale for making this change is that many of the associate degrees are now transferring into bachelor's degrees that are offered at the state colleges. Students can only transfer sixty credits from an AS degree into a bachelor's degree, which means that students who have taken over sixty credits are losing those credits when they transfer to the bachelor's level. She stated that these changes are going through the faculty work groups at each of the colleges across the state.

Chris Shea presented the change of the Criminal Justice AS degree from 64 to 60 credits. In order to align with the reduced number of credits, one elective will be removed, allowing three credits of electives instead of six, and the one-credit course CJE 2003 *Career Choices in Criminal Justice* will be ended.

Brad Massey asked if all of the other state colleges are moving to the sixty credits, and if we would be the first to institute this change. Patricia answered that if a state framework is changed, everyone has to make this change. All AS programs follow a degree framework that is set by the State, so since the State is changing the credits to sixty, everyone has to go to sixty.

Karen Walfall asked about the end term for CJE 2003, and if a student who is currently enrolled in the program would need to continue in the current catalog, or if they would be able to switch to the new curriculum being proposed. Patricia stated that if a student wants to move to a new catalog, they have that prerogative. However, since they may choose to stay in their current catalog year, the CJE 2003 course is not being end termed for two years to allow all students who need the course to complete it. Sylvester and Kathy confirmed that advisors will be welcome to advise students to change to the new program requirements if you wish.

Eric Roe inquired as to when the DOE is making the change to the framework. Chris answered that they are supposed to approve it in the spring for 2015-2016 academic year.

Karen Walfall expressed a concern for students being more actively made aware of this change and how it will affect their degree audit. Chris replied that if this is approved, the Criminal Justice department will notify all of the students in the program via email in regard to the change and the options that are available to them.

Lorrie Jones asked if this change does not get passed by the State, then would the program maintain its current framework. Chris verified that that was correct, and referenced that statement that was built into the proposals regarding pending state board approval.

April Robinson pointed out that if anyone had concerns regarding the end term of CJE 2003, we do offer an existing career education course.

Brad Massey made a motion to approve; Lorrie Jones seconded. No further discussion; motion passed unanimously.

XIII. Curriculog Timeline Discussion

Presenter: Patricia Jones

Patricia stated that with the new Curriculog system, everything is in a lock-step, and you cannot do multiple tasks at the same time. She said that based on the experience of the past three months, if you have simple curriculum change, the January 8th, 2015, deadline will apply; however, if you have a larger change that requires multiple proposals, you will need to turn it in earlier, in order for the proofer to have adequate time to complete her review.

Greg Harris made a motion to adjourn the meeting; Greg Toole seconded. Meeting adjourned: 3:32 p.m.

Next Meeting: Thursday, January 22, 2015
Proposals Due: Thursday, January 8, 2015