

**POLK STATE COLLEGE
AQC MINUTES**

- Meeting:** Academic Quality Council
- Date/Time:** October 20, 2014 / 3:00 p.m.
- Locations:** Winter Haven Campus – WMS 124
Lakeland Campus – LAC 1243
- Recorder:** Sarah Plazak
- Attending Members:** Patricia Jones, Donald Painter, Sally Fitzgerald, Mackenzie Jennings, Rebecka Sare, Ben Gracy, Greg Harris, Brad Massey, Kaye Betz, Greg Toole, Laurel Smith, Cynthia Freitag, Lorrie Jones, Herb Nold, Karen Walfall, Yulonda Bell (on behalf of Terrence Hayes)
- Attending Resource Members:** Saul Reyes, Kathy Bucklew, David Albrecht, Marcia Conliffe
- Other Faculty/Staff:** Lynn Chisholm, Lilli Downes, Paul Carbonell, Gerene Thompson, John Huff, Michelle Manzi

Welcome

Patricia welcomed everyone. A quorum was reached at 3:03 p.m.

I. Approval of Minutes from September 15, 2014:

Gerene Thompson made a motion to approve the meeting minutes; Cynthia Freitag seconded. No further discussion; motion passed unanimously.

II. Curriculog Discussion:

Patricia asked if anyone had any questions or concerns in the two months' time that the Curriculog system has been implemented. She stated that we are trying to transition to Curriculog completely instead of using the hybrid layout used last month and used slightly for this month. One of the problems we have been experiencing is that Curriculog does not allow non-proposal documents to be attached to agendas. This edit is on our working list with Curriculog.

Sally Fitzgerald expressed that she was receiving frequent emails from Curriculog informing her proposals needed her attention, but she was not sure what action to take. After some further discussion with Patricia Jones and Sarah Plazak, it was discovered that all AQC members have been receiving every email regarding a proposal after that proposal reaches the AQC step in Curriculog. Sarah stated that she will do further investigation with Curriculog to determine the sequence of emails sent.

Patricia stated that unless they have a proposal going to AQC, AQC members do not need to do anything except read the proposals. If they are a presenter (the originator of the proposal), then they will get numerous updates on their proposal. Patricia further informed all that if they do have a proposal going forward, and it is stuck somewhere, Sarah will

contact them. Patricia encouraged all to call Sarah if they encounter any issues with Curriculog or if they have any questions regarding that system.

**III. New Course & Course Modifications: MAT 0057L, MAT 0057, MAT 1033
Presenter: Kaye Betz**

Kaye introduced MAT 0057 as a self-paced modular course created as a result of Senate Bill 1720. It was brought to AQC in the spring, and at that time, we had not yet received federal financial aid approval for the course. The changes address initial federal financial aid concerns. Kaye said the Math department would like to have MAT 0057 be six modules. They would like to add MAT 0057L, a one-credit course taken at the end of MAT 0057, which contains the final three modules. Students would take MAT 0057 one term, and then take MAT 0057L the first half of the next term. Students progressing quickly through MAT 0057 could go through MAT 0057 and MAT 0057L in one term and be ready for MAT 1033 the following term. If implemented, this has the potential of being an accelerated version of the developmental classes. This would allow students to complete the developmental requirements in just four credits instead of the six that would be required with regular developmental courses.

The proposed timeframe is for MAT 0057 to be offered in one full term and MAT 0057L to be offered Fast Track 1 of the next term. Because some students may not work quickly enough to complete modules one through six in one term, it would be designed so that if students completed at least three modules during a term, they would be awarded a grade of *D* instead of an *F*. Students could complete the remaining modules in the next term and get an *A*, *B*, or *C*, which would replace the *D*. Kaye expressed that one of the main advantages of the modular approach is students do not have to repeat modules that have already been mastered.

Discussion followed to clarify the time-frame in which students could finish the sequence of courses. Karen Walfall raised a question regarding the time-frame of students finishing early, and how we will know if that is going to be a possibility for students to begin MAT 0057L in the same semester as MAT 0057. Kaye answered that the instructor will need to have a discussion with the student to see if the student thinks he/she will be able to complete the next set of modules based upon previous module completion. Kaye indicated that if a student finished by the end of Fast Track 1, he/she should be able to finish MAT 0057L because it is just three modules; thus, it will not be the same amount of work as MAT 0057.

Cynthia Freitag asked if MAT 0057L would only be offered in Fast Track 2. Kaye replied that the classes are stacked, so students do not have to wait for the course to start and can start at any time.

Herb Nold asked for clarification regarding the *D* grade that would be awarded if a student only completed half of the modules. Kaye said that the *D* grade does not equate to passing because it does not allow students to go on to the next course. Patricia indicated that it would be less detrimental to a student's financial aid to receive a *D*, rather than an *F*. Kaye said the main idea with the *D* grade is to keep students from withdrawing, so if a student finished three modules, the student would still be able to have a sense of accomplishment, which would allow the student to continue advancing.

Sally Fitzgerald made a motion to approve; Cynthia Freitag seconded. No further discussion; motion passed unanimously.

IV. Course Modifications: CTS 2321, CTS 2322, & CTS 2342C
Presenter: John Huff

John Huff said that CTS 2342C is a Server 2008 class, which is now obsolete, so it is being proposed that the course be end termed. CTS 2321 and CTS 2322 were created without taking into consideration the amount of lab work that was going to be required for those classes, so he proposed adding a C to each class to allow for forty-eight hours of lecture-time and sixteen hours of lab time.

Herb Nold inquired if there would be enough lab space for the number of students, and John assured him that there would be adequate space. Brad Massey made a motion to approve; Herb Nold seconded. No further discussion; motion passed unanimously.

V. New Course: MUE 2040 *Foundations of Music Education*
Presenter: Michelle Manzi

Michelle stated that this proposal would give students the opportunity to take MUE 2040 here at Polk State College instead having to complete a 2000-level course after they transfer to a university. This course is a gateway into the professional sequence of courses for a music educator. When students reach the university level, this course is accepted as a credit, so they can be one semester ahead in getting into their professional sequence.

This course was piloted in the Summer A semester and was successful for students and teachers in the Polk County school system, where students completed their lab work. Currently, the University of South Florida (USF) and the University of North Florida (UNF) are the only two universities that do not accept this course as a transfer although USF will be voting on adding MUE 2040 to their curriculum in the spring. The University of Central Florida, Florida State University, and University of Florida have all accepted this course as a transfer.

Patricia asked about background-check requirements for the students. Michelle answered that it is the same approval that students need for the other three education prerequisite courses, so once students get student-teaching approval, it is good for all education classes at every level. Karen Walfall asked about the guarantee of transferability of credit to the institutions that Michelle mentioned, and Michelle reiterated that this course is guaranteed to transfer to all upper-level universities offering this course as part of their degree requirements.

Laurel Smith made a motion to approve; Lorrie Jones seconded. No further discussion; motion passed unanimously.

VI. New Course: SLS 2941 *Internship: Professional Experience and Organizational Culture*
Presenter: Paul Carbonell and Lynn Chisholm

Lynn introduced SLS 2941 as an AA internship course as a lower-level elective worth one credit. This course enables students who are not in an AS or BS program where an internship course already exists to be able to earn internship credit for a field internship experience. This proposal was developed at the request of AA students and faculty because students will seek internships requiring they earn course credit, and we did not previously have a way that they could pursue those internships because no credit-course was available. Additionally, we now have an international internship program, and this course would allow students involved in that program to earn credit. Lynn indicated that Paul Carbonell is assisting with the theater internship program and students' needs to earn credit for that internship as well.

The content of the course is career-experience specific, not career exploration. It is professional experience within a line of work students are interested in pursuing. The work they do during the internship will be related to career development and exploring the organization in which their internship exists in order to identify whether or not an environment is a good fit for them.

Kathy Bucklew expressed concern over prerequisites that require twelve college-credit hours, stating that Genesis cannot identify when a student has reached twelve credit hours. Students are not able to register themselves. Patricia indicated awareness of this issue and plans for manually registering students. She stated we will only list ENC 1101 and permission of the instructor as prerequisites in Genesis. Lynn verified that she is planning on registering students because we want to see where students are going, what they are doing, and how it all ties into their career goals. Patricia brought up that a student must have an internship secured before enrolling in the course. Kathy indicated that those prerequisites can be entered into the description section of Genesis, so the student will be able to see that information on the class schedule.

Brad Massey made a motion to approve; Yulonda Bell seconded. No further discussion; motion passed unanimously.

VII. Program Modification: RN to BSN
Presenter: Lorrie Jones on behalf of Annette Hutcherson

GEB 3213 *Advanced Communications in Business* was a program requirement, but it has been found that it was not as successful as anticipated. They are proposing the removal of GEB 3213. In its place, an additional Healthcare Administration (HSA) course will be allowed as an elective.

Patricia clarified that what is being proposed is to switch one course for another course from an existing list of Healthcare Administration electives. Brad Massey asked if it is the removal of a generic course to add more specialized electives in its place. Lorrie confirmed and said that when the HSA list was initially developed, it was developed based on students' needs and wishes.

Brad Massey made a motion to approve; Herb Nold seconded. No further discussion; motion passed unanimously.

VIII. Course Modification: NUR 4940 Professional Nursing Excellence
Presenter: Lorrie Jones on behalf of Annette Hutcherson

This proposal is being presented to remove MAN 3303 *Leadership and Management Practices* as a prerequisite for the capstone course because MAN 3303 was removed from the BSN curriculum last year.

Greg Harris made a motion to approve; Cynthia Freitag seconded. No further discussion; motion passed unanimously.

IX. Program Modification: Liberal Arts, AA
Presenter: Brad Massey

Brad Massey stated that the General Education Committee has requested that this proposal be presented to AQC in hopes that the wording of the requirements for the Social Sciences area of the Liberal Arts AA degree can be changed to make that area less confusing for students. The catalog currently requires students to take one course from Behavioral Social Sciences and one course from History/Politics. In addition, students must take one course from the state-approved social science list, and the second course can be either from the

state-approved list or from the Polk list of additional social science courses. Social Science faculty propose just requiring students to take one course from the state-approved social science list and the second course can be either from the state approved list or from the Polk list of additional social science courses.

Kaye Betz made a motion to approve; Gerene Thompson seconded. No further discussion; motion passed unanimously.

X. Humanities Representation at AQC
Presenter: Ben Gracy

Ben stated that there is currently only one Humanities member on the AQC Committee while the other areas have more representation. It is being proposed that a second member be added to the Humanities area so that each campus has representation in Humanities.

Discussion ensued regarding how the new member would be chosen. Patricia explained the procedure for approving changes to a college procedure. Once the procedure is changed, then Dodie Cowan would solicit Winter Haven Humanities faculty to see if anyone wants to serve on AQC.

Herb Nold made a motion to approve; Brad Massey seconded. No further discussion; motion passed unanimously.

Brad Massey made a motion to adjourn the meeting. Meeting adjourned: 3:47 p.m.

Next Meeting: Monday, November 17, 2014
Proposals Due: Monday, November 03, 2014