

**POLK STATE COLLEGE
AQC MINUTES**

Meeting: Academic Quality Council

Date/Time: March 16, 2015 3:00 p.m.

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

Recorder: Sarah Plazak

Attending Members: Gerene Thompson, Patricia Jones, April Robinson, Donald Painter, Sally Fitzgerald, Rebecka Sare, Ben Gracy, Greg Harris, Kaye Betz, Li Zhou (in place of Greg Toole), Laurel Smith, Lisa Smelser, Lorrie Jones, Karen Greeson, Beth Lockett, Carolina Rodriguez, Terrance Hays

Attending Resource Members: Kenneth Ross, Sylvester Little, Reggie Webb, Marcia Conliffe, and Chris Fullerton

Other Faculty/Staff: Cindy Freitag, Maria Lehoczky, Vanessa Barfield, Ernie Ivey, Lynda Wolverton, Merrybeth Etherton, Joanne Buchanan

Welcome

Patricia welcomed everyone. A quorum was reached at 2:59 pm.

I. Approval of Minutes from February 16, 2015:

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

II. Course Modification: EDF 2085, *Introduction to Diversity for Educators*

Presenters: Lynda Wolverton

Lynda Wolverton presented a course description change and a substantial content change to EDF 2085, *Introduction to Diversity for Educators*. The ESOL standards from the Florida Department of Education will be added as part of the course description. Also, this proposal addresses the state's change of the name of the Florida State Sunshine Standards to Florida Standards. The course objectives have been changed to include the ESOL changes in the BCI to include these ESOL standards in assignments, discussion areas, and in the course.

Kaye Betz asked if the stated implementation date (effective date) of 2015-3 was correct, because the College normally addresses course changes in the fall semester. She asked if there was an urgent necessity for this change. Lynda said this change can wait to be made effective 2016-1. Patricia said that Patty Linder, the director of the bachelor degree program, has worked with Lynda and the other education faculty on this proposal, so this is aligned with the education bachelor's degree the College hopes to start offering next year.

Terrance Hays asked if students who move into the bachelor's program who have previously taken this course will have met the proper competencies of the BS program. Lynda answered that yes, those competencies are being addressed as the course is running now; they are just not stated in the BCI.

Beth Luckett made a motion to approve; Kaye Betz seconded. No further discussion; motion passed unanimously.

III.-IV. Program Modification: Computer Systems and Business Analysis, AS and Course Modification: OST 1355, *Records Management*

Presenter: Ernie Ivey

Ernie Ivey stated that the Computer Systems and Business Analysis AS program has been reduced from sixty-three credits to sixty credits by the Department of Education. In order to accommodate this change, the program is eliminating a course, OST 1355, *Records Management*. Faculty were consulted and suggested this course be removed. The Advisory Committee was also supportive of removing OST 1355.

Karen Greeson made a motion to approve; Greg Harris seconded. Patricia Jones clarified that the effective date of the end term of the course is 2017-3 so that students who are currently in the program have the opportunity to complete it. Ernie confirmed but also noted that all students will be given the opportunity to switch to the shorter degree.

No further discussion; motion passed unanimously.

V.-VI. Course Modification: PHY 2001C, *Basic Concepts of Physics* and New Course: PHY 2020C, *Fundamentals of Physics*

Presenter: Cindy Freitag

Cindy Freitag stated that these proposals address the need to switch to a different course number by end terming PHY 2001C, *Basic Concepts of Physics* and implementing PHY 2020C, *Fundamentals of Physics*. The state of Florida implemented a list of science courses that can be used for the AA General Education science requirement. Other science courses can be taught from the individual college's list, but students need to have at least one course from the state-approved list. The Aerospace Science program had PHY 2001C and MET 1010C as requirements, but neither of these courses were on the state-approved list. Dr. Jones researched the physics course numbering and discovered that PHY 2020C has similar course content to PHY 2001C and is on the state approved list. PHY 2001C and PHY 2020C share the same course content, including the same course description, credit hours, and prerequisite. This change will allow Aerospace students to have a state-approved general education science course.

Sylvester Little voiced a concern regarding the need for those courses to be linked by the Registrar's office in the course dictionary. Patricia confirmed that she will consult with David Albrecht on this. Terrance Hays said there are four students who have taken both PHY 2001C and MET 1010C in the Bachelor of Science program in Aerospace. He asked if this change takes place, will those students still need to take a state-approved science course to meet Gen Ed requirements? Patricia stated that she consulted with Kathy Bucklew and Kerry Shapiro regarding students in that situation, and Kathy said that she was willing to perform substitutions for those few students, given that a fix be made to avoid this problem in the future. Patricia said that Terrance would have to work with the students to complete a substitution.

Joanne Buchanan asked if this change would automatically get updated for all programs currently requiring this physics course in future catalogs and web pages, or does each program need to go to AQC to make this change. Patricia answered that Merrybeth Etherton has already made the change on her proposal, and that Patricia will fix it in Aerospace without needing to return to AQC since it is just a number that is being adjusted. All of the General Education sections of the catalog will automatically change. Patricia said that in Joanne's program degree audit, both courses will be left as an option, since some of her students might have had PHY 2001C as a prerequisite prior to admission to the program.

Carolina asked if the substitution would still be needed for future students. Patricia said that only students in old catalog years will require substitutions.

Laurel Smith made a motion to approve; Kaye Betz seconded. No further discussion; motion passed unanimously.

**VII.-VIII. Program Modification: Diagnostic Medical Sonography, AS and New Course: SON 2171C, *Introduction to Vascular Sonography*
Presenter: Merrybeth Etherton**

Merrybeth Etherton said that the Department of Education wants to increase the Diagnostic Medical Sonography program from seventy-two to seventy-seven credits. It is being proposed that HSC 2554, *Basic Principles of Diseases* and a new course: SON 2171C, *Introduction to Vascular Sonography*, be added to accommodate this change. The reason for the increase in program credits is to increase the scanning time for students and add some vascular knowledge to better prepare students for the workplace.

Kaye Betz asked if AQC approval would be done pending the Department of Education's final decision. Patricia answered yes, this is normally what is done. The Department of Education votes on curriculum changes in April.

Sylvester Little asked if students already in the program will be grandfathered in and what the timeline would be before students would be required to take these additional courses. Donald Painter said that if the students are already admitted, they would be under the current requirements. Patricia stated that neither of the courses being added are prerequisites, so this will not impact people who are in the pool waiting to be admitted; however, if they are in the pool, they can take HSC 2554 early if they so desire.

Beth Lockett made a motion to approve; Lorrie Jones seconded. No further discussion; motion passed unanimously.

**IX.-X. Program Modification: Business Administration (Risk Management and Insurance), AS and New Courses: RMI 2001, *Fundamentals of Risk Management and Insurance*; RMI 2212, *Personal and Business Property Insurance*; and RMI 2700, *Agency Management and Selling Techniques*
Presenter: Maria Lehoczky**

Patricia introduced Vanessa Barfield, a professional in the insurance industry who was a consultant to the College for these changes.

Maria Lehoczky stated that this proposal is a modification to the College's existing Business Administration, AS degree. Previously, the curriculum focused on licensure in the field, so students signing up for it would present their certification and licensures and get awarded credits based on that. If they did not have a licensure, the College would send them to Corporate College to get licensure before the College could award credits. Upon review and consultation with experts in the field, it was determined that it would be beneficial for the College to also provide an option within this concentration for students who did not have licensures, so that they could take insurance-based courses. This proposal would add coursework for those students. They would still be given both options: if they had licensure, the College would award them the credit, and if they did not have licensure and wished to go into that field, there would be coursework they could complete to earn licensure and credit. The three new courses that would provide this option would be RMI 2001, *Fundamentals of Risk Management*; RMI 2212, *Personal and Business Property Insurance*; and RMI 2700, *Agency Management and Selling Techniques*.

Sally Fitzgerald asked if this change would mean that students could not go to the Corporate College. Maria stated that students would still have the option to go down the licensure track. Sally asked if this

would mean that students would have three options now, and Maria said that students would still have the two main options: they could still go to Corporate College to get the preparation needed to sit for the licensure exams, or students could take the coursework offered in this new concentration.

Patricia stated that many people employed in the insurance industry do not have to have a degree to get employed in that industry. When they are hired, the employer usually puts that person through training to get the licensure. Because of this, some students come to the College with licensure. But those who are right out of high school or changing careers and not already employed in the insurance industry do not have a license, so this new track would be an option for them. This proposed track would allow students receiving financial aid to continue to receive aid. Corporate College programs are not eligible for financial aid.

Maria stated that according to Florida statute, students completing RMI 2001, RMI 2212, and RMI 2700 qualify for licensure. Vanessa Barfield confirmed that if students complete nine credit hours of RMI courses, students do not have to sit for a course or take an exam to receive licensure. This would be a selling point for Polk State because it will allow students to work on a degree and licensure at the same time, which would make that student more marketable in the insurance field. Lorrie Jones asked if this would be the same licensure, and Vanessa confirmed. Maria stated that there would also be potential for additional scholarships for students that are enrolling in this concentration. Vanessa said that there is currently one license that is already approved, but there are actually two more that are pending. In the future, students earning nine credits will walk away with three different licenses without having to take any exams or experience financial aid issues. Patricia asked what the other two licenses would be.

Kaye Betz asked if places like Geico and other large insurance companies would recognize these licensures with equal merit as people who sat for the exam. Vanessa confirmed that there would be no difference, and the large companies would recognize students who took this specialization.

Kaye Betz asked if the College envisioned large insurance companies ever sending a group of students to get licensures and receive training. Patricia said that, to some degree, the College already has that. Corporate College trains many people for State Farm and Geico. Rob Clancy and his staff have already built relationships. Any insurance company that wants its employees to have that licensure are going to go the Corporate College route because it is much faster than doing nine credits.

Patricia stated that Vanessa has reached out to some of the large companies in the insurance industry, and has received positive feedback regarding this specialization. St. John's River State College has a very strong program that Polk State College may go review because they have a lot of good ideas about how to recruit students.

Karen Greeson made a motion to approve; Carolina Rodriguez seconded. No further discussion; motion passed unanimously.

XI. New Program: Healthcare Administration Advanced Technical Certificate

Presenter: Maria Lehoczky

This Advanced Technical Certificate is designed for students who already have an AS or bachelor's degree that wish to take some courses to build their focus and develop skills in their field. This proposal emerged because there were students enrolled in the bachelor's program who wished to have a dual major, but it was not possible. Students desiring a dual major could wait to graduate and take some additional courses, but this ran the risk of students going over the number of credits that they are allowed to take in their degree. Donald and Patricia also pointed out that with the phishing report, students will be auto-graduated, making students unable to receive financial aid because of having a graduated status.

Maria stated that Annette Hutcherson consulted with the Nursing Advisory Board, and they expressed interest in the Healthcare Administration Advanced Technical Certificate because there are nurses that may have already earned a BSN who are looking to advance their skills in the administrative area. The

advisory board felt that this certificate would be a benefit to those nurses. Maria stated that the certificate content will be the eighteen-credit core from the BS in Healthcare Administration.

Terrance Hays said that for the BSN program, HSA 3110 was a very popular course that tended to fill up quickly. He asked if this is approved, would there be more sections of HSA 3110 offered? Maria Lehoczky said the College will build as many courses as are necessary to satisfy the enrollment.

Carolina asked if this would be considered a second objective under which students would be placed. Maria said students could take it as a certificate. Patricia Jones stated that it could be a primary or secondary objective. Carolina asked how this will affect financial aid, and if advisors will need to sign-off as this being part of a student's program. Maria said that financial aid will cover certifications, and Patricia confirmed that Marcia Conliffe will submit this for financial aid. Marcia said that as soon as the information is ready, she will submit for financial aid.

Sally Fitzgerald made a motion to approve; Lisa Smelser seconded. No further discussion; motion passed unanimously.

XII. New Program: Public Safety Management Advanced Technical Certificate

Presenter: Maria Lehoczky

Maria Lehoczky proposed another new certificate, Public Safety Management Advanced Technical Certificate, saying that many of the courses are duplicates of what is offered in the Public Administration degree. Similar to the need for the Healthcare Administration Advanced Technical Certificate, the need for this certificate arose from students who wished to have a dual major. If students wished to have a broader Public Administration concentration and then start to demonstrate focus in Public Safety Management, the Advanced Technical Certificate would allow them to do so. Plus, the College is hoping that offering this certificate will entice potential students to enroll in the bachelor's program. It has been found that in the Fire Science field and EMS field, a bachelor's degree is not necessarily required for those professions. This certificate will help increase the College's enrollment in these courses if students see that this is an option where they do not have to complete an entire bachelor's degree but still receive coursework in that particular field. This has been discussed with the Fire Science Advisory Board, and they were supportive.

Lisa Smelser asked if students would receive any benefits from their employers for completing this certificate. Maria Lehoczky said that there is the potential for that.

Carolina asked if the courses that have been selected are geared more toward managerial skills. Maria confirmed, saying that eventually, if a student was looking for advancement, this certificate would fit into the bachelor's program, fulfilling the eighteen core requirements. Maria said that the College has hopes that students who complete this certificate will feel empowered and encouraged to finish a bachelor's degree.

Lisa Smelser asked if the courses for this certificate have any prerequisite requirements that might cause a problem for those who do not have a prior degree. Maria said no; if a student were to enroll in the bachelor's degree, there would be courses within other cores that would have prerequisites, but these eighteen credits do not.

Greg Harris made a motion to approve; Lorrie Jones seconded. No further discussion; motion passed unanimously.

XIII. Program Modification: Electrical Distribution, AAS

Presenter: Patricia Jones

Patricia Jones said that Electrical Distribution is the last AAS offered at Polk State College. When the state divided the AS and AAS degrees a few years ago, it was determined that an AAS degree tended to be in a terminal field where students did not go on to a bachelor's degree. Polk State offers the

Electrical Distribution program through an agreement with Lakeland Electric, teaching students how to work on power lines. This program is being reduced in credits from sixty-five to sixty credits. Coincidentally, this program had five credits of electives, so this proposal suggests that those five credits of electives be removed.

Carolina discovered that there was an error in the curriculum section of the proposal. The mathematics section of the General Education courses with MTB 1103 was added in error. Patricia explained that this program has no specific mathematics requirement; however, students do have an optional mathematics course or science course.

Kenneth Ross asked how many graduates this program has had. Patricia said there have been perhaps two or three. Patricia said that when people finish their apprenticeship with Lakeland Electric, they are so employable that they do not need a degree. Kenneth Ross said that he was surprised that the state continued to allow us to offer this program if people can become employable without the degree. Patricia agreed, and said that the state has not said anything yet, and Lakeland Electric is very committed to keeping this program as an option for their employees, so the College continues to offer it.

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

Beth Lockett made a motion to adjourn the meeting. Meeting adjourned: 3:47 p.m.

Next Meeting: Monday, April 20, 2015
Proposals Due: Wednesday, March 25, 2015