

**POLK STATE COLLEGE
AQC MINUTES**

Meeting: Academic Quality Council

Date/Time: April 18, 2016, 3:00 p.m.

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

Recorder: Sarah Plazak

Attending Members: Donald Painter, April Robinson, Sally Fitzgerald, Mackenzie Jennings, Ben Gracy, Kaye Betz, Greg Toole, Natalie Whitcomb, Lisa Smelser, Lorrie Jones, Ray Oberg, Sandra Ward, Susan Moerschbacher, Marie Lehoczky

Attending Resource Members: Ken Ross, Sylvester Little, Marcia Conliffe

Other Faculty/Staff: Don Guillette, Susan Whatley, Patty Linder, Cindy Freitag, Reggie Webb, Joyce Lee, Nerissa Felder

Welcome

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

I. Approval of Minutes from March 17, 2016:

Mackenzie Jennings made a motion to approve the meeting minutes; Greg Toole seconded. No further discussion; motion passed unanimously.

II. Information Item

Orathai said that in March the state notified the College that five of the General Education courses had General Education core courses as their immediate prerequisite, which the State thought was redundant. The courses were MAC 2312 *Calculus II*, BSC 2086C *Human Anatomy and Physiology II*, CHM 1046C *General Chemistry II*, PHY 2049C *General Physics II with Calculus*, and PHY 2054C *General Physics II*. The College has moved these five courses from the state list of General Education courses (list A) to the local list of General Education courses (list B).

Also, Orathai said that the Occupational Therapy Assistant program will be allocating two seats for qualified veterans who are enrolled at Polk State College.

III. Course Modification: BSC 1084C *Basic Anatomy and Physiology*

Presenter: Cindy Freitag

Cindy Freitag proposed this course be reduced from five to four credits. The impetus for this change was a state mandate that modified the Emergency Medical Services program. In order to ensure that the College complies with those changes, it was suggested that this course reduce the number of credits. Prior to the AQC meeting, discussions were held with Don Guillette and the clinical coordinators, and it was decided a shift-friendly format of this course should be offered every summer. In order to reduce this course from five to four credits, the lab component will be reduced from four hours per week to three hours per week. The anatomy instructors were consulted, and they were in agreement. As a five-credit course, it had three hours of lecture and four hours of lab; however, this proposal seeks to adjust the hours to three hours of lecture and three hours of lab per week.

Ben Gracy asked for verification of the number of load points, and Cindy confirmed that it will be twenty-four load points.

Sandra Ward asked if the course prerequisite should be changed to reflect the newly modularized MAT 0057 courses. Ken Ross said that because there are many exempt students, this prerequisite will be difficult to enforce. Cindy said that the prerequisite is a hold-over from the Basic Anatomy and Physiology courses, and she asked for suggestions regarding how the prerequisite should be changed. After further discussion, it was decided that the course should be discussed with the Student Services staff where the wording for the prerequisite will be decided.

Another item in this proposal suggested that the course be used as a General Education science course because students occasionally enroll in BSC 2085C *Human Anatomy and Physiology I* as a General Education science course when the students should be in a course with a less rigorous curriculum. This would not be on the state-approved General Education list (list A), but would instead be on the College's locally approved list (list B). Sally Fitzgerald asked if taking this course would prevent students from taking BSC 2085C, and Cindy said that it would not. Lisa Smelser noted that this course would be a "drop-down" option for students in BSC 2085C.

Lorrie Jones expressed a concern regarding students accidentally enrolling in this course when they actually needed BSC 2085C *Human Anatomy and Physiology I* in order to move on to BSC 2086C *Human Anatomy and Physiology II*. Cindy said that instructors will be pointing out the course description that says BSC 1084C cannot be substituted for BSC 2085C and BSC 2086C.

Ken Ross asked if other local colleges are using this course as a General Education course. Cindy said that of the schools that were researched, half had this course as a General Education course.

After discussion, it was determined that changing the number of credit hours for this course and deciding if the course could be added to the General Education "bucket" were two distinctly different considerations. The proposal was approved based on the change of credit hours, and the proposed change regarding General Education will go to the General Education Committee.

Ray Oberg moved to approve on the grounds that the proposal would be presented to the General Education Committee; Lisa Smelser seconded.

Cindy noted that the proposed changes to the course description include verbiage conveying the course fulfills the General Education requirements for a laboratory science course. If the course is not approved as a General Education science course, that wording will need to be removed from the course description.

No further discussion; motion passed unanimously.

IV.-V. Program Modifications: Emergency Medical Services AS and Emergency Medical Technology Certificate

Presenter: Don Guillette

Don Guillette said the Florida Department of Education has required the Emergency Medical Technology Certificate be changed from eleven to twelve credit hours. In order to accomplish this increase, it is proposed that EMS 1158 *Emergency Medical Technology* be raised from six to seven credit hours. Currently, the state requirement for that program is 250 clock hours, but Polk State College students have been completing 276 clock hours. This will be increased to 300 clock hours on the lab component side. An analysis has been done regarding the amount of time that students complete in the lab, and students are already exceeding 300 clock hours.

Don also proposed that the Emergency Medical Services AS degree have its General Education requirements changed to include BSC 2085C *Human Anatomy and Physiology I* as an option in the Natural Sciences area. This will change the number of required credits for the General Education Requirements from seventeen to sixteen.

Ray Oberg asked if these changes will impact the state-mandated cap for credit hours of degrees. Don said that it will, and that is why the reduction of credit hours for BSC 1084C *Basic Anatomy and Physiology* was also proposed.

Ray Oberg moved to approve; Lorrie Jones seconded.

Marcia Conliffe asked if the clock hours will be increasing from 250 to 300, and Don said that was correct. Marcia said this increase may change program eligibility for financial aid, so she will submit the proposal to the Department of Education for approval for the fall semester.

No further discussion; motion passed unanimously.

VI. Course Modification: EMS 1158 *Emergency Medical Technology*

Presenter: Don Guillette

Don proposed that this course be raised from six to seven credit hours. Currently in the course, students receive seven credit hours of instruction, but the course has officially been only six credit hours. No change in workload will be required for this credit increase.

Lorrie Jones moved to approve; Natalie Whitcomb seconded. No further discussion; motion passed unanimously.

VII.-IX. Program Modification: Medical Coding Specialist Certificate

New Course: HIM 1453 *Anatomy and Physiology for Health Information Management*

Course Modification: HIM 1443 *Human Disease for Healthcare Documentation*

Presenter: Susan Whatley

Susan Whatley said that this program modification encompasses a change to an existing course (HIM 1443 *Human Disease for Healthcare Documentation*) as well as the addition of a new course (HIM 1453 *Anatomy and Physiology for Health Information Management*) to replace BSC 1084C *Basic Anatomy and Physiology* as a program requirement.

HIM 1443 will be increased from three to four credit hours to better reflect the work required of students. The course is online and very difficult. Based on instructor and student feedback, it is proposed to increase the number of credit hours without increasing the workload.

HIM 1453 will replace BSC 1084C as a requirement in the Medical Coding Specialist Certificate. This new course will be specific to this program. The advisory board agreed that this course should allow students to study anatomical models and apply knowledge directly to medical records so students will better understand how to apply anatomy to the coding discipline, including how specifically to treat the diseased body.

Sylvester Little asked what the allowed number of credits is for a certificate, and Susan said that it is currently thirty-four credits, but it will change to thirty-seven.

Lorrie Jones asked if the certificate requires any science courses, and Donald Painter confirmed that certificates do not have a science requirement.

Ken Ross asked how the number of lab hours was established. Usually when there is a lab, the didactic is one-to-one, but the lab is usually a ratio other than one-to-one. Donald said that that procedure has changed due to Digital Media program. Ken expressed concern that the learning outcomes will not be

reached in the allotted time for the course. Susan said that there will not be a separate lab time; instead, students will go directly from the lecture into a lab period with the instructor.

Sally Fitzgerald moved to approve; Mackenzie Jennings seconded. No further discussion; motion passed unanimously.

X.-XI. Program Modifications: Early Childhood Education BS and Elementary Education BS
Presenter: Patty Linder

Patty Linder proposed adding options to the Natural Science area of the Elementary Education BS, but after discussion it was decided that this was not an AQC matter because the General Education courses are brought into the bachelor programs as a package, not individually.

Patty said that because the Early Childhood Education AS degree shifted from sixty-three to sixty credits, it changed the connection courses identified with the Early Childhood Education BS. In order to align the AA and AS pathways to the BS, it is proposed to remove CHD 1104 *Introduction to Early Childhood Education* and CHD 1440 *Early Learning Practicum* as requirements in the BS degree and add EEC 2226 *Introduction to Principles of Math and Science for the Young Child* as a program requirement. The proposal also included the same two-course addition to the Natural Science General Education area, which was not an AQC matter.

Ken Ross asked for clarification regarding how the removal and addition of courses will affect the number of credits required for the program. Donald Painter said that these will not affect the total number of credits because the courses in question will be part of a list of options: students will not need all of the courses, just eighteen credits worth.

Ray Oberg moved to approve; Lorrie Jones seconded.

Lisa Smelser noted that within the Natural Science area, *Biological Issues* was listed twice because BSC 1930 had the incorrect title listed.

No further discussion; motion passed unanimously.

XII.-XIV. MAC 1114 Trigonometry, MAC 1140 Precalculus Algebra, and MAC 1147
Precalculus Algebra/Trigonometry
Presenter: Kaye Betz

Kaye Betz articulated that these courses were part of the AA review, and it was realized that the course objectives needed to be better aligned. The course description was also modified to say that a graphing calculator would be “highly recommended” but not required because computers and cell phone apps can now do the functions of a graphing calculator.

Greg Toole moved to approve; Ray Oberg seconded.

Discussion followed regarding concern over no longer requiring a graphing calculator. Greg Toole said that the wording was changed in order to give the professors options regarding course calculator policy. Calculators will be provided in class for testing days. It was decided that there were sufficient options available to students to allow the proposed wording to stand.

No further discussion; motion passed unanimously.

XV. New Course: MAT 1100 Introduction to College Mathematics
Presenter: Kaye Betz

Kaye proposed this new course as an alternative MAT 1033 *Intermediate Algebra* for non-STEM pathways. This would be used as a route to Liberal Arts math (MGF 1106 *Topics in Mathematics*, MGF 1107 *Explorations in Mathematics*, and STA 2023 *Introduction to Probability and Statistics*). Students

who do not need MAC 1105 *College Algebra* will take this. It contains many of the same topics taught in MAT 1033, but they are taught in a different way. Rather than being an algebra skills-based course, it will be contextual-learning, problem-solving, project-based course.

Sandra Ward asked about the PERT score required for course placement. Ken Ross stated that it will be the other gateway course. If a student is non-exempt, s/he will need the same PERT score required for MAT 1033, but most students should go right into this course.

Marie Lehoczky asked where this course will fall under General Education courses, and Ken said that this will not be a Gordon Rule math course and will be an elective math course.

Sally Fitzgerald asked what impact this might have on specialty programs. Kaye said that any program that does not require MAC 1105 will be able to use this course. Sally asked what course will be taken after this one, and Kaye answered MGF 1106 or MGF 1107. Sally asked if other programs will need to be revised to include this new course, and Kaye said that the only course that requires MAT 1033 is a chemistry course, so its course prerequisite may be adjusted in the future. Kaye said that approximately thirty percent of the College's students take Liberal Arts math, so thirty percent of the thirty-three classes currently being offered will need to be sections of this new course.

Ray Oberg inquired about the transferability of this course. Ken Ross said that it will be transferrable as an elective but not as a math course.

Lorrie Jones asked if students who have difficulty in MAT 1033 are typically the ones who enroll in MGF 1106 and MGF 1107. Ken said while a study was not performed at Polk State, data from other institutions was reviewed; it was found that the success rate in MAT 1033 was greatly improved. Greg Toole said that this will benefit students because they will take a path better suited to them, and it will help the College's retention rates.

Ray Oberg moved to approve; Mackenzie Jennings seconded. No further discussion; motion passed unanimously.

XVI.-XVII. Course Modifications: MGF 1106 *Topics in Mathematics*, MGF 1107 *Explorations in Mathematics*

Presenter: Kaye Betz

Kaye proposed adding MAT 1100 *Introduction to College Mathematics* as an optional prerequisite for MGF 1106 *Topics in Mathematics* and MGF 1107 *Explorations in Mathematics*. These courses currently have MAT 1033 as a prerequisite. It was also proposed to change the prerequisite to "a grade of C or better in MAT 1033 or MAT 1100, or appropriate placement examination score."

Lorrie Jones moved to approve; Greg Toole seconded. No further discussion; motion passed unanimously.

XVIII. AA Review Discussion

Presenter: Orathai Northern

The College has a five-year cycle to review AA courses, so each year, each department reviews approximately one fifth of its courses. A table of courses was provided with the results of the departments' decisions. The College is on year one of the five-year cycle.

Ken Ross asked if there was a consensus from all campuses regarding the list. Orathai said the list was based on consensus of the responses received.

Ray Oberg asked if there had been adequate input from all departments involved, and Orathai confirmed.

Ray Oberg moved to approve; Sally Fitzgerald seconded.

Lisa Smelser suggested following up with the departments that only submitted feedback from one campus. Ken Ross advised that Orathai should work with campus Academic Deans to accomplish this.

No further discussion; motion passed unanimously.

Ray Oberg made a motion to adjourn the meeting; Sally Fitzgerald seconded. Meeting adjourned at 4:12 p.m.