

**POLK STATE COLLEGE  
AQC MINUTES**

**Meeting:** Academic Quality Council

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

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

**Recorder:** Sarah Plazak

**Attending Members:** Patricia Jones, Donald Painter, April Robinson, Sally Fitzgerald, Mackenzie Jennings, Ben Gracy, Greg Harris, Brad Massey, Kaye Betz, Li Zhou (in place of Greg Toole), Laurel Smith, Cynthia Freitag, Lisa Smelser, Mary Grant (in place of Lorrie Jones), Karen Greeson, Beth Lockett, Karen Walfall, Jeannie Melendez, and Terrance Hayes

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

**Other Faculty/Staff:** Eric Crump, Ryan Wallace, Robert Courtney, Kerry Shapiro, David Albrecht, Jeannie Melendez, and Maria Lehoczky

**Welcome**

Patricia welcomed everyone. A quorum was reached at 3:00 pm. Patricia introduced Lisa Smelser from the Science department in Lakeland who will be replacing Cynthia Freitag on the AQC Committee.

**I. Approval of Minutes from January 22, 2015:**

Karen Greeson made a motion to approve the meeting minutes; Laurel Smith seconded. No further discussion; motion passed unanimously.

**II. – III. Program Modification: Accounting Technology, AS and Course Modification: TAX 2000 *Federal Tax Accounting*  
Presenters: Maria Lehoczky**

Maria noted that the curriculum framework for Accounting Technology has been reduced from 64 credits to 60 credits, and the College has to realign this program to fit these parameters. In order to do this, Maria has shifted one of the economics courses to a social science elective, eliminated the elective options area, and reduced the amount of credits for TAX 2000 *Federal Tax Accounting* from four to three credits.

Terrance Hays asked what will be eliminated from TAX 2000 to reduce it to three credits. Maria said that the main focus of the course will now be on personal tax, and it will not spend as much time covering corporate tax.

Terrance also inquired if the Advisory Committee had been consulted regarding the changes to the Accounting Technology, AS program, and Maria confirmed that the Committee reviewed it in October, and they were supportive.

Terrance asked about whether all the Gen Ed science courses will be included in the degree audit in Genesis. Patricia announced that this is part of a larger, on-going project to add all the general education science courses into all of the AS degree audits unless otherwise specified by the program.

Ken Ross asked if the science courses included in the AS degrees are in the state bucket, or if students are being allowed to pick any one. Patricia said that for the sciences, the plan was to list all of them, but they can be limited to the state bucket. She said that the College would need to examine how or if that would impact any of the AS degrees. Ken Ross said that as programs are being developed, to make it easier for the students as they go for their bachelor's degrees, the College may want to try to use the state bucket because at some point, students have to take one from that list. Donald Painter stated that what the student has done and not done will reflect in the degree audit, so he did not think this would be an issue. Ken Ross said that when the College is working with AS degrees, it may want to encourage the Program Directors to choose from the state bucket if it fits in with the program.

Terrance Hays made a motion to approve; Beth Luckett seconded. No further discussion; motion passed unanimously.

#### **IV. Program Modification: Early Childhood Education and Management** **Presenter: Karen Greeson**

Karen Greeson pointed out that the program number needed to be corrected on the proposal. It should be 25320.

This program is being reduced from sixty-three credit hours to sixty credit hours to comply with the state reduction in total program credit hours. Karen proposed the elimination of CHD 1101 *Introduction to Early Childhood*, although this course will be kept as an elective option because it can also serve to renew the Early Childhood Staff credential or the Early Childhood Director's credential that are part of the program. She said that CHD 1101 was chosen because the program learning outcomes for the course are also covered in CHD 2220 *Child Growth and Development* and CHD 2320 *Early Childhood Curriculum*. Karen said she was meeting with her adjuncts to review all program BCIs to ensure everyone is covering program learning outcomes and nothing is missed by eliminating CHD 1101 from the requirements.

Karen Walfall asked about the course options for renewing earned credentials, and Karen Greeson confirmed that CHD 1101 will be just one option. Karen Walfall suggested clarifying that students have more options for renewing their certification. Karen Greeson said that they can renew with any of our courses (if they have not already taken them) except for the practicum or internship.

Brad Massey made a motion to approve; Laurel Smith seconded. No further discussion; motion passed unanimously.

## **V. Program Modification: Supply Chain Management, AS**

**Presenter: Donald Painter for Jenn Bish**

This program is being reduced from sixty-four to sixty credit hours due to the state reduction in the curriculum framework. In order to make this reduction, the program will remove ISM 2000 from the program core requirements and move it into the options for electives. That will make thirty-three hours of program core, nine hours of program electives, and general electives will be reduced to zero to one credit hours, depending on which general education courses students select. He stated that we do encourage students to take eighteen credit hours of general education courses, especially if they plan to pursue a bachelor's degree in the future. This change was presented at the last Advisory Council meeting, and the members were supportive of this change.

Patricia asked Sarah if this proposal includes a statement about allowing any approved science course to fulfill the natural science general education area, and Sarah confirmed that the statement has been added.

Greg Harris made a motion to approve; Brad Massey seconded. No further discussion; motion passed unanimously.

## **VI. – VII. Program Modification: Aerospace Administration, AS and Course Modification: ATF 1601L *Flight Orientation* Presenter: Eric Crump**

The Aerospace Administration, AS program must be reduced from sixty-four to sixty credit hours in order to align with the state framework. They plan to do this by removing three credits from the twelve credits of electives. Students will still be required to take nine credit hours of electives and a one-credit course, ATF 1601L *Flight Simulation Orientation Lab*. This course was not required by the original framework, nor is it required by the new framework. It was merely a way to introduce students to the basics principles of flight using a flight simulator instead of an actual airplane. It was not required material, so this removal will not negatively impact program progression. Eric is exploring other options wherein students can receive flight exposure. For example, many of these students are members of our flight club, in which they participate in these activities.

Terrance Hays asked if the five hours of simulation training from ATF 1601L would be made up at some other point within the program. Eric answered that that was an arbitrary requirement that we created. That course was and is not required by the framework.

Beth Luckett made a motion to approve; Karen Walfall seconded. No further discussion; motion passed unanimously.

## **VIII. – XXIV. Program Modification: Professional Pilot Science (Single Engine), AS and Course Modifications: ATF 1108L *Private Pilot Single Engine I*, ATF 1109L *Private Pilot Single Engine I*, ATF 2201L *Commercial Pilot Single Engine I*, ATF 2202L *Commercial Pilot Single Engine II*, ATF 2306L *Instrument Rating Single Engine I*, ATF 2307L *Instrument Rating Single Engine II*, ATF 2403L *Commercial Pilot Multi-Engine Flight*, ATF 2500L *Certified Flight Instructor Airplane*, ATF 2510L *Certified Flight Instructor Multi-Engine*, ATF 2530L *Certified Flight Instructor Instrument* and**

**New Courses: ATF 1100L *Private Pilot Flight*, ATF 2211L *Commercial Pilot Flight*, ATF 2305L *Instrument Pilot Flight*, ATT 1100 *Private Pilot Ground*, ATT 2110 *Commercial Pilot Ground*, ATT 2120 *Instrument Pilot Ground***

**Presenter: Eric Crump**

Eric stated that this block of proposals reflects a shift in the way our Professional Pilot Program is delivered. The first change is to alleviate a flight training need. Currently, each level of flight training is divided into two separate courses that cover flight and ground training. The idea is to combine those two courses into one course. The limiting factor is that the program uses a third-party vendor to provide flight training services for the College. The College does not own or operate airplanes, so we do not offer the flight training. Ground training is the program's specialty, and right now the flight training provider is doing the ground training. Due to a huge FAA rule change about a year ago, the College felt the necessity to offer its own academic, classroom ground-school courses that would run just like any other normal academic course. Eric proposes combining the two flight labs together into one academic course, changing what would have been four total credits into a one-credit course, and offering three one-credit ground-school courses: Private, Instrument, and Commercial. Effectively, the program had twelve credits that were set aside for our primary flight training for Private, Instrument, and Commercial. This proposal turns those into three credits worth of flight training and adds nine credits of academic ground school. The goal of this change is to improve the quality of the ground training and enhance the over-all student experience with the flight training process. This change will also place more control of the academic instruction into the College's hands rather than in the hands of our flight training proprietor.

Karen Greeson made a motion to approve; Laurel Smith seconded. No further discussion; motion passed unanimously.

## **XXV. – XXXI. Program Modification: Professional Pilot Science (Multi-Engine), AS and**

**Course Modifications: ATF 1412L *Private Pilot Multi-Engine Additional*, ATF 2203L *Commercial Pilot Single Engine Additional*, ATF 2401L *Commercial Pilot Multi-Engine I*, ATF 2402L *Commercial Pilot Multi-Engine II*, ATF 2410L *Instrument Rating Multi-Engine I*, and ATF 2411L *Instrument Rating Multi-Engine II***

**Presenter: Eric Crump**

The College's Professional Pilot Program is divided into two mini programs. One is a Single Engine track in which student pilots do all of their flight training in a single engine airplane and add on multi-engine privileges at the end. The Multi-Engine track is the second option. Students start in a single-engine airplane, convert to a multi-engine airplane, and do all of the remainder of the training in the multi-engine airplane. When this program was created two years ago, having all of the multi-engine time was a real benefit; however, under the new FAA rules, students just need 1500 hours to go to work for the airlines. The airlines are only concerned with a student having the required hours and the required certificate because of the large industry demand.

Financially, the Multi-Engine track is about three times as expensive as the Single Engine track. For our financial aid students that attend on loans, scholarships, or VA benefits, out-of-pocket for the Multi-Engine track is substantially higher than out-of-pocket for the Single Engine track. Many of our Multi-Engine track students have abandoned the program simply because they cannot afford it. Eric also brought up the fact that having two tracks with the same courses means double the maintenance for us.

Eric said he does not feel the College needs the Multi-Engine track anymore, and ultimately, if it did become something that the College wanted to approach in the future, he would rather do it as one program with options. For example, a student would take *Private Pilot Flight* or *Private Pilot Multi-Engine Flight* as opposed to a whole separate track of the degree, so the program does not have to approach separate FAA approval for that track.

Brad Massey asked if there has been a move away from the Multi-Engine track among other institutions. Eric said that two years ago the College was really “outside the box” with the creation of a multi-engine track. Most academy-oriented pilot programs do not offer multi-engine training. This was an extremely progressive program, but the needs of the market have changed since the time of its creation. Eric said he is only aware of two multi-engine programs in the state of Florida. One of these programs only trains in multi-engine, and the other program is approximately \$20,000 more expensive than Polk State College.

Brad Massey made a motion to approve; Greg Harris seconded. No further discussion; motion passed unanimously.

**XXXII. –XXXIII. Course Modifications: PEM 1116 *Exercise Fitness* and PEM 1145 *Weight Training and Jogging***  
**Presenter: Laurel Smith**

Laurel Smith stated that she would like to bring back PEM 1116 that was end termed several years ago, and she would like it to count as a one-credit non-repeatable AA elective. Previously, it was offered for one credit, but that credit could not count toward graduation. After taking HLP 1081 and HSC 1101, students often wish to continue with a healthy lifestyle, and therefore, they look for classes that will help them do so. Currently, we do not have anything to follow-up those wellness courses.

Ken Ross asked if the person teaching this course will be credentialed with a master’s degree, and Laurel confirmed.

Sylvester Little inquired if the course number (PEM 1116) has changed, and Laurel confirmed that it has not changed. Sylvester continued by asking if the College is planning to “grandfather in” students who have taken this course in the past if they come back and try to graduate. Patricia Jones said that she did not believe that we could do that because the credentials of the faculty at that time would be unknown. The College is moving them from one credentialing category to another in order to let them count as AA electives, thus “upping” the faculty credentials in order to make this change. Sylvester said that his concern was that he was not sure that the system is sophisticated enough to pick up the difference. Donald Painter stated that Genesis can recognize catalog years and courses, so he did not think that this will be an issue.

Ken Ross asked what other schools are doing with this course, and if students get an elective credit but do not get an associate’s degree, will the other schools still accept this course as an elective. Laurel said other state colleges count it as a credit toward graduation. Patricia said that Kathy Bucklew did a survey of the registrars around the state, and most of them said that the course would count toward graduation.

Karen Walfall asked if this course would still be one credit, and it was confirmed that it will be one credit and non-repeatable. Patricia said that although it will be one credit, it will be two contact hours.

Laurel introduced PEM 1145 *Weight Training and Jogging*, which is a course that is currently offered. This course has been offered on a TBA basis, targeting mainly the athletes. This change would give the course a concrete meeting time, which would open it to more students. Also, this change would allow the course to count as one, non-repeatable credit toward graduation in the AA degree.

Karen Walfall suggested that the College emphasize to students that this course will not fulfill the health area of the general education requirements. Students need to know that they cannot take this in place of the health and wellness courses. Ken Ross asked if students are getting their information from the catalog or from advisors, and it was decided that the catalog should contain the emphasis. Patricia clarified if Karen was suggesting adding a sentence to the course description. Karen said yes, just a statement to clarify that this course cannot be used as a general education requirement. Patricia asked Laurel if she approved of that suggestion, and Laurel confirmed.

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

**XXXIV. – XXXVII. Course Modifications: MAC 2311 *Calculus I*, MAC 2312 *Calculus II*, MAC 2313 *Calculus III*, and MAP 2302 *Differential Equations*  
Presenter: Kaye Betz**

Kaye Betz said that as part of the College's five year AA review, the math department reviewed the highest-level math courses. During this review, it was noted that at the end of the course descriptions, there was a statement that said that a graphing calculator was required. At this time, these courses do not require a graphing calculator. Instructors may allow it on certain tests, but it is not required for the courses. It is being requested the graphing calculator statement be removed from each of these four courses. Institutions into which students may transfer were consulted, and it was found that many of the engineering programs at those universities do not allow graphing calculators. Kaye said that if the College required graphing calculators here, it would be setting the students up for failure at the university level.

Sally Fitzgerald made a motion to approve; Li Zhou seconded. No further discussion; motion passed unanimously.

Patricia reminded everyone that all proposals for the March AQC meeting must be completed by February 25.

Greg Harris made a motion to adjourn the meeting. Meeting adjourned: 3:39 p.m.

**Next Meeting: Monday, March 16, 2015  
Proposals Due: Wednesday, February 25, 2015**