

**POLK STATE COLLEGE  
AQC MINUTES**

**Meeting:** Academic Quality Council

**Date/Time:** January 21, 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, Kim Thomas, Ben Gracy, Mark Hartfield, Kaye Betz, Greg Toole, Tammie Cronan (in place of Natalie Whitcomb), Jeff Woodside (in place of Lisa Smelser), Lorrie Jones, Ray Oberg, Christen Shea, Sandra Ward, Susan Moerschbacher

**Attending Resource Members:** Ken Ross, Sylvester Little, Larry Pakowski, Reggie Webb, Kevin Jones

**Other Faculty/Staff:** Peter Preston, John Huff, Annette Hutcherson

**Welcome**

Orathai welcomed everyone. A quorum was reached at 3:00 p.m.

**I. Approval of November 16, 2015, Minutes:**

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

**II. Information Item**

Orathai said that it has been decided that the FFP 1000 *Introduction to Fire Science* course that was in question at the November AQC meeting does not need to have a course BCI because the course does not need to be submitted to the Statewide Course Numbering System (SCNS). Ken Ross clarified that because Polk State College does not offer the course, the College does not need to have it in the curriculum nor submit it to SCNS.

**III. Program Modification Proposal: Nursing (Transition Option) AS**

**Presenter: Annette Hutcherson**

Annette said that the College offers two options for the Nursing AS degree: a generic option and a transition option. The transition option is an accelerated program, lasting one year instead of two. It is available for students who have healthcare licenses. Previously, any student who was licensed in a health program (i.e. radiography, occupational therapy assistant, physical therapy assistant, etc.) taught at Polk State College was accepted. The faculty has proposed that the program be modified only to accept LPNs, paramedics, and respiratory therapists. Due in part to a fifty percent attrition rate, a meeting was held with a large group of students who were in the program this past term who were from fields other than LPN, paramedic, and respiratory care. The students said that they did not have the background to do an accelerated program. Though they were knowledgeable and experienced in one area, they were unprepared for the broad-based approach of the accelerated program. Polk State College is the only school in the state of Florida to offer this option, so this modification would help the College better align with other area schools. This modification would only limit admission into the accelerated transition option of the nursing degree. Annette said that she has discussed this with the program managers of both areas, and they are in agreement with this modification. She has discussed this with Kathy Bucklew, and this change could go into effect for August of this year (2016).

Lorrie Jones said that in the past, there was only one student who was successful, and Annette confirmed.

Ken Ross asked for clarification regarding the general education requirements for this program. Annette confirmed that students are required to take English Composition I and II, and Kevin Jones clarified that those courses must be taken for graduation, but only English Composition I is required for pre-admission to the nursing program.

Sylvester Little brought up a discrepancy with the credit totals in the general education area. The total stated that twenty-two credit hours were required, but when the required courses were totaled, they reached twenty-five credits. Ken Ross confirmed these numbers. Annette said that it was an oversight on her part. There was discussion regarding the total number of credits required for the program, which resulted in Annette's confirming that the program has a total of seventy-two credit hours, with twenty-five credits in general education and forty-seven credits in program requirements.

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

#### **IV. Program Modification: Network Systems Engineering Technology AS**

##### **Presenter: John Huff**

John Huff reported the state has mandated that the Network Systems Engineering Technology AS program be reduced from sixty-three credits to sixty-credits. In order to do this, changes had to be made to the courses' program requirements. Program core requirements need to be changed to forty-three credits and general education requirements need to be changed to seventeen credits.

Sylvester Little moved to approve; Ben Gracy seconded. No further discussion; motion passed unanimously.

#### **V. Course Modification: CET 2940 Network Systems Technology Practicum**

##### **Presenter: John Huff**

John proposed the credit hours for this course be reduced from three to one. This change would facilitate the reduction of the total number of credits for the Network Systems Engineering Technology AS degree.

Larry Pakowski moved to approve; Mackenzie Jennings seconded. No further discussion; motion passed unanimously.

#### **VI. Course End Term: CET 1014C Introduction to Networking Tools and Systems**

##### **Presenter: John Huff**

John stated that this course had to be ended in order to bring the Network Systems Engineering Technology AS degree to sixty total credits.

Sandra Ward questioned the effective date for the change. Ken Ross confirmed that in order to make the change effective for the fall term, the effective date would need to be 2016-3. John verified that 2016-3 is the effective date on the proposal.

Lorrie Jones moved to approve; Christen Shea seconded. No further discussion; motion passed unanimously.

#### **VII. New Courses: CET 2622C Scaling and Connecting Networks**

##### **Presenter: John Huff**

John said that this is a new course for the Network Systems Engineering Technology AS. Two Cisco Fastrack courses were merged into this one sixteen-week course. This was done to meet the degree requirements.

Ken Ross asked if the two courses previously totaled six credit hours. John confirmed and said the two courses would now be combined into one three-credit-hour course.

Sally Fitzgerald asked how this change would affect students who had previously taken one of the two courses that were combined to make this new course. John said those students would still have the opportunity to take the individual courses because they are being taught-out before being end termed. Student who need them will be assisted on a case-by-case basis. Donald Painter said that those students will stay in the degree program as long as they are continuously enrolled.

Ray Oberg moved to approve; Larry Pakowski seconded. No further discussion; motion passed unanimously.

### **VIII. New Programs: Network Support Technician Certificate, Network Server Administration Certification, and Network Infrastructure Certificate**

#### **Presenter: John Huff**

John Huff proposed the addition of three new technical certificates that were found at the state level to be part of the CIP for the Network Systems Engineering Technology AS degree. The certificates were created to aid in student retention. Students who go through the Network Systems Engineering Technology AS program would qualify for a technical certificate, which might motivate them to complete their degree. The guidelines from the state were used to compose the program outcomes to ensure that each certificate meets the state's required number of credits hours. When students complete the courses for each certificate, they should be awarded the appropriate certificate.

Kevin Jones asked if the certificates could be taken separately from the degree. Donald Painter answered that the certificates could be earned as stand-alone awards. Ken Ross said that these certificates would also help the College earn program completion points.

Sylvester Little moved to approve; Kim Thomas seconded. No further discussion; motion passed unanimously.

### **IX. CNT 2421C *Cloud Essentials and Network Security***

#### **Presenter: John Huff**

Due to some confusion regarding the presentation of this proposal, Donald Painter explained the proposal in John Huff's absence. Donald stated that this course was one of the two that was not ready when the Network Systems Engineering Technology AS degree was proposed. It is being proposed as a program requirement.

Lorrie Jones moved to approve; Mackenzie Jennings seconded. No further discussion; motion passed unanimously.

Ray Oberg made a motion to adjourn the meeting; Sylvester Little seconded. Meeting adjourned: 3:25 p.m.