

**POLK STATE COLLEGE  
AQC MINUTES**

- Meeting:** Academic Quality Council
- Date/Time:** October 17, 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, Von McGriff, Ben Gracy, Mark Hartfield, Susan Moerschbacher, Erin Duce, Greg Toole, Natalie Whitcomb, Lisa Smelser, Lorrie Jones, Ray Oberg, Maria Lehoczky, Rosebud Leslie, Sandra Ward, Jacqueline Torres
- Attending Resource Members:** Ken Ross, Larry Pakowski, Chris Fullerton, Sylvester Little, and Kevin Jones
- Other Faculty/Staff:** Susan Whatley and Cliff Bennett

**Welcome**

Orathai welcomed everyone. A quorum was reached at 3:01 p.m.

**I. Approval of Minutes from September 19, 2016:**

Mark Hartfield made a motion to approve; Maria Lehoczky seconded. No further discussion; motion passed unanimously.

**II. Course Modification: CTS 2370C VMware View: Virtualizing the Desktop  
Presenter: Cliff Bennett**

Cliff Bennett proposed changes to the course title, content, and prerequisite. These changes were initiated by an update from the state.

Lisa Smelser asked for further details regarding the prerequisite change. Cliff said that VMware made changes, and to accommodate those adjustments, this proposal seeks to keep one prerequisite but remove the other.

Ken Ross asked why the course number of the prerequisite (2390) is higher than the course number itself (2370). Cliff answered that the courses numbered in the 90-range have server-related content, whereas the courses numbered in the 70-range have virtualization content. Donald said that the decades do not correspond to level within the hierarchy for this program.

Greg Toole moved to approve; Jacqueline Torres seconded. No further discussion; motion passed unanimously.

**III. Program End Term: Medical Transcription ATD  
Presenter: Susan Whatley**

Susan Whatley proposed that the Medical Transcription ATD be end termed, stating that there have been recent changes in healthcare that have negatively impacted the transcription industry. The pay has changed from an hourly-based wage to a production-based wage of anywhere from four to eight cents per line; consequently, it is difficult for graduates to earn a living wage. This trend is not anticipated to change; therefore, the College no longer feels that this program is a good value for students. Donald Painter added that this program's enrollment has been declining dramatically.

Sylvester Little asked how many students are in that program. Susan replied that in the three academic years, that program has graduated six students but currently has no students in the program, so there will be no issue of transition.

Ken Ross notified Donald that the state and SACS will need to be notified that the College is eliminating a program. Further discussion followed regarding how notice of the program's elimination will be properly conveyed. Polk State's District Board of Trustees will have to be informed as well.

Kevin Jones asked for confirmation that the program is being completely eliminated, and Donald Painter confirmed. Donald said that any program in the future would be totally different and use a different framework.

Maria Lehoczky moved to approve; Kevin Jones seconded. No further discussion; motion passed unanimously.

**IV. Course End Terms: OST 1611C Introduction to Healthcare Documentation, OST 2471 Legal and Ethical Issues in Healthcare, OST 2613C Surgical and Advanced Healthcare Documentation, OST 2940 Healthcare Documentation Practicum  
Presenter: Susan Whatley**

Susan Whatley proposed that these courses be end termed because they are only taught as part of the Medical Transcription ATD. There are no students currently enrolled.

Sally Fitzgerald asked if there are courses other than OST 2471 for nurses and healthcare professional that cover legal and ethical issues. Susan confirmed that there are other courses, stating that courses with the OST prefix are solely for medical transcription students.

Sally Fitzgerald moved to approve; Ray Oberg seconded. No further discussion; motion passed unanimously.

Greg Toole made a motion to adjourn the meeting; Jacqueline Torres seconded. Meeting adjourned: 3:13 p.m.