POLK STATE COLLEGE
AQC MINUTES

Meeting:	**Academic Quality Council**
Date/Time:	**September 19, 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, Greg Toole, Natalie Whitcomb, Lisa Smelser, Lorrie Jones, Ray Oberg, Rosebud Leslie, Sandra Ward, Jacqueline Torres, Jinming Chen**
Attending Resource Members:	**Ken Ross, Larry Pakowski, Kathy Bucklew, Kevin Jones**
Other Faculty/Staff:	**Reggie Webb, Karen Greeson, Laurel Smith, Kim Thomas, Beverly Woolery, Gerene Thompson, Anna Evans, Eric Crump, Cliff Bennett, Patty Linder**

Welcome
Orathai welcomed everyone. A quorum was reached at 3:04 p.m.

I. Approval of Minutes from April 18, 2016:
Kevin Jones made a motion to approve the meeting minutes; Mark Hartfield seconded. No further discussion; motion passed unanimously.

II. Information Items
Orathai briefly discussed four information items. 1) The College is in year two of a five-year cycle for the AA Review, which will be finalized at the April AQC meeting. 2) Orathai referred to an attached document which outlined slight changes made by the Florida Department of Law Enforcement to its curriculum for law enforcement and corrections courses offered through the Institute of Public safety. 3) Over the summer of 2016, an addition was made to the "Success Indicators" section of the narrative for the Nursing programs (Generic, Transition, and RN to BSN). 4) The hold on the Business Operational Management, AS program has been removed, and that program is now accepting students.

III. Course Modification: CHD 2940 *Internship*
Presenter: Karen Greeson
Karen Greeson proposed changing the prerequisites required for CHD 2940, stating the reason for this modification is the department has changed some of the courses in the program that were previously prerequisites. The new prerequisites are all courses that need to be completed before a student is permitted to perform an internship.

Discussion followed to clarify the courses that were being removed and added; Karen concluded that the courses removed were elementary education courses, not early childhood education, and the department is now only requiring program courses.

Sally Fitzgerald asked if students do not have to take the courses in the program before they intern, do they have to take the courses for graduation. Karen confirmed that they do.

Sally Fitzgerald moved to approve; Greg Toole seconded. No further discussion; motion passed unanimously.

IV. Course Modification: HLP 1081 *Wellness Concepts*
Presenter: Laurel Smith

Laurel Smith presented changing "cardiovascular fitness" to "cardiorespiratory endurance" in the course description of HLP 1081. The rationale for this change was that this is the new recommendation from the National Academy of Medicine for health fitness terminology and assessments, and it is the preferred terminology used in the field of exercise science and the course textbook.

Greg Toole moved to approve; Natalie Whitcomb seconded. No further discussion; motion passed unanimously.

V.-VII. Course End Terms: EPI 0940 *Professional Foundations Field Experience* and EPI 0945 *Diversity Field Experience*
New Course: EPI 0950 *EPI Field Experience*
Presenter: Beverly Woolery

Beverly Woolery proposed that EPI 0940 and EPI 0945 be end termed so that their course content could be combined to form the new five-credit course EPI 0950. The need for this modification was based upon significant changes required by the state within the last few years, which have affected both the course content and field experience portions of the courses. In order for the instructor to be paid properly, and for the student candidates to meet all requirements, it will be most beneficial if the content is covered in one course. In the past, much of the content of EPI 0940 and EPI 0945 overlapped, which led to student confusion. Having the content in one course with sequential order will make it clearer for the students. Because the EPI program is up for site review next year for continued approval, it is vital that the amount of time allotted for the course content is adequate.

Ray Oberg moved to approve; Lisa Smelser seconded. No further discussion; motion passed unanimously.

VIII.-XIII. Course Modifications: EDE 3223 *Integrating Art, Music, and Physical Education*; EDF 3115 *Child Development for Inclusive Settings;* EEC 3301 *General Teaching Methods in Early Childhood Education: Pre-K to Grade 3;* EEC 3404 *Relations Across Family, School, and Community;* EEX 3294 *Differential Instruction for the Inclusive Classroom*; MAE 3310 *Elementary Mathematics: Grades K-6*
Presenter: Patty Linder

Patty Linder stated that this is the beginning of a series of changes the bachelor in education programs will be experiencing. All of the BCIs and courses were developed prior to the development of the folio and final approval by the state, and as things have shifted, the department has had to retrofit and make changes.

Four of the proposed course modifications are for courses in the bachelor in elementary

education and two are for the bachelor in early childhood education. Some of the courses have had slight changes to course descriptions (e.g. Florida Standards in place of Common Core) to maintain compliance with state requirements. The most significant changes have to do with the course objectives (e.g., the realignment of ESOL competencies, reading endorsement competencies, etc.). The foundational reason for these changes is to come into alignment with what the state ultimately approved.

Ken Ross inquired about the effective date of 2017-2 for the changes, and Patty said this date had to be used because of what the state required.

Discussion followed centering on whether the proposed changes would affect current students, and Patty said that faculty are already using the new descriptions and competency lists, and current students are being asked to demonstrate the competencies that are being proposed.

Ray Oberg moved to approve; Jinming Chen seconded. No further discussion; motion passed unanimously.

XIV. Program Modification: Physical Therapist Assistant, AS
    Presenter: Anna Evans
Anna Evans proposed changing the selection process of the Physical Therapist Assistant (PTA), AS program to a lottery system instead of a first-come-first-qualified basis. The reasoning for this change was based upon the computer glitches that happened this year and upon the fact that not all students in the community have Wi-Fi access or computer access during the submission window. Because the submission window did not open at stated time this year, it made the College's first-come-first-qualified basis questionable. Kathy Bucklew expounded that with the lottery system, all students who apply and meet basic qualifications will be entered. Anna said that the HAT system will be used for the lottery selection. Twenty-four names will be accepted from the lottery system, and fifteen names will be chosen as alternates during the Admissions Committee meeting.

Discussion followed regarding the minimum qualifications that must be met for a student to enter the lottery system. It was stated that the lottery system is much more equitable than the first-come-first-qualified system. The PTA accrediting agency has approved this because it creates more program diversity than using GPA or other criteria.

Greg Toole asked if other programs use the HAT software system, and Anna replied that it was recommended to her by Saritza Guzman-Sardina from the Occupational Therapy Assistant (OTA) program. Concern was raised regarding the character of the random selection used by the HAT system – i.e., if the same variables are inputted at different sessions, will the random outcome change? Ken Ross confirmed that the system would yield a different random selection for every iteration.

Lisa Smelser asked if students who are chosen as alternates would go back into the lottery pool for the following year, and Anna said yes; those students would need to reapply.

Ray Oberg asked if other schools have encountered any legal issues with using the lottery system. Kevin Jones said no; the PTA accrediting agency specifies that it be used. Anna said that the Advisory Board Committee approved this proposed change on June 15, 2016.

Ray Oberg moved to approve; Jacqueline Torres seconded. No further discussion; motion passed unanimously.

XV.-XVII. Program Modification: Professional Pilot Science, AS
  Course Modifications: ATF 2305L *Instrument Pilot Flight* and ATF 1100L *Private Pilot Flight*
  Presenter: Eric Crump

Eric Crump said that the reason for these proposed changes was due to new requirements issued by the Department of Veterans Affairs. It was proposed that slight changes be made to the course descriptions and prerequisites of ATF 2305L and ATF 1100L and that a general modification be made to the Professional Pilot Science, AS. Since November of 2015, the VA has been clamping down on collegiate aviation programs. The new requirement that was issued by the VA states that if a college contracts for flight training services, the VA will no longer pay for private pilot training. This is a new interpretation of the rule, not a new rule. Veteran students who elect to come to Polk State College will no longer get funding from the VA for Private Pilot. The aerospace program at Polk State College is currently twenty-two percent veteran. This change was immediate and no "grandfathering" was allowed. The deadline for these changes was August 1, and if the changes were not completed by that time, the College would have been unable to enroll any veterans in the program for the fall term. These changes have already been made.

In order to meet the requirements, ATF 1100L was removed from the Professional Pilot Science, AS program core curriculum, and an extra one-credit was added to the electives category. ATF 1100L can no longer be listed anywhere in the catalog for this program; however, it is still an offered course. For financial aid reasons, that course cannot be counted toward PELL eligibility. The cost of attendance is still the same, so ultimately it did not change anything nor create any issues.

Discussion followed regarding whether or not a student would need ATF 1100L in order to earn the Professional Pilot Science, AS degree. Eric answered that the course description of ATF 1100L was modified to include a statement saying, "Veteran students who take this course are not allowed to receive any funding from the VA." The prerequisite for ATF 2305L was changed so that it requires that the student have a Private Pilot Certificate, not ATF 1100L.

Kevin Jones asked if ATF 1100L is a program requirement for the Professional Pilot Science, AS, and Eric answered that it is not. The Private Pilot Certificate is a program requirement, and this certificate can be earned either by taking ATF 1100L or by obtaining this certification elsewhere. ATF 1100L is no longer attached to this program.

Sandra Ward asked if it has been well-publicized that there is a required prerequisite course that is not part of the degree. Eric said that the change has been well-communicated, and if it was needed in the future, one-on-one advising could take place. The program progression (an in-house document) still lists ATF 1100L.

Lorrie Jones asked if students currently in the program would be locked in to a degree audit requiring ATF 1100L for graduation since the change did not allow for any students to be "grandfathered." Kathy Bucklew answered that those students would need to be manually graduated to waive that course.

Greg Toole moved to approve; Ray Oberg seconded. No further discussion; motion passed unanimously.

**XVIII.-XXIV. Course Modifications: CET 1174C *A+ Essentials*, CTS 1162C *Microsoft Operating Systems Technology*, CTS 2321C *Linux+,* CTS 2390C *Installing and Configuring Windows Server 2012*
Course End Terms: CTS 2374C *VMware vSphere: ICM v5.1* and CNT 2423C *Cloud Essentials and Network Security*
New Course: CTS 2371C *Virtualizing the Datacenter II (Optimize & Scale VMware vSphere v6.0)*
Program End Term: Microcomputer Repair and Installation Certificate
Presenter: Cliff Bennett**

Cliff Bennett stated that the proposed course modifications were changes to prerequisites due to some prerequisite courses no longer being offered (they were previously end termed) and also due to changes made by Microsoft.

CTS 2374C was end termed because VMware no longer offers that course, and CNT 2423C was end termed because the state changed the course number, and this course was now a duplicate of another course.

CTS 2371C was proposed as a new course because of a change by the vendor. The course number is being used by all colleges supporting virtualization.

The Microcomputer Repair and Installation Certificate was being end termed because it has been dropped by the state of Florida; the certification framework is no longer offered. Kevin Jones asked if there would be a "teach-out" for this program, but Cliff answered that there are no students enrolled, so a "teach-out" would not be necessary.

Kevin Jones moved to approve; Mark Hartfield seconded. No further discussion; motion passed unanimously.

Ray Oberg made a motion to adjourn the meeting; Lorrie Jones seconded. Meeting adjourned: 3:51 p.m.