

**POLK STATE COLLEGE
AQC MINUTES**

Meeting: Academic Quality Council

Date/Time: September 21, 2015

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

Recorder: Sarah Plazak

Attending Members: Patricia Jones, April Robinson, Sally Fitzgerald, Mackenzie Jennings, Kim Thomas, Ben Gracy, Mark Hartfield, Susan Moerschbacher, Erin Duce, Kaye Betz, Greg Toole, Natalie Whitcomb, Lisa Smelser, Lorrie Jones, Ray Oberg, Maria Lehoczky, Christen Shea, Carolina Rodriguez, Sandra Ward, Chantell Harrell

Attending Resource Members: Ken Ross, Chris Fullerton, Sylvester Little, Yulonda Bell (in place of Larry Pakowski), Kathy Bucklew, Kevin Jones, Marcia Conliffe, Reggie Webb

Other Faculty/Staff: Eric Crump, John Huff, Beverly Woolery, Ana Maria Myers, Saritza Guzman-Sardina

I. Welcome and Introductions:

Patricia welcomed everyone. A quorum was reached at 3:00 p.m. All attendees introduced themselves and their role with the AQC.

II. Approval of Minutes from April 20, 2015.

Carolina Rodriguez moved to approve the meeting minutes; Mackenzie Jennings seconded. No further discussion; motion passed unanimously.

III. Information Items

Patricia said that state rule requires the College to review any courses that have not been taught in five years. A report has been generated, and the various departments have provided their decisions on whether or not the courses should be kept or end termed.

The next item was the AA review. State statute requires the College to review the BCI's of all AA courses over a 5-year cycle. Ben Gracy noted a typo in the Humanities section. Patricia said that the error would be corrected.

The other two information items were minor editorial changes and errors that were corrected over the summer.

None of the AQC members had any concerns with the information items.

IV. New Course: SPN 2930 *Special Topics in Spanish*
Presenter: Ana Maria Myers

Ana Maria said that this course was designed by Thelma Chicas for a travel course to Spain. This course will introduce a Spanish language or culture topic that is not given in-depth coverage in other courses. The course would vary by semester depending on the instructor.

Kathy Bucklew asked if the course would be repeatable; Ana Maria said that it would be up to three times with different topics.

Because this would be a variable 1-3 credit course, Kaye Betz asked about the number of credits for the trip to Spain. Patricia said that the course would be built in Genesis as a one to three-credit course, and when the individual classes are built, the specific number of credits will be assigned. NOTE: *Patricia later confirmed the trip to Spain will be a three-credit course.*

Kaye suggested adding a note to the BCI about the course not meeting the Spanish language requirement so that students would not be misled. Ana Maria agreed to this change. Patricia also observed that a note could be added to the class when it is built in Genesis.

Kaye also asked about the BCI course objectives and how they relate to the general education objectives. The math department had been told by the assessment coordinator that the course objectives should be tied to only one general education outcome. This course has two attached to its outcomes. Patricia said that they would follow up with Kevin Jones regarding this matter.

Ben Gracy asked if this course is necessary because the College already offers HUM 2740 *Humanities Travel Study to Europe*. Ana Maria noted this course would allow for travel to South America as well as to Europe and would include a conversational Spanish component.

Greg Toole made a motion to approve; Erin Duce seconded.

Kaye Betz noted that the effective date is for next term (2016-2), but new courses normally begin in the fall term. Patricia acknowledged that the effective date is usually in the fall for a new course but said this one is different because the faculty member would like to offer this course in the summer. No further discussion; motion passed unanimously.

- V.-IX. New Program: Network Systems Engineering Technology, AS**
**New Courses: CET 1014C *Introduction to Networking Tools and Systems*,
CET 2621C *Scaling and Connecting Networks*, and CTS 2376C *Cloud Essentials and
Network Security*.**
**Course Modifications: CET 1174C *A+ Essentials*, CET 1600C *Network Fundamentals*, CET
2660C *Computer Network Security Fundamentals*, CET 2940 *Network Engineering
Technology Practicum*, CTS 1162C *Microsoft Operating Systems Technology*, CTS 2110C
A+ Practical Application, CTS 2321C *Linux System Administration I*, CTS 2374C *VMware
vSphere: ICM v5.1*, and CTS 2390C *Installing and Configuring Windows Server 2012*.**
**Program End Terms: Network Systems Technology (Network Infrastructure
Administration), AS; Network Systems Technology (Network Infrastructure Design), AS;
Network Systems Technology (Network Server Administration), AS; and Network Systems
Technology (Network Virtualization and Cloud Technologies), AS.**
**Course End Terms: CET 1013 *Introduction to Network Systems Engineering Technology
(NSET) and Information Technology*, CET 2615C *Scaling Networks*, and CET 2620C
Connecting Networks.**
Presenter: John Huff

John Huff said that four new specializations were developed two years ago that seemed to align with where the industry was going. This past year the College investigated how many employers would actually hire someone with a specialization in, for example, security, and the answer was zero because the companies did not have confidence in someone who specialized in an area without having a broader knowledge of networking in general. The program's advisory committee, which includes networking professionals from across Polk County (Badcock, Publix, the City of Lakeland, the City of Bartow, etc.) met and identified what they would consider an entry-level employee to be. They wished to have someone with a generalized knowledge across a broad area of networking and then be able to train them within certain specializations. Therefore, the networking faculty are proposing eliminating the specializations. Instead, all students would take the same courses that cover the breadth of the networking field. Three new courses were developed for the new program, and course modifications had to be performed to correct the prerequisite and corequisites.

John said that the existing four Network Systems Technology specializations would be end termed effective 2016-3, but courses needed for graduation would continue to be offered for two years. Students could also elect to switch to the new program.

Three courses were also end termed. CET 1013 was changed to CET 1014C, going from a four-credit to a one-credit course to allow room for other topics. CET 2615C and CET 2620C were combined into the new course CET 2621C, going from two FASTRACK courses to one sixteen-week course to give a broader overview of networking.

Carolina Rodriguez asked if the students who are currently in one of the specializations being end termed should be advised to switch to the new program to be more employable. John Huff answered that it would not be in the students' best interest to switch if they were beyond a certain point. Those students should continue in their current programs.

Sandra Ward asked if current students should be advised to go see John Huff or an advisor about switching to the new track since students were having difficulty getting employed with the old degrees. John said that students in the program are employable, and the College has a very good record of students being employed by the business partners. This move is being done as a way of the College solidifying what an entry-level employee should look like.

Sylvester Little asked if the College planned on contacting all of the students who would be affected by this, to which John answered that Cliff Bennett would be directing and advising students about the best route to take.

Ray Oberg moved to approve; Maria Lehoczky seconded. No further discussion; motion passed unanimously.

**X. Course Modifications: EPI 0940 *Field Experience Professional Foundation* and EPI 0945 *Field Experience: Diversity*
Presenter: Beverly Woolery**

Beverly Woolery said that EPI 0940 and EPI 0945 are one-credit field experience courses for the Educator Preparation Institute (EPI) program that she is proposing increasing to two credits each. The state made significant changes to the EPI program with a large amount of those changes falling into the field experience category. The field experience is now a higher level of rigor, and it has many more requirements for students.

Erin Duce moved to approve; Lorrie Jones seconded. No further discussion; motion passed unanimously.

XI. Course Modifications: OTH 1800 *Level I Fieldwork* & OTH 2420C *Physical Dysfunction and Lab*

Presenter: Saritza Guzman-Sardina

Saritza Guzman-Sardina proposed changing the course description of OTH 1800 to reflect the psycho-social focus. In regard to OTH 2420C, she proposed the deletion of OTH 1802 as a prerequisite since that course was end termed last year.

Ben Gracy noted that in the course description for OTH 1800, the word *out patient* is not hyphenated, but the word *in-patient* is. He felt that the same rule should be followed for both cases. Patricia said that a college editor would be consulted on which one should be used.

Lisa Smelser moved to approve; Chris Shea seconded. No further discussion; motion passed unanimously.

XII. New Course: ASC 2560 *Introduction to Unmanned Aircraft Systems*

Presenter: Eric Crump

Eric Crump proposed a course in the field of unmanned aircraft systems. It would be an elective course for both the Professional Pilot Science and the Aerospace Administration AS programs.

Carolina Rodriguez noticed in the course description that the student would be required to be a United States citizen, and she asked if that would be put anywhere else as a special note. Eric said that it was in the course description already, and the course would be built as a restricted enrollment course, so students would not be able to enroll themselves in it. Eric said he was in continued conversation with Kathy Bucklew regarding how that information would be validated and tracked. Eric said that requirement is necessary to be in compliance with ITAR, a federal Department of State law.

Maria Lehoczky moved to approve; Chris Shea seconded. No further discussion; motion passed unanimously.

XIII. New Course: SLS 2930 *Special Topics in Student Success*

Presenter: Kim Thomas

Kim Thomas proposed a new course designed to cover special topics that had not been addressed in other currently offered SLS courses. The course will be offered for the first time for students interning at Legoland and will be one to three credits, depending on the special topic being taught.

Carolina Rodriguez noted that the BCI stated that students must be at college-level reading and writing as a prerequisite, asking why this would be a requirement since most SLS courses can be taken by students who are not at college-level reading or writing. Discussion ensued. Kim offered to discuss the matter further with faculty.

Mark Hartfield moved to table this proposal; Lisa Smelser seconded. Motion passed unanimously.

Chris Shea made a motion to adjourn the meeting; Erin Duce seconded. Meeting adjourned: 4:04 p.m.

Next Meeting: Monday, October 19, 2015

Proposals Due: Friday, October 2, 2015