



December 12, 2018

TO: THE DISTRICT BOARD OF TRUSTEES
OF VALENCIA COLLEGE

FROM: SANFORD C. SHUGART
President

RE: ADDITIONS, DELETIONS OR MODIFICATIONS OF COURSES & PROGRAMS

RECOMMENDED ACTION:

The President recommends that the District Board of Trustees of Valencia College approve the Additions, Deletions or Modifications of Courses and Programs as presented.

President *Sanford C. Shugart*

COLLEGE CURRICULUM COMMITTEE
September 12, 2018

Minutes

Members Present: Melody Boeringer, Beverly Bond, Sandra Bowling, Ana Caldero Figueroa, Amy Comerford, Esther Coombs, Masood Ejaz, Carin Gordon, Marie Howard, Leann Hudson, Adrienne Mathews, Diane Reed, Cheryl Robinson(Co-Chair), Jenna Settles, Raul Valery (Co-Chair)

Alternates Present: Mohua Kar, Jerry Reed, Marcia Roman

Ex-Officio Present: Daniel Barkowitz, Pedro Gonzalez, Linda Herlocker, Ed Holmes, Darnell Purcell, Edwin Sanchez, Pat Sebastian

Visitors Present: Courtney Lewis, Karen Reilly, Paul Wilder

Staff Present: Krissy Brissett (Recording), Glenn Ricci

1. A. Welcome to Committee Members and Visitors

Cheryl Robinson opened the meeting with a welcome.

**B. Overview of what the College Curriculum Committee does.
Function of each area representative.**

Cheryl asked that each member introduce themselves to the committee. She went on to explain that each representative is the representative of their division. They should give broad input and communicate with those they represent. She also encouraged them to feel free to speak or voice questions and concerns. She reminded the committee that they are also the voting voice on General Education changes after they get college wide input. She also explained the committee does not general follow Robert's Rules of Order, but rather approval by consensus. The committee will vote if there is anything particularly contentious and will always vote on Gen Ed changes. She also discussed the committee's schedule.

**2. Review of June, 2018 Minutes
(<http://valenciacollege.edu/curriculumcommittee/Minutes.cfm>)**

The minutes were approved by consensus.

3. Consent Agenda – Course modifications or deletions involving minor editing of course descriptions or level changes which do not impact other departments are eligible for

placement on the consent agenda. Any members of the committee may request to remove a proposal from the consent agenda for the purpose of discussion.

a) The following course(s) have outlines in Course Information Management that may be viewed in ATLAS:

MMC 2126C

The consent agenda was approved by consensus.

b) The following outlines are being presented as part of the Two-Year Program Review Cycle:

CHM 2211C

CTS 1120C

HFT 1000, HFT 1820, HFT 2223, HFT 2500, HFT 2750, HFT 2840, HFT 2867C

Raul mentioned that faculty do not know that outlines should be reviewed every two years. The committee agrees that there should be a process in place for outline reviews.

4. Regular Agenda

1819-001 MMC 2126C Radio and Podcasting, CCA.....Courtney Lewis

Purpose: This course will serve as an elective for the New Media Communication A.S. degree. Radio Podcasting is an essential element to how today's communicators broadcast and disseminate messages. We have successfully offered this course twice as a special topic; **Credit/Contact/Lab:** 3/3/2; **Prerequisites:** None; **Co-requisites:** None; **Catalog Course Description:** This course explores the study and practical application of writing, production, and performance for audio storytelling. Students will create live and pre-recorded news, promotions, and episodic content for podcasts and radio shows; **Effective Date:** Spring 2019 (201920).

Courtney Lewis explained that the course is an elective course that will be a part of the New Media A.S. degree. They have already run it as special topic course twice and they had 20 students each semester. He explained that this is the first course in the state of this kind. Raul had a question about the title. He wondered if radio and podcasting should be separate and if the title should be changed to Radio and Podcasting instead of Radio Podcasting. There was a discussion about changing the title and the committee agreed.

The title was changed to: Radio and Podcasting. The change is reflected in the minutes.

Proposal 1819-001 was approved with the above change.

1819-002 JOU 1400L Media Production I, CCD.....Courtney Lewis
Purpose: Course was replaced with JOU 1030L; **Effective Date:** **Effective Date:** Fall 2019 (202010).

1819-003 JOU 1401L Media Production II, CCD.....Courtney Lewis
Purpose: Course was replaced with JOU 1031L; **Effective Date:** **Effective Date:** Fall 2019 (202010).

1819-004 JOU 1402L Media Production III, CCD.....Courtney Lewis
Purpose: Course was replaced with JOU 1032L; **Effective Date:** **Effective Date:** Fall 2019 (202010).

These courses are equivalent to the courses that were previously deleted.

Proposals 1819-002 to 1819-004 were approved by consensus.

1819-005 A.S. in Office Administration, CPM.....Betty Wanielista
Purpose: Remove OST2831 Microsoft Windows from the requirements of the A.S. degree and make it an elective. This will give students 6 credits of electives. Add ACG2450C Computer Accounting I as an elective, so students can learn Quick Books; **Effective Date:** Fall 2019 (202010).

1819-006 Office Management Technical Certificate, CPM.....Betty Wanielista
Purpose: Remove OST2831 Microsoft Windows as a requirement. Place it as an elective. The change give students 3 credit hours of electives instead of 2 credit hours; **Effective Date:** Fall 2019 (202010).

1819-007 Office Specialist Technical Certificate, CPM.....Betty Wanielista
Purpose: Remove OST2831 Microsoft Windows from the technical certificate and make it an elective. This will give students 3 credits of electives; **Effective Date:** Fall 2019 (202010).

1819-008 Office Support Technical Certificate, CPM.....Betty Wanielista
Purpose: Remove OST2831 Microsoft Windows requirement from the technical certificate and make it an elective. This will give students 3 credits of electives; **Effective Date:** Fall 2019 (202010).

Marie Howard explained that they are including the Quickbooks course in all the degrees so students will have the qualification and can take that qualification anywhere.

Proposals 1819-005 to 1819-008 were approved by consensus.

1819-009 B.S. in Electrical and Computer Engineering Technology (A.A. Program Requirements), CPM.....Masood Ejaz

Purpose: The ECET program is in the process of applying for program accreditation through the Engineering Technology Accreditation Commission (ETAC) of the Accreditation Board of Engineering & Technology (ABET). ETAC has reduced the number learning outcomes for technology programs from eleven to five, by combining some of the existing outcomes and moving others to different sections of the ABET self-study report. After discussions between the ECET program faculty and the ECPT division dean, the resultant decision is to change the ECET program learning outcomes to be consistent with ABET. This will provide better alignment of our program with ABET requirements and expedite the annual assessment process for SACS; **Effective Date:** Fall 2019 (202010).

1819-010 B.S. in Electrical and Computer Engineering Technology (A.S. Program Requirements), CPM.....Masood Ejaz

Purpose: The ECET program is in the process of applying for program accreditation through the Engineering Technology Accreditation Commission (ETAC) of the Accreditation Board of Engineering & Technology (ABET). ETAC has reduced the number learning outcomes for technology programs from eleven to five, by combining some of the existing outcomes and moving others to different sections of the ABET self-study report. After discussions between the ECET program faculty and the ECPT division dean, the resultant decision is to change the ECET program learning outcomes to be consistent with ABET. This will provide better alignment of our program with ABET requirements and expedite the annual assessment process for SACS; **Effective Date:** Fall 2019 (202010).

Masood explained that they have had eleven outcomes per ABET for many years and after many years of talks they have decided to bring them down to 5. They have merged or moving outcomes to some other parts of the ABET report. As a team they decided to reduce the outcomes.

Proposals 1819-009 and 1819-010 were approved by consensus.

5. Discussion Items

There are no Discussion Items for this month's agenda.

6. Information Items

- **BASBOL and BSN General Education Wording:** The wording was changed to match what is currently listed in the BSRAD and BSCARDIO degrees to avoid constant course substitution requests. The wording was changed to: Satisfy Valencia's General Education requirements and Gordon Rule requirements

unless you hold an Associate in Arts or Bachelor's degree or have completed the entire general education program at a regionally accredited institution.

- **Criminal Justice Electives:** The electives for the Criminal Justice tracks were updated to match the electives that are listed as a part of the AS degree.
- **Pre-Major in Engineering:** The title of the UCF specialization under the Pre-Major in Engineering was changed to include Photonics.
- **CUD-A Codes:**

CEN 3024C, CEN 4025C, CEN 4333C, CEN 4350C, CEN 4360C, CEN 4370C, CEN 4390, CEN 4802C, CEN 4910C 11505 - Business and Management-AP
COP 3330C 11505 - Business and Management-AP
ETI 4448C 11109 - Engineering - AP

The next meeting of the College Curriculum Committee is scheduled for October 10, 2018, and will be held on the West Campus. *Deadline for submission of materials for the agenda is **September 26, 2018.***