



February 27, 2019

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.

A handwritten signature in black ink that reads "Sanford C. Shugart". The signature is written in a cursive style and is positioned above a horizontal line.

President

COLLEGE CURRICULUM COMMITTEE
November 14, 2018

Minutes

Members Present: Joan Alexander, Beverly Bond, Sandra Bowling, Ana Caldero Figueroa, Amy Comerford, Masood Ejaz, Yolanda Gonzalez, Carin Gordon, Marie Howard, Leann Hudson, Diane Reed, Stanton Reed, Cheryl Robinson(Co-Chair), Jenna Settles, Karen Styles, Raul Valery (Co-Chair)

Alternates Present: Terry Allcorn, Paula DeSilva, Mohua Kar, Jerry Reed

Ex-Officio Present: Daniel Barkowitz, Pedro Gonzalez, Nasser Hedayat, Ed Holmes, Darnell Purcell, Pat Sebastian

Visitors Present: Melissa Boutwell, Ellen Costello, Alex Erdmann, Deb Hall, Kelli Lewis, Marie Vasquez-Brooks, Paul Wilder

Staff Present: Krissy Brissett, Glenn Ricci

1. **Welcome to the Committee Members and Visitors.**

Cheryl Robinson opened the meeting with a welcome.

2. **Review of September, 2018 Minutes**

(<http://valenciacollege.edu/curriculumcommittee/Minutes.cfm>)

Add Karen Styles and Paula DeSilva to list of attendees.

The minutes were approved with the above changes.

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:

EPI 0020, EPI 0030, EPI 0950

ETM 1600C, ETM 1601C, ETM 1602C, ETM 1603C, ETM 1604C, ETM 1605C, ETM 2942,
ETM 2943

HFT 2600

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

CGS 2650
COT 2104C
HFT 2630
MNA 2320

The consent agenda was approved by consensus.

4. Regular Agenda

1819-011 HFT 2600 Hospitality Law, CCM.....Craig Rapp
Purpose: Create missing course outline, TVCA indicators, and upload sample syllabus. Revise course description; **Revised Course Description:** Provides awareness of rights and responsibilities that law grants to or imposes upon a hotelkeeper, and illustrates possible consequences of failure to satisfy legal obligations. Specific attention to innkeeper-guest relationship, contracts, torts, civil and property rights and insurable risks. Emphasis is on prevention of legal violations, by identifying actions and precautions necessary to avoid, or minimize lawsuits and legal issues; **Effective Date:** Fall 2019 (202010).

Proposal 1819-011 was approved by consensus.

1819-012 EPI 0020 Professional Foundations, CCM.....Ellen Costello
Purpose: Adding verbiage for C as a minimum passing grade; sync outline and catalog wording; **Revised Course Description:** This course instructs the participant on the necessary foundation for becoming a productive member of the teaching profession. Topics include history and philosophy of education, school governance, school finance, school law, ethics, purpose of schools, and continuing professional development. A minimum grade of C is required to pass the course; **Effective Date:** Fall 2019 (202010).

1819-013 EPI 0030 Diversity, CCM.....Ellen Costello
Purpose: Adding verbiage for C as a minimum passing grade; sync outline and catalog wording; **Revised Course Description:** This course instructs the participant on the necessary understanding of the variety of backgrounds and cultures that may be found in a typical classroom and how social class, religion, language, gender differences, culture, ethnicity, physical differences, and prejudices have an effect on how students learn. A minimum grade of C is required to pass the course; **Effective Date:** Fall 2019 (202010).

1819-014 EPI 0950 Teaching Methods Field Experience, CCM....Ellen Costello
Purpose: Adding verbiage for C as a minimum passing grade; sync outline and catalog wording; **Revised Course Description:** This course consists of a (minimum) 30-hour field

experience in a public, charter or accredited private school which includes teaching demonstrations. A minimum grade of C is required to pass the course; **Revised Co-requisites:** None; **Effective Date:** Fall 2019 (202010).

Ellen Costello explained that they are adding a minimum grade of C requirement for all the EPI courses.

Proposals 1819-012, 1819-013, and 1819-014 were approved by consensus.

1819-015 Business Management Certificate; CPM.....L. McCain

Purpose: Pare certificate & specialist outcomes to align with Business Program outcomes to be assessed through GEB 2860 Business Capstone; **Effective Date:** Fall 2019 (202010).

1819-016 Business Operations Certificate; CPM.....L. McCain

Purpose: Pare certificate & specialist outcomes to align with Business Program outcomes to be assessed through GEB 2860 Business Capstone; **Effective Date:** Fall 2019 (202010).

1819-017 Business Specialist Certificate; CPM.....L. McCain

Purpose: Pare certificate & specialist outcomes to align with Business Program outcomes to be assessed through GEB 2860 Business Capstone; **Effective Date:** Fall 2019 (202010).

Carin Gordon explained that it is their intention to focus the outcomes for the technical certificates, and that the changes made at the last assessment day.

Edit the word “employability” in the outcomes.

Proposals 1819-015, 1819-016, and 1819-017 were approved by consensus.

1819-018 ETM 1600C Energy Management and Controls Technology

Fundamentals, CCM.....Deb Hall

Purpose: Modifications are in response to industry and are needed to improve EMCT AS degree pipeline; **Revised Course Title:** EMCT Fundamentals; **Revised Prerequisites:** None; **Revised Course Description:** This course provides a general overview of the Energy Management and Controls Technology industry. Topics include history, building automation systems manufacturers and contractors, industry scope and trends, career pathways and the skills sets required, types of building automation systems, and general building automation systems architecture; **Effective Date:** Fall 2019 (202010).

Deb Hall explained that their advising council wanted to see shorter and more focused course titles. For this course they would like to remove the prerequisites as this would be the entry course to get students excited about the program and hopefully they will

continue on. Deb noted that the committee had recommended against the prerequisites as it would narrow the pipeline so they are following that recommendation.

Melissa Boutwell explained that they want to use an acronym that highlights what will be taught in the course because they are finding that it may be difficulty for students to wrap their mind around what will be covered.

Masood wondered why not call the course Energy Management Devices and Melissa explained that energy management is an outcome for the course, but it is not the meat of what will be covered. They do not want to cause confusion.

Raul stated that he always objects to the use of acronyms in course titles because somebody that is new to the college would simply gloss over it. Melissa went on to say that energy management is threaded through most of the courses, but in the interim they feel this change will focus students on what will be covered. They feel that they may have to come back in the future once they really start to delve into the program and have consensus from the stakeholders as this is a new program.

Jerry Reed wondered if EMCT is a well-known acronym. Melissa stated that it isn't. Carin Gordon wondered why not name the courses exactly what they are instead of adding EMCT in the titles. Melissa said she would be ok with removing EMCT and maybe changing the title to Fundamentals of Controls. Deb Hall recommends changing the title of all the courses to include Automation and Controls.

The course title was changed to: Automation and Controls Fundamentals

1819-018 was approved with the above change.

1819-019 ETM 1601C Energy Management and Controls Technology Devices, CCM.....Deb Hall

Purpose: This course was created in response to industry and to better prepare students for a career within the EMCT field; **Revised Course Title:** EMCT HVAC Systems and Devices; **Effective Date:** Fall 2019 (202010).

The course title was changed to: HVAC Systems and Devices

BAS needs to be changed to Building Automation Systems in the course description.

1819-019 was approved with the above changes.

1819-020 ETM 1602C Energy Management and Controls Technology Advanced Electrical Concepts, CCM.....Deb Hall

Purpose: This course was modified in response to industry and to better prepare students for a career within the EMCT field; **Revised Course Title:** EMCT Electrical Systems and Devices; **Revised Prerequisites:** ETM 1600C; **Revised Course Description:** Topics covered include power supplies, reactive electrical components, power distribution, circuit protection, electric motor theory, electric generator theory, types of electric motors, motor starters, switching devices, electrical symbols, pictorial diagrams, schematics, sequences of operation, basic electrical troubleshooting, voltage dividers, DC voltage & current sources, simplification theorems, AC current & voltage, oscilloscope fundamentals, reactive components & reactive circuits, basic filters, digital logic circuits, ladder logic, and shop drawings; **Effective Date:** Fall 2019 (202010).

Melissa explained that the course is mainly about the monitoring and automation systems that oversee the power sub stations.

Carin wondered if this is an advanced course and Melissa said that although the course teaches about the large systems it is not considered an advanced course.

Amy Comerford wondered why all the courses only have ETM 1600C as a prerequisite and Deb explained that the courses do not build on each other and cover different topics so they don't need to be prerequisites of each other. In addition, ETM 1600C is really a platform to get students interested in the program so they want to give them that first look with ETM 1600C and encourage them to go further.

The term "reactive electrical components" was removed from the course description.

The course title was changed to: Automated Electrical Systems and Devices

1819-020 was approved with the above changes.

1819-021 ETM 1603C Energy Management and Controls Technology Design and Installation I, CCM.....Deb Hall

Purpose: This course was modified in response to industry and to better prepare students for a career within the EMCT field; **Revised Course Title:** EMCT Design through Commissioning I; **Revised Prerequisites:** ETM 1600C; **Revised Co-requisites:** None; **Revised Course Description:** This course deals with how building automation systems are designed and properly installed and commissioned. Topics include building controls system life cycle phases, component category, installation and maintenance scopes of work, primary controls project types, key milestone and sequences, execution bottlenecks, scopes of performance work, controls project roles, success strategies, public and private controls project funding methods, and contracting method impacts; **Effective Date:** Fall 2019 (202010).

Jerry Reed wondered why they chose this title for the course. Melissa explained that this now becomes a revenue generator and a money to the college situation. They want to

get to students and employers and they have to make the courses attractive to both sectors.

The course title was changed to: Automation and Controls Design through Commissioning.

The first sentence was changed to: This course covers how building automation systems are designed and properly installed and commissioned.

1819-021 was approved with the above changes.

1819-022 ETM 1604C Energy Management and Controls Technology Design and Installation II, CCM.....Deb Hall

Purpose: This course was modified in response to industry and to better prepare students for a career within the EMCT field; **Revised Course Title:** EMCT Energy Management Concepts; **Revised Prerequisites:** ETM 1600C; **Revised Co-requisites:** None; **Revised Course Description:** This course will provide students with the opportunity to understand the impact of control systems and automation. Students will learn about the basic elements of a commercial energy audit. Students will also learn energy strategies involving lighting, HVAC, chiller plants, and boilers; **Effective Date:** Fall 2019 (202010).

The course title was changed to: Energy Management Concepts

1819-022 was approved with the above change.

1819-023 ETM 1605C Energy Management and Controls Technology Integration, CCM.....Deb Hall

Purpose: This course was modified in response to industry and to better prepare students for a career within the EMCT field; **Revised Course Title:** EMCT Integration; **Revised Prerequisites:** ETM 1601C; **Revised Course Description:** This course investigates several building automation systems integration platforms present in the industry. Topics include: Modbus, LonWorks, and BACnet; **Effective Date:** Fall 2019 (202010).

Carin cautioned against listing specific software in the case that they become obsolete and they have to continually make course changes to accommodate software updates.

Melissa explained that the descriptions have to be job relevant in order for their industry partners to give tuition reimbursement to employees, so in the case that they do become obsolete they will just have to bring the courses forward again.

The first sentence was changed to: This course covers several building automation systems integration platforms present in the industry.

The course title was changed to: Automation Controls Integration

1819-023 was approved with the above changes.

1819-024 ETM 2942 Energy Management and Controls Technology Internship, CCM.....Deb Hall

Purpose: This course was modified in response to industry and to better prepare students for a career within the EMCT field; **Revised Course Title:** EMCT Internship; **Revised Prerequisites:** ETM 1600C, ETM 1601C, ETM 1603C; **Revised Credit Hours:** 3-6; **Effective Date:** Fall 2019 (202010).

Cheryl pointed out that they typically do not limit internship hours so she wondered why they were changing the hours to 3-6. Nasser explained that their partners require a large amount of internship hours and Melissa stated that they don't want their students to do all their internships at the same place. They do not want 1-3hr variable, but rather 3 credit hours for each internship, repeatable up to 6 hours.

The course title was changed to: Internship in Energy Management and Controls Management

The contact hours were changed to: 0

1819-024 was approved with the above change.

1819-025 ETM 2943 Energy Management and Controls Technology Practicum, CCM.....Deb Hall

Purpose: This course was modified in response to industry and to better prepare students for a career within the EMCT field; **Revised Course Title:** EMCT Practicum; **Revised Course Description:** This is a planned hands-on, lab based, technical skill building experience that provides students with an opportunity to develop their commercial HVACR and Electrical skills set required to effectively understand and control building automation systems. This Practicum will involve the successful completion of an A/C, Refrigeration and Heating Technician certification program or of an Electricity certification program through an agency partner per Program Chair approval. May be repeated up to four times for a maximum of 12 credit hours earned; **Effective Date:** Fall 2019 (202010).

There was a discussion regarding the amount of hours that would be required and how they would be split up, including award of credit. They would like the program to say 12 credits regardless of how the student gets those credits. They may award a new student some credit and they would have to take an additional elective or a combination of electives in order to complete the 12 hours. The committee recommends modifying the

program requirements to say that 12 hours of elective credits are required and removing the practicum course since no students will actually be enrolling in a practicum.

The hours were changed to: 3 repeatable up to 12

The course description was changed to: This is a planned hands-on, lab based, technical skill building experience that provides students with an opportunity to develop their commercial HVACR and Electrical skills set required to effectively understand and control building automation systems. This Practicum will involve the successful completion of a Refrigeration/Heating (A/C) Technician certification program, an Electricity certification program, or 3-12 credit hours of approved coursework per Program Chair approval.

The contact hours were changed to: 0

1819-025 was approved with the above changes and was then withdrawn for more discussion.

All additional advanced courses will be requested at the 2000 level.

Proposal 1819-025 was approved with the above changes after the meeting.

1819-026 BAS in Computing Technology & Software Development; CPM..C Gordon
Purpose: The proposed BAS in SD was approved for development by Valencia’s Board of Trustees in April 2018. The program is proposed to address the need for software development and software engineering professionals in Central Florida; add program outcomes; **Effective Date:** Fall 2019 (202010).

Carin explained that they are updating program outcomes that were developed by the faculty. Also, the state asked them to clarify graduation requirements.

Pat Sebastian pointed out that they cannot program some of the notes they have listed.

Cheryl agreed that some of the notes, such as 1-3, can be listed it as an advising notes. Other notes need the appropriate footnote added to the corresponding course.

Proposal 1819-026 was approved with the above changes.

1819-027 AML 2021H Survey in American Literature: Civil War to Present-Honors, CCD.....Glenn Ricci
Purpose: According to Florida Statute 1007.24(8), courses that have not been taught in five years must be removed from our catalog; **Effective Date:** Fall 2019 (202010).

1819-028 BSC 2062 Everglades Ecology, CCD.....Glenn Ricci

Purpose: According to Florida Statute 1007.24(8), courses that have not been taught in five years must be removed from our catalog; **Effective Date:** Fall 2019 (202010).

1819-029 BSC 2366 Neotropical Ecology, CCD.....Glenn Ricci

Purpose: According to Florida Statute 1007.24(8), courses that have not been taught in five years must be removed from our catalog; **Effective Date:** Fall 2019 (202010).

1819-030 CHM 1205C Intro to Organic and Biochemistry, CCD.....Glenn Ricci

Purpose: According to Florida Statute 1007.24(8), courses that have not been taught in five years must be removed from our catalog; **Effective Date:** Fall 2019 (202010).

1819-031 CJE 2003 Career Choices in Criminal Justice, CCD.....Glenn Ricci

Purpose: According to Florida Statute 1007.24(8), courses that have not been taught in five years must be removed from our catalog; **Effective Date:** Fall 2019 (202010).

1819-032 FFP 1824 Basic Incident Mgmt System, CCD.....Glenn Ricci

Purpose: According to Florida Statute 1007.24(8), courses that have not been taught in five years must be removed from our catalog; **Effective Date:** Fall 2019 (202010).

1819-033 FFP 1832 Emergency Response to Terrorism; Basic Concepts, CCD.....Glenn Ricci

Purpose: According to Florida Statute 1007.24(8), courses that have not been taught in five years must be removed from our catalog; **Effective Date:** Fall 2019 (202010).

1819-034 MAT 1905 Directed Individual Studies, CCD.....Glenn Ricci

Purpose: According to Florida Statute 1007.24(8), courses that have not been taught in five years must be removed from our catalog; **Effective Date:** Fall 2019 (202010).

1819-035 MHF 2300 Logic and Proof in Mathematics, CCD.....Glenn Ricci

Purpose: According to Florida Statute 1007.24(8), courses that have not been taught in five years must be removed from our catalog; **Effective Date:** Fall 2019 (202010).

1819-036 PCB 1440 Florida Environmental Systems, CCD.....Glenn Ricci

Purpose: According to Florida Statute 1007.24(8), courses that have not been taught in five years must be removed from our catalog; **Effective Date:** Fall 2019 (202010).

Carin asked if these course deletions can be placed on the consent agenda.

Proposals 1819-027 to 1819-036 were approved by consensus.

1819-037 Pre-Major in Health Informatics and Information Management; CPA.....K. Lewis

Purpose: To develop a new pathway into AS degree HIM; **Effective Date:** Fall 2019 (202010).

Kelli Lewis explained that this pre-major is creating a pathway for students to transfer to UCF to complete their BS. They will admit 25 students twice per year and UCF admits students three times per year. The graduates are highly employable once they graduate, but there is a big push for our students to get a higher degree. Employment of HIM students is expected to increase drastically, and this is a unique opportunity to serve the students in the downtown region. She explained that since we have a partnership with UCF, our students can take up to masters level courses at UCF at the new Downtown Center.

Pat pointed out that STA 2023 doesn't have minimum grade of C requirement and neither does A&P I and II. Kelli said she is not sure why and Cheryl explained that anything that isn't Gordon rule will allow a "D" as passing. Kelli stated that they would like the minimum grade of C requirement added to those courses.

It was also noted that Math and other areas are missing GR notations.

Proposal 1819-037 was approved with the above changes.

1819-038 Medical Information Coder/Biller TC; CPM.....K. Lewis
Purpose: Coding course sequence aligns with HIT program; **Effective Date:** Fall 2019 (202010).

Kelli explained that their accreditors recommended moving their CPT course from term three to term two and also that they move their advanced course from term two to term three. They will also be moving General Pharmacology from term three to term one because they want their students to have that knowledge very early in the program.

There was a discussion about if OST 1257C could be added as an "Or" requirement on the pre-major. It was decided that it wouldn't be added because UCF will only be accepting HSC 1531 and will already be substituting it for the course they offer.

Advising notes need to be added stating that students planning to transfer to UCF need to take CGS 2100 or OST 1257C. Add advising note about OST 2854C.

Proposal 1819-038 was approved with the above changes.

5. Discussion Items

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

6. Information Items

- EPI Program module changes

- There was a discrepancy in the course title of COP 3275C. The word Technology was added ahead of their ABET accreditation.
- The wording in all Foreign Language courses as foreign language is a graduation requirement, but it is not in General Education. The wording was updated from “minimum grade of C required if used to satisfy General Education” to minimum grade of C if used to satisfy the Foreign Language Proficiency Requirement”.

The next meeting of the College Curriculum Committee is scheduled for January 16, 2019, and will be held on the East Campus. *Deadline for submission of materials for the agenda is **December 19, 2018.***