



October 16, 2019

TO: THE DISTRICT BOARD OF TRUSTEES
OF VALENCIA COLLEGE

FROM: SANFORD C. SHUGART
President

RE: ADDITIONS, DELETIONS OR MODIFICATIONS OF COURSES AND 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, reading "Sanford C. Shugart". The signature is written in a cursive style and is positioned above a horizontal line.

President

COLLEGE CURRICULUM COMMITTEE
September 11, 2019

Minutes

Members Voting via E-Mail Ballot: Patrick Bartee, Beverly Bond, Sonia Casablanca, Dan Diehl, Masood Ejaz, Yolanda Gonzalez, Carin Gordon, Chris Klinger, Lisa Macon, Adrienne Mathews, John Niss, Diane Reed, Jenna Settles, Karen Styles, Raul Valery (Co-Chair), Ravi Varma

1. **Review of Minutes July 10, 2019**
(<http://valenciacollege.edu/curriculumcommittee/Minutes.cfm>)

The minutes were approved by consensus.

2. **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:

HSC 4404

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

CHM 1045C, EGN 2312, EGS 2004, EGS 2373

The consent agenda was approved by consensus.

c) Lab Fee Revisions:

Please see attached spreadsheet. It includes lab fee projections for the new culinary courses that will be offered downtown.

The lab fee revisions were approved by consensus.

3. Regular Agenda:

1920-001 HSC 4404 Medical Disaster Management, CCA.....L. Hudson

Purpose: As part of the BSN consortium agreement student can complete this nursing elective course at one of the partner institutions and transfer the course to Valencia to meet program graduation requirements. By including this course in the will support the consortium agreement. In the future Valencia will be offering this course as part of its requirements;

Credit/Contact/Lab: 3/3/0; **Prerequisites:** Admission to BSN program, NUR 3825; **Co-requisites:** NUR 3825; **Catalog Course Description:** This course will introduce the student to various facets of natural and technological disasters while integrating public health research designs and practices. Discussions will utilize recent and historical case studies as the basis for developing the critical thinking and leadership skills needed by healthcare professionals in crisis situations. International, domestic, and regional settings will be addressed, as well as the social, economic, and political aspects of disaster planning, preparedness, and mitigation. Students also gain an understanding of basic public health concepts and methodologies; **Effective Date:** Fall 2019 (202010).

Proposal 1920-001 was approved by consensus.

4. Discussion Items: Before our October meeting, we do have some thinking work for you. There are three action items.

- a) Thought Exercise A - CCC Membership: How can the CCC membership be structured to be representative of all disciplines while balancing a voting membership and program growth? Background: As we have added bachelor's degrees we have added a CCC representative from each degree to the CCC. This is not sustainable as we expect to continue to add degrees. CCC is a representative group of faculty, and two Dean representatives, that vote on curriculum additions, modifications and deletions. We consider course outlines, program outcomes and courses, and course descriptions including credit, lab and contact hours. Additionally, CCC serves as the voting body for General Education. We need to reallocate areas of representation in a way that allows the committee to remain logistically manageable.

- b) Thought Exercise B – CCC Timelines and Deadlines: How do we stagger deadlines for CCC consideration of course and program additions, modifications, and deletions? Background: Currently, February is the submission deadline for modification and deletions for the next academic year's catalog. Courses and programs can be added at any time, but there are potential negative consequences for doing so "off cycle" (such as approval of lab fees and financial aid approval for programs [particularly VA]). As you can imagine – or may have seen if you are a returning member – people wait until the deadline to submit items. This creates a backlog of work for multiple departments and marathon CCC meetings. We want to consider a practice that will even out submissions over the academic year and need your assistance brainstorming ideas for consideration. We will work through an exercise at the October meeting but wanted to give you time to do pre-thinking.

- c) Review the 2019-20 CCC Manual. It is a comprehensive resource on our curriculum processes, and includes a glossary of terms that many have found useful.

5. Information Items:

a) HSC 4404:

HSC 4404 is one of the four courses that are a part of the BSN consortium agreement, but it was left off the July agenda. It has been voted on by the nursing faculty and has been included in the BSN, effective for Fall 2019, but is being added to the regular agenda for consistency.

b) CUD-A Assignments:

HSC 4404 11112 Health Professions - AP

The next meeting of the College Curriculum Committee is scheduled for October 9, 2019, and will be held on the West Campus, Room 6-202. *Deadline for submission of materials for the October agenda is **September 25, 2019.***