



December 6, 2017

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

COLLEGE CURRICULUM COMMITTEE
October 11, 2017

Minutes

Members Present: Joan Alexander, Beverly Bond, Karen Borglum (Co-Chair), Ana Caldero Figueroa, Amy Comerford, Esther Coombes, Masood Ejaz, Yolanda Gonzalez, Carin Gordon, Marie Howard, Chris Klinger, Lisa Lippitt, John Niss, Adrienne Mathews, Julia Ribley, Cheryl Robinson, Regina Seguin, Raul Valery (Co-Chair)

Alternates Present: Ruby Alvarez, Jerry Reed

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

Visitors Present: Lisa Macon

Staff Present: Krissy Brissett (Recording), Glenn Ricci

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

Karen Borglum opened the meeting with a welcome to all attendees and she introduced the new Co-Chair, Raul Valery.

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

Glenn Ricci and Krissy Brissett gave a short presentation on the responsibilities of the Curriculum Committee and its members. Also discussed was the curriculum process.

2. **Review of Minutes June 14, 2017**
(<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 which may be viewed in ATLAS:

CJK 0023, CJK 0024, CJK 0025, CJK 0026, CJK 0027, CJK 0028, CJK 0029,

ETM 1600C, ETM 1601C, ETM 1602C, ETM 1603C, ETM 1604C, ETM 1605C, ETM 2941,
ETM 2943
ETP 1501C
GEO 1000
PEM 1131C, PEM 1132C, PEM 1176C

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

There are no outlines being presented.

The consent agenda was approved by consensus.

4. Regular Agenda

1617-222 GEO 1000 Human Geography, CCA.....Brian Yeitz
Purpose: New course offering; **Credit/Contact/Lab:** 3/3/0; **Prerequisites:** None;
Co-requisites: None; **Catalog Course Description:** Introductory survey of world cultures, population problems, global economic restructuring, international development and political interdependence; **Effective Date:** Fall 2017 (201810).

Karen presented this proposal on Brian’s behalf. She explained that this course was an effort to give high school AP students credit when they transfer to Valencia. Cheryl explained that the students will only get elective credits, and John wonders if we will be deleting this course in five years when it is not offered. Some committee members were concerned that this does not necessarily solve the AP problem. Carin Gordon wondered if the course should be tabled until we get confirmation if the course will be offered. Karen will discuss this with the dean.

Proposal 1617-222 was tabled.

1718-001 PEM 1131C Weight Training I, CCM.....Tammy Sabourin
Purpose: Modify course title, course hours, and course description; **Revised Course Title:** Strength Training I; **Revised Course Hours:** 2/1/1 (previously 2/2/2); **Revised Course Description:** This course offers instruction and practice in proper weight training techniques on a variety of equipment. Students will learn to design and implement a safe and effective weight training program tailored to their own fitness goals based on application of exercise science principles and methods; **Effective Date:** Fall 2018 (201910).

1718-002 PEM 1132C Weight Training II, CCM.....Tammy Sabourin
Purpose: Modify course title, course hours, and course description; **Revised Course Title:** Strength Training II; **Revised Course Hours:** 2/1/1 (previously 2/2/2);

Revised Course Description: This course reviews and offers advanced instruction and practice in proper weight training techniques on a variety of equipment for continued improvement. Students will design and implement a safe and effective weight training program tailored to their own fitness goals based on application of exercise science principles and methods; **Effective Date:** Fall 2018 (201910).

Karen explained on Tammy's behalf that these changes were to better align the courses with what is offered at UCF. She also explained that they are in the process of working out the fees that will be attached to the courses.

Proposals 1718-001 and 1718-002 were approved by consensus.

1718-003 PEM 1176 Kickboxing, CCD.....Lee Thomas
Purpose: Change lab hours, and add C designation; **Revised Course Number:** PEM 1176C; **Revised Course Hours:** 2/2/2 (previously 2/2/0); **Effective Date:** Fall 2018 (201910).

1718-004 PEM 1176C Kickboxing, CCA.....Lee Thomas
Purpose: Change lab hours, and add C designation; **Revised Course Number:** PEM 1176C; **Revised Course Hours:** 2/2/2 (previously 2/2/0); **Effective Date:** Fall 2018 (201910).

The hours are being changed to reflect the lab fee that will be added to the course.

Proposals 1718-003 and 1718-004 were approved by consensus.

Lisa Macon presented proposals 1718-005 to 1718-012 as Deb Hall was away at a conference. She explained that the new program is somewhat interdisciplinary as it included courses from other areas. They created the state framework for this program as it is brand new to the state and Valencia will be the first to offer it. They began with a series of industry roundtables and received input from businesses in the community that stand to benefit from the creation of the program. 7 of the courses will be taught on campus in the EMCT lab starting next fall. Student will have to earn their HVAC certification prior to completion of the program and will receive twelve credit hours through articulation or they may take the courses concurrently. Lisa expects that many of the students will be working full time and carrying a heavy class load. Chris Klinger wondered if this falls on the State's High Wage list. Nasser and Lisa confirmed that it is and industry leaders are excited because current graduates do not have the skills that are needed, but will be offered in the program. Nasser explained that they currently accept engineering degrees, but they have to give them additional training. They will no longer have to do that with this new degree.

1718-005 ETM 1600C Energy Management and Controls Technology Fundamentals, CCA.....Deb Hall

Purpose: This course provides a general overview of the Energy Management and Controls Technology industry; **Credit/Contact/Lab Hours:** 3/4/2; **Prerequisites:** ETM 2943; **Co-requisites:** ETM 2943; **Catalog 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 2018 (201910).

1718-006 ETM 1601C Energy Management and Controls Technology Devices, CCA.....Deb Hall

Purpose: This course will cover the major types of components found in BAS systems; **Credit/Contact/Lab Hours:** 3/4/2; **Prerequisites:** ETM 1600C; **Co-requisites:** None; **Catalog Course Description:** This course will cover the major types of components found in BAS systems. Topics include standard I/O wiring, temperature devices, humidity devices, pressure devices, flow devices, life & equipment safety devices, actuators & dampers, control valves, power supply devices, transducers, relays & contactors, motor controls, enclosures, and power monitoring devices; **Effective Date:** Fall 2018 (201910).

1718-007 ETM 1602C Energy Management and Controls Technology Advanced Electrical Concepts, CCA.....Deb Hall

Purpose: This course builds upon electrical concepts covered in ETM 2943; **Credit/Contact/Lab Hours:** 3/4/2; **Prerequisites:** ETM 1601C, CET 2486C; **Co-requisites:** CET 2486C; **Catalog Course Description:** This course builds upon electrical concepts covered in ETM 2943. 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 2018 (201910).

CET 2486C was added to the prerequisites so students can take the course as a prerequisite or a co-requisite.

Proposals 1718-005 to 1718-007 were approved with the above change.

1718-008 ETM 1603C Energy Management and Controls Technology Design and Installation I, CCA.....Deb Hall

Purpose: This course deals with how building automation systems are designed and properly installed and commissioned; **Credit/Contact/Lab Hours:** 3/4/2; **Prerequisites:** ETM 1602C, CET 2486C, BCN 2563C; **Co-requisites:** ETM 1602C, CET 2486C, BCN 2563C; **Catalog Course Description:** This course deals with how building automation systems are designed and properly installed and commissioned. Topics include building automation systems contracting, Lien Law, National Electric Code, low voltage contractor's license requirements, state & local codes, cabling practices, selecting device locations, network considerations, and conduit requirements; **Effective Date:** Fall 2018 (201910).

ETM 1602C, CET 2486C, BCN 2563C were added to the prerequisites so students can take the courses as a prerequisite or a co-requisite. ETM 1601C was removed from the prerequisites it is already a prerequisite for ETM 1602C.

1718-009 ETM 1604C Energy Management and Controls Technology Design and Installation II, CCA.....Deb Hall

Purpose: This course continues the development of how building automation systems are designed and properly installed and commissioned which was begun in ETM 1603C: Energy Management and Controls Technology Design and Installation I; **Credit/Contact/Lab Hours:** 3/4/2; **Prerequisites:** ETM 1603C; **Co-requisites:** None; **Catalog Course Description:** This course continues the development of how building automation systems are designed and properly installed and commissioned which was begun in ETM 1603C. Topics include developing a commissioning plan, building automation systems commissioning, and control theory; **Effective Date:** Fall 2018 (201910).

1718-010 ETM 1605C Energy Management and Controls Technology Integration, CCA.....Deb Hall

Purpose: This course investigates several building automation systems integration platforms present in the industry; **Credit/Contact/Lab Hours:** 3/4/2; **Prerequisites:** ETM 1602C, COP 1000C; **Co-requisites:** None; **Catalog Course Description:** This course investigates several building automation systems integration platforms present in the industry. Topics include: TCP/IP fundamentals, Modbus, Lonworks, BACnet, and Niagara AX; **Effective Date:** Fall 2018 (201910).

Proposals 1718-008 to 1718-010 were approved with the above change.

1718-011 ETM 2942 Energy Management and Controls Technology Internship, CCA.....Deb Hall

Purpose: This course allows the student to gain real-world experience by working with a local building automation systems company in the field for eight hours per week or alternatively, an equivalent number of hours on real-world automation projects at the college; **Credit/Contact/Lab Hours:** 1-3/variable/0; **Prerequisites:** COP 1000C, ETM 1602C; **Co-requisites:** None; **Catalog Course Description:** This course allows the student to gain real-world experience by working with a local building automation systems company in the field for eight hours per week or alternatively, an equivalent number of hours on real-world automation projects at the college. Each earned credit of internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit up to 3 hours, but grade forgiveness cannot be applied; **Effective Date:** Fall 2018 (201910).

Julia Ribley wondered if 80 clock hours equal one credit hour because two hundred and forty clock hours of internship equals 3 credit hours and it should be listed in the description. The committee agreed.

Karen asked if Lisa would find issue with her asking the state to change the course number for consistency. Lisa agreed as long as it wouldn't affect the SACS submissions. Someone asked if the internship has to happen in a sixteen week semester and they were concerned that the students cannot successfully complete the internship in one semester if they are working fulltime and taking classes fulltime. There was a discussion about what is required for an experience to count as an internship and it was determined that it is typically work that is above or beyond normal working hours. Generally speaking a person cannot count their daytime work as internship hours as it is not above or beyond the normal amount of hours worked. It is Nasser's understanding that an internship does not have to be completed in one semester. Cheryl and Chris pointed out the course is not variable credit so student would be forced to complete two hundred and forty hours of internship in 1 semester. There was a discussion about leaving the course at 3 credit hours because the course could be marked as incomplete for the semester. It was noted that this path would not be helpful for the student because that policy can put a student on probation. Cheryl pointed out that it counts as an incomplete for financial aid and Daniel Barkowitz explained that it can be potentially harmful for borderline students. He also explained that they can submit a rationale to clear any financial aid issues that may arise. It was decided that the course would be changed to variable credit to avoid any financial aid issues.

Course number was originally approved as ETM 1606, but was subsequently changed to ETM 2942.

Credit/Contact/Lab Hours were changed to: 1-3/variable/0

The following sentence was added to the course description: Each earned credit of internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit up to 3 hours, but grade forgiveness cannot be applied.

Proposal 1718-011 was approved with the above changes.

1718-012 ETM 2943 Energy Management and Controls Technology Practicum, CCA.....Deb Hall

Purpose: This is a planned hands-on, lab based, technical skill building experience that provides students with an opportunity to develop their commercial HVACR skills set required to effectively understand and control building automation systems;

Credit/Contact/Lab Hours: 12/12/0; **Prerequisites:** None; **Co-requisites:** None; **Catalog**

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 skills set required to effectively understand and control building automation systems. *This Practicum will involve earning the A/C, Refrigeration and Heating Technician certification conducted by Orange Technical College or successful completion of program through an agency partner; Effective Date:* Fall 2018 (201910).

Lisa explained that this course will not be offered at Valencia, but they are partnering with OTC so as it not cause competition.

Chris wondered how someone else's coursework is a requirement for our degree. Lisa explained that if it wasn't they would have to build a lab at Valencia and offer the certificate and they are not prepared to do so. They know that issues will arise, but they are prepared to work with each student in the program. Cheryl pointed out that there are many alternative ways to earn credit that are accepted by Valencia and this is not any different.

Daniel wondered if we could contract with OTC to offer the practicum.

The last sentence of the description was changed to: This Practicum will involve earning the A/C, Refrigeration and Heating Technician certification conducted by Orange Technical College or successful completion of program through an agency partner.

Course number was originally approved as ETM 2941, but was subsequently changed to ETM 2943.

Proposal 1718-012 was approved with the above changes.

1718-013 ETP 1501C Introduction to Alternative and Renewable Energy, CCM.....Deb Hall

Purpose: Modify course description; **Revised Course Description:** This course will introduce students to a variety of energy sources such as nuclear, wind, geothermal, solar, hydro, and biodiesel; **Revised Credit/Contact/Lab Hours:** 3/4/2; **Effective Date:** Fall 2018 (201910).

This course was to be included in the new EMCT program, but they will no longer be including it. This modification is to change the course back to what it originally was.

The course Credit/Contact/Lab Hours were changed to: 3/4/2

Proposal 1718-013 was approved with the above changes.

1718-014 Energy Management and Controls Technology, A. S., CPA.....Deb Hall
Purpose: To address the Energy Management and Controls Technology industry needs within the Central Florida area; **Effective Date:** Fall 2018 (201910).

Proposal 1718-014 was approved by consensus.

1718-015 Electronics Engineering Technology, A. S., CPM.....Deb Hall
Purpose: Aligning outcomes. Update footnote wording; **Effective Date:** Fall 2018 (201910).

Lisa explained that there were a large amount of outcomes but they have been amended. They are now higher order and broad skill sets that all graduates will have.

Proposal 1718-015 was approved by consensus.

1718-016 Laser and Photonics Technician, T. C., CPM.....Deb Hall
Purpose: Aligning outcomes; **Effective Date:** Fall 2018 (201910).

Proposal 1718-016 was approved by consensus.

1718-017 CJK 0023 Introduction to Law Enforcement, CCA.....Jeff Goltz
Purpose: State mandated change; **Credit/Contact/Lab Hours:** .133/4/0; **Prerequisites:** None; **Co-requisites:** None; **Catalog Course Description:** Students will understand the importance of the Criminal Justice Standards and Training Commission and the requirements for certification as a law enforcement auxiliary officer in the state of Florida; **Effective Date:** Fall 2017 (201810).

1718-018 CJK 0024 Legal Concepts, CCA.....Jeff Goltz
Purpose: State mandated change; **Credit/Contact/Lab Hours:** .666/20/0; **Prerequisites:** None; **Co-requisites:** None; **Catalog Course Description:** Students will have a foundational understanding of the United States legal system and the various sources of laws; **Effective Date:** Fall 2017 (201810).

1718-019 CJK 0025 Patrol and Professional Communication, CCA.....Jeff Goltz
Purpose: State mandated change; **Credit/Contact/Lab Hours:** .400/12/0; **Prerequisites:** None; **Co-requisites:** None; **Catalog Course Description:** Students should know the elements of effective communication; **Effective Date:** Fall 2017 (201810).

1718-020 CJK 0026 Interactions in a Diverse Community, CCA.....Jeff Goltz

Purpose: State mandated change; **Credit/Contact/Lab Hours:** .400/12/0; **Prerequisites:** None; **Co-requisites:** None; **Catalog Course Description:** Students should recognize a disability as defined by the Americans with Disabilities Act (ADA) and use the guidelines to maintain the rights of a disabled person. They should also know the criminal elements of abuse, neglect, or exploitation of an elderly or disabled adult; **Effective Date:** Fall 2017 (201810).

1718-021 CJK 0027 Calls for Service and Arrest Procedures, CCA.....Jeff Goltz
Purpose: State mandated change; **Credit/Contact/Lab Hours:** .800/24/0; **Prerequisites:** None; **Co-requisites:** None; **Catalog Course Description:** Students should understand how to respond to calls for service, assess a situation upon arrival, and contact complainants and witnesses at the scene; **Effective Date:** Fall 2017 (201810).

1718-022 CJK 0028 Traffic Stops and Crash Investigations, CCA.....Jeff Goltz
Purpose: State mandated change; **Credit/Contact/Lab Hours:** .933/28/0; **Prerequisites:** None; **Co-requisites:** None; **Catalog Course Description:** Students should be able to identify common traffic violations and recognize a driver's license, and a license tag or plate; **Effective Date:** Fall 2017 (201810).

1718-023 CJK 0029 Crime Scene and Courtroom Procedures, CCA.....Jeff Goltz
Purpose: State mandated change; **Credit/Contact/Lab Hours:** .267/8/0; **Prerequisites:** None; **Co-requisites:** None; **Catalog Course Description:** Students will be able to secure and protect a crime scene; **Effective Date:** Fall 2017 (201810).

Presenter explained that these course additions, deletions, and program changes were all mandated by the FLDLE.

Proposals 1718-017 to 1718-023 were approved by consensus.

1718-024 CJK 0240 Law Enforcement Auxiliary Introduction, CCD.....Jeff Goltz
Purpose: This course has been eliminated from the state mandated curriculum; **Effective Date:** Fall 2017 (201810).

1718-025 CJK 0241 Law Enforcement Auxiliary Patrol and Traffic, CCD.....Jeff Goltz
Purpose: This course has been eliminated from the state mandated curriculum; **Effective Date:** Fall 2017 (201810).

1718-026 CJK 0242 Law Enforcement Auxiliary Investigations, CCD.....Jeff Goltz
Purpose: This course has been eliminated from the state mandated curriculum; **Effective Date:** Fall 2017 (201810).

Proposals 1718-024 to 1718-026 were approved by consensus.

1718-027 Criminal Justice Institute - Auxiliary Law Enforcement Officer Career Certificate, CPM.....Jeff Goltz
Purpose: State mandated change; **Effective Date:** Fall 2017 (201810).

Proposal 1718-027 was approved by consensus.

5. Discussion Items

- **Resham Shirsat introduction:**

Resham Shirsat explained to the committee that she moved from Facilities to Academic Affairs at the end of June and her new role focuses on integrating sustainability across the curriculum and community partnerships as it relates to sustainability and student opportunities. She also helped to provide a background of the beginnings of the EMCT program and NSF grant that was awarded that includes the development of a living lab model.

- **HB 7069:**

Karen explained that the passing of HB 7069 dictates that students will not have to demonstrate civic literacy. There are currently 4 outcomes that students must demonstrate and the State is deciding whether they should add additional outcomes. Students will either have to take a course or pass an exam. Starting Fall 2018 they will have to demonstrate competency in these skills. Karen would like to offer an exam upon entry so students aren't taking an exam at the end of their degree. Some members are wondering if this affects dual enrolment students and technical certificate students and who decides what counts as a passing grade. Karen is unsure as much information has not been disseminated regarding this new requirement, but she will pass the information on as it comes her way.

6. Information Items

-FFP 1612 and FFP 1793 were submitted in 2015 with contact hours listed as: 48. The career program advisor caught the error and the contact hour for both courses were changed to: 3.

-The course changes submitted in March 2017 for RET 2244 and RET 2714 will be effective for Spring 2019 instead of Spring 2018 as requested by Jamy Chulak.

-CUD-A Code Recommendations:

ACG 2030C- 12501 -Business – PSV

ACG 3024-11505-Business -AP

ART 2930-11210 -Fine and Applied Arts - AP
DEH 1000, DEH 1003, DEH 2700-12301-Health Occupations – PSV
CIS 3304C -11505-Business –AP
EAP 0381C-13103-College Prep - EAP
EMS 1010-12301-Health Occupations – PSV
FIN 3402-11505-Business-AP
GEB 2860, GEB 2861-12501-Business – PSV
GEB 3213, GEB 4891-11505-Business-AP
GLY 2951C-11119-Physical Sciences - AP
HSA 4850- 11112-Health Professions – AP
MAN 3240, MAN 3353, MAN 4120, MAN 4162, MAN 4301, MAN 4504, MAN 4720-
11505-Business-AP
MAR 3023-11505-Business-AP
MUM 1003L-12601-Industrial-PSV
NUR 1060C-12301-Health Occupations – PSV
NUR 3125, NUR 3145, NUR 3169, NUR 3634, NUR 3825, NUR 3870, NUR 4655, NUR
4829, NUR 4837, NUR 4945C-11112-Health Professions-AP
PHI 2930-11849-Interdisciplinary - AP
REE 1011, REE 2113, REE 2241, REE 2521, REE 2531, REE 2560, REE 2581, REE 2589,
REE 2591, REE 2943-12201-Marketing - PSV
REL 2930-11849-Interdisciplinary - AP
TAX 2002, TAX 2021-12501-Business - PSV
TPA 2358C-12601-Industrial-PSV
TPP 2255-11210 -Fine and Applied Arts – AP

The next meeting of the College Curriculum Committee is scheduled for November 8, 2017, and will be held on the West Campus. *Deadline for submission of materials for the agenda is **October 25, 2017.***