



December 17, 2014

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 Board of Trustees of Valencia College approve the Additions, Deletions or Modifications of Courses and Programs as presented.



President

COLLEGE CURRICULUM COMMITTEE

October 8, 2014

Minutes

Members Present: Joan Alexander, Diane Brown, Karen Borglum (Co-Chair), Chris Borglum, Suzette Dohany, Lisa Gray, Marie Howard, Suzanne Johnson, Chris Klinger, Anita Kovalsky, Lisa Macon, John Niss (Co-Chair), Kristy Pennino, Yasmeen Qadri, Lee Thomas, Ravi Varma

Alternates Present: Carl Creasman, Jerry Reed

Ex-Officio Present: Alys Arceneaux, Cheryl Robinson

Staff Present: Krissy Brissett (Recording), Glenn Ricci

Guests Present: Mike Bosley,

1. Welcome to Committee Members and Visitors

John Niss opened the meeting with a welcome and the new Business Representative, Lisa Gray, was introduced to the committee.

2. Review of Minutes – September 10, 2014

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.

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

CCJ 2022	Contemporary Issues in Criminal Justice
PEM 1131C	Weight Training I
PEM 1132C	Weight Training II
BCN 2721C	Construction Planning and Control
BCT 2770C	Building Construction Estimating
SUR 2390C	Introduction to Geographic Information Systems
SUR 2640C	Advanced Surveying Computations (Surveying III)
BSC 1421C	Introduction to Biotechnology
BSC 2423C	Protein Biotechnology and Cell Culture
BSC 2426C	Biotechnology Methods I
BSC 2427C	Biotechnology Methods II

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

There are no Two-Year Program Review Cycle outlines being presented this month.

The consent agenda was approved by consensus.

4. Regular Agenda

1415-007 CCJ 2022 Contemporary Issues in Criminal Justice, CCM.....Debra Jacobs

Purpose: To prepare students for taking this course, a background in criminal justice via CCJ1020 should be a prereq; **Revised Prerequisite:** CCJ 1020; **Effective Date:** Fall 2015 (201610).

Karen Borglum spoke about this modification on Debra's behalf. Karen stated that students seem to have no criminal justice background when taking this course, and that is a necessary requirement. They need to show students that this course is a part of the program and not just a stand-alone course.

Lisa Macon asked if they ever get students that switch to that program because they take that course, and other members want to know if they have considered how their enrollment will be affected.

Proposal 1415-007 was approved by consensus.

1415-008 PEM 1131 Weight Training I, CCD.....Molly McIntire

Purpose: Course number change, credit/class/lab hour change; **Effective Date:** Fall 2015(201610).

1415-009 PEM 1131C Weight Training I, CCA.....Molly McIntire

Purpose: Course number change, credit/class/lab hour change; **Revised Course Number:** PEM 1131C; **Revised Credit/Class/Lab:** 2/2/2; **Effective Date:** Fall 2015(201610).

1415-010 PEM 1132 Weight Training II, CCD.....Molly McIntire

Purpose: Course number change, credit/class/lab hour change; **Effective Date:** Fall 2015(201610).

1415-011 PEM 1132C Weight Training II, CCA.....Molly McIntire

Purpose: Course number change, credit/class/lab hour change; **Revised Course Number:** PEM 1132C; **Revised Credit/Class/Lab:** 2/2/2; **Effective Date:** Fall 2015(201610).

Proposals 1415-007 to 1415-011 were approved by consensus.

1415-012 BCN 2721 Construction Planning and Control, CCD.....Andy Ray

Purpose: Course number change, lab fee change, credit/class/lab hour change; **Effective Date:** Fall 2015(201610).

1415-013 BCN 2721C Construction Planning and Control, CCA.....Andy Ray
Purpose: Course number change, lab fee change, credit/class/lab hour change; **Revised Course Number:** BCN 2721C; **Revised Lab Fee:** \$52; **Revised Credit/Class/Lab:** 3/3/1; **Effective Date:** Fall 2015(201610).

1415-014 BCT 2770 Building Materials Estimating, CCD.....Andy Ray
Purpose: Course number change, lab fee change, credit/class/lab hour change, revise course title; **Effective Date:** Fall 2015(201610).

1415-015 BCT 2770C Building Construction Estimating, CCA.....Andy Ray
Purpose: Course number change, lab fee change, credit/class/lab hour change; **Revised Course Number:** BCT 2770C; **Revised Course Title:** Building Construction Estimating; **Revised Lab Fee:** \$52; **Revised Credit/Class/Lab:** 3/3/1; **Effective Date:** Fall 2015(201610).

Proposals 1415-012 to 1415-015 were approved by consensus.

1415-016 SUR 2390 Introduction to Geographic Information Systems, CCD.....Andy Ray
Purpose: Course number change, lab fee change, credit/class/lab hour change; **Effective Date:** Fall 2015(201610).

1415-017 SUR 2390C Introduction to Geographic Information Systems, CCA.....Andy Ray
Purpose: Course number change, lab fee change, credit/class/lab hour change; **Revised Course Number:** SUR 2390C; **Revised Lab Fee:** \$56; **Revised Credit/Class/Lab:** 3/4/1; **Effective Date:** Fall 2015(201610).

1415-018 SUR 2640 Advanced Surveying Computations (Surveying III), CCD.....Andy Ray
Purpose: Course number change, lab fee change, credit/class/lab hour change; **Effective Date:** Fall 2015(201610).

1415-019 SUR 2640C Advanced Surveying Computations (Surveying III), CCA.....Andy Ray
Purpose: Course number change, lab fee change, credit/class/lab hour change; **Revised Course Number:** SUR 2640C; **Revised Lab Fee:** \$56; **Revised Credit/Class/Lab:** 3/4/1; **Effective Date:** Fall 2015(201610).

There was a discrepancy with the Credit/Class/Lab hours, and the minutes reflect the correct revision.

Proposals 1415-016 to 1415-019 were approved by consensus.

1415-020 BSC 1421C Introduction to Biotechnology, CCA.....Mike Bosley
Purpose: This course is a part of the new Biotechnology Lab Sciences program; **Catalog Course Description:** In this lecture/lab course, students will be introduced to the field of biotechnology. Focus will be placed on applications of biotechnology, career opportunities, basic chemistry and cell biology, as well as on concepts and techniques necessary to work effectively in a biotechnology lab.

Basic skills learned will include following procedures and keeping records, laboratory safety procedures, laboratory mathematics and measuring, preparing solutions; and basic techniques used for DNA extraction, processing and quantification. Students will develop confidence in their ability to work safely and proficiently with basic biotech lab instruments; **Prerequisites:** None; **Co-requisites:** None; **Credit/Class/Lab Hours:** 4/3/3; **Effective Date:** Spring 2015 (201520).

Karen asked if 1421C will be considered for Gen Ed. Mike Bosley said it would be and that all campuses will offer BSC 1421C. He also said that the course would be piloted in Spring 2015.

Karen pointed out that all courses that want to be considered for Gen Ed would need to come to the November meeting.

Cheryl Robinson wondered if any math was needed as prerequisite and Mike said only College Algebra is needed and students can be enrolled concurrently.

Karen said they may want to list MAT 1033 or any higher course with an MAC prefix as a prerequisite so that students don't take the wrong pathway. She suggested that they try out the course in January and bring the course to the committee in February if they see the need to add the Math prerequisite in time for Fall 2015.

1415-021 BSC 2423C Protein Biotechnology and Cell Culture, CCA.....Mike Bosley

Purpose: This course is a part of the new Biotechnology Lab Sciences program; **Catalog Course Description:** This combined lecture and laboratory course will address the use of proteins and cell culture in the field of Biotechnology. Students will conduct experiments to learn protein-based techniques including protein expression, purification, quantification, and analysis. Students will also perform protein-based assays. Cell culture will include instruction in growing both prokaryotic and eukaryotic organisms; **Prerequisites:** MCB 2010C, BSC 2427C; **Co-requisites:** None; **Credit/Class/Lab Hours:** 4/3/3; **Effective Date:** Spring 2015 (201520).

1415-022 BSC 2426C Biotechnology Methods I, CCA.....Mike Bosley

Purpose: This course is a part of the new Biotechnology Lab Sciences program; **Catalog Course Description:** This is a hands-on course that focuses on techniques and concepts of modern molecular biology with an emphasis on nucleic acid manipulation and analysis. The lecture will complement the lab to provide essential technical training to enable students to work in pharmaceutical, biotechnology, and research laboratory settings. The instruction involves standard protocols in bacteria culture, DNA purification and manipulation, basic sequence analysis, and appropriate instrument operations and maintenance through project-based learning; **Prerequisites:** BSC 1010C and CHM 1045C or higher; **Co-requisites:** None; **Credit/Class/Lab Hours:** 4/3/3; **Effective Date:** Spring 2015 (201520).

1415-023 BSC 2427C Biotechnology Methods II, CCA.....Mike Bosley

Purpose: This course is a part of the new Biotechnology Lab Sciences program; **Catalog Course Description:** This lecture/lab course will provide students with an opportunity to apply the skills they have learned in Biotechnology Methods I in a Capstone DNA cloning project. Students will also learn about RNA structure and function. Students will perform RNA-based molecular biology techniques; **Prerequisites:** BSC 1010C and CHM 1045C; **Co-requisites:** None; **Credit/Class/Lab Hours:** 4/3/3; **Effective Date:** Spring 2015 (201520).

There were some minor discrepancies with the lab fee on the course proposal form and the lab fee that is on the lab fee form is what should be reflected in the catalog.

1415-024 Biotechnology Laboratory Sciences, A.S. Degree, CPA.....Mike Bosley

Purpose: This program is being added to meet the needs of the growing biotech and life sciences industry developing in the Valencia service district. This program has been approved for implementation in Fall 2015 by the college's senior team; **Effective Date:** Fall 2015 (201610).

Glenn Ricci noticed an error on program sheet. The Humanities and Social Science section needs to say humanities OR Social Science.

Proposals 1415-020 to 1415-024 were approved with the above changes.

5. Discussion Items

- **General Education and Gordon Rule presentation:** Chris Klinger and Cheryl Robinson

Historically financial aid covered any course and there was a 2.0 GPA requirement. In today's reality a student can only be covered for degree specific courses and while a student still needs a 2.0 GPA there is a 150% Rule which says that once students hit a certain amount of hours they aren't eligible for financial aid anymore.

Excess hours is separate from financial aid and what that means for students is that in 2015 students will be charged double the university rate for a course in excess hours of their program. Many programs have excess hours that cannot be avoided. Students could be hit with \$7000 and \$8000 bills at the end of their degrees that will not be covered by financial aid. UCF will not give students or Valencia College a rough estimate when students ask them if they will be in excess.

Over 50% of students use financial aid. Fails and withdrawals count as attempts.

Business, Science and Health Related programs usually have the most excess hours and those are some of Valencia's biggest programs.

Carl Creasman wants to know if we are doing harm to Business students because students seem to be taking an excess of 3 hours and he wants to know if we can fix that now if so.

Karen said there is no harm being done because the institutional hour course could essentially be removed as it is not in the program core hours.

There was a long discussion regarding the excess hours and how burdensome these rules are and how adversely it is affecting students. Some representatives gave examples of how this can create a snowball effect as some students transfer or move on to other colleges in Florida. Students are essentially being penalized for things that are out of their control.

6. Information Items

- **Cuda Code Change Recommendation :**

SOP 2930- Selected Topics in Social Psychology- 11720 Psychology

EDF 2130- Child and Adolescent Development for Educators- 11408 Education

PET 2163C- Zumba Fitness-11408 Education

PSY 2830- Sports Psychology-11720 Psychology

Karen explained that CUDA codes affect the funding that we receive from the State so the appropriate CUDA code needs to be applied to each new course. CUDA codes for new courses will be placed in the Information Items on subsequent agendas.

The next meeting of the College Curriculum Committee is scheduled for November 12, 2014, and will be held on the West Campus, Room 6-202. *Deadline for submission of materials for the November agenda is **October 29, 2014.***

COLLEGE CURRICULUM COMMITTEE

September 10, 2014

Minutes

Members Present: Joan Alexander, Diane Brown, Karen Borglum (Co-Chair), Chris Borglum, Yolanda Gonzalez, Marie Howard, Debra Jacobs, Suzanne Johnson, Chris Klinger, Lisa Macon, John Niss (Co-Chair), Bonnie Oliver, Kristy Pennino, Yasmeen Qadri, Pam Sandy, Lee Thomas, Ravi Varma

Alternates Present: Gustavo Morales, Deborah Simko

Ex-Officio Present: Alys Arceneaux, Darnell Purcell, Cheryl Robinson, Edwin Sanchez

Staff Present: Krissy Brissett (Recording), Glenn Ricci

Guests Present: Pat Sebastian, Shirley Boyette

1. Welcome to Committee Members and Visitors

John Niss opened the meeting with a welcome, and everyone present was asked to introduce themselves.

- Overview of what the College Curriculum Committee does:
Karen Borglum explained that the Curriculum Committee is responsible for ensuring that all courses and programs have instructional integrity, address appropriate learning outcomes, fit into a sequential framework that leads to students achieving the respective competencies, and meet the college's standards of excellence.
- Function of each area representative:
Karen explained that the function of the representative for each area is to report area changes that come to the committee to faculty. John pointed out that ex officio cannot vote, and that Karen only votes to break a tie, but that does not happen very often as the committee normally approves or disapproves by consensus.
- CIM overview:
Karen talked about the Course Information Management system which has replaced Course Outline Builder. The CIM system houses all course and program information, and that is where faculty can make changes to all courses and programs. Karen explained that course and program additions can be brought forward at any time for any upcoming semester, but modifications or deletions and lab fees can only be approved for the beginning of an academic year. Karen also noted that Glenn Ricci and Krissy Brissett created some Frequently Asked Questions that should help with any questions that come up. Each committee member received a copy and the FAQ's will be emailed to the Deans and they will also be posted on the CCC website.
- Big upcoming curriculum items:

Karen pointed out to the committee that many of A.S. degree programs and Pre-majors will be coming to the committee with changes like adding the new SLS course in their program or embedding the SLS outcomes in the courses.

The embedding will be done in the first 15 hours of a student's course life at Valencia if the SLS course is not added as a foundation course. Karen has invited faculty in the A.S. programs to discuss what foundation, intermediate and advanced course listings mean and how students will be limited in their foundation courses.

2. **Review of Minutes – July 9, 2014**

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.

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

EDF 2130	Child and Adolescent Development for Educators
PEM 1171	Dance Aerobics
PEM 1173	Hip Hop Dance I
PEM 1174	Hip Hop Dance II
PEM 2163C	Zumba Fitness
PSY 2830	Sport Psychology

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

There are no Two-Year Program Review Cycle outlines being presented this month.

The consent agenda was approved by consensus

4. **Regular Agenda**

1415-001 EDF 2130 Child and Adolescent Development for Educators, CCA
.....Molly McIntire

Purpose: This course will provide a critical examination of developmental stages and characteristics of individuals from infancy through adolescence with application to learners in educational settings and meet the required course in the AA Early Childhood Education transfer plan; **Catalog Course Description:** Critical examination of developmental stages and characteristics of individuals from infancy through adolescence with application to learners in educational settings; **Prerequisites:** None; **Co-requisites:** None; **Credit/Class/Lab Hours:** 3/3/0; **Effective Date:** Spring 2015 (201520).

Proposal 1415-001 was approved by consensus.

1415-002 PEM 2163C Zumba Fitness, CCA.....Molly McIntire

Purpose: This course has been using the PET 2930 prefix and needs a course number; **Catalog Course Description:** Zumba Fitness is an exercise class designed around dancing to a blend of Latin and international rhythms, with a goal that everyone can follow. Zumba Fitness utilizes interval training that alternates fast and slow rhythms for an effective cardiovascular workout while also exercising the primary muscle groups. Dancing experience is not required. Intended benefits include improved coordination, flexibility, concentration and endurance, as well as a total body workout; **Prerequisites:** None; **Co-requisites:** None; **Credit/Class/Lab Hours:** 2/2/2; **Effective Date:** Spring 2015 (201520).

A committee member pointed out that the course was presented as being repeatable, but only up to 2 hours and the committee agreed that the repeatability should be listed up to 4 hours.

The first two sentences in the course description were edited to stay in line with the current wording in the catalog. The first sentence was changed to: An exercise class designed around dancing to a blend of Latin and international rhythms, with a goal that everyone can follow. The words 'Zumba Fitness' were removed from the second sentence.

There was some discussion about what the lab fee would cover as the lab fee form was not completed. The committee agreed to approve the course, without the lab fee, and Karen also pointed out that the deans will be meeting a few weeks to discuss the new lab fee system so the fee for this course can be revisited then.

Proposal 1415-002 was approved with the above changes by consensus.

The State Course Numbering System approved PEM as the prefix for this course and this change is reflected in the minutes.

1415-003 PSY 2830 Sport Psychology, CCA.....Eric Model

Purpose: To expand Sport Psychology offerings and broaden course opportunities at Valencia; **Catalog Course Description:** Sport Psychology is the study of people and behavior in sport and exercise contexts. It examines the practical application of this knowledge towards training the mind for better performance. This course is focused on understanding how psychological factors influence our performance and understanding how participation in sport/exercise affects psychological health and well-being. Lastly, this course will teach a rudimentary level of psychological skills training to understand the tools involved in enhancing performance across various environments. Topics will include motivation, goal setting, stress and coping, visualization and more; **Prerequisites:** PSY 2012; **Co-requisites:** None; **Credit/Class/Lab Hours:** 3/3/0; **Effective Date:** Spring 2015 (201520).

The first sentence in the course description was edited to stay in line with the current wording in the catalog. That sentence was changed to: The study of people and behavior in sport and exercise contexts. The committee also pointed out some minor grammatical errors in the course description and those changes have been reflected in the minutes.

There was some discussion about the title of the course. Some committee members wondered if the course should be listed as Sport Psychology or Sports Psychology. The course was approved as it was proposed.

Proposal 1415-003 was approved with the above changes by consensus.

1415-004 EGN 1007 Engineering Concepts and Methods, CCM.....Mohua Kar
Purpose: Adding C to indicate the lab hours already attached to the course; **Revised Course Number:** EGN 1007C; **Effective Date:** Fall 2015 (201610).

Some committee members asked why there was an addition and a deletion form. Karen explained that the new system was connected to Banner and that any modification to a course number or prefix requires a deletion form to remove the old number, and an addition form to add the new number. Karen noted that we will list them as such on future agendas.

Proposal 1415-004 was approved by consensus.

1415-005 Transfer Plan for Business Marketing Management, CPD.....Karen Borglum
Purpose: It is a duplicate transfer plan to Business Administration; **Effective Date:** Fall 2015 (201610).

Proposal 1415-005 was approved by consensus.

1415-006 Articulated Pre Major: Management and Ethics (Asbury University), CPD
.....Karen Borglum
Purpose: Asbury University has decided not to renew their articulation agreement with Valencia as they have closed their Orlando campus; **Effective Date:**

Karen explained that she is asking the committee for an exception to remove this from the catalog immediately as Asbury University has closed their Orlando campus. All students that may be affected by this deletion will be notified.

Proposal 1415-006 was approved by consensus.

5. Discussion Items

There are no Discussion Items this month.

6. Information Items

- **Revised CHM 1025C pre-requisite language:** Minimum grade of C in high school Honors Algebra II or MAT 1033C or higher MAC prefix course.

- *Karen explained that the prerequisite was limiting some students from getting into the course, and that this correction would eliminate students from having to continually get overrides to get into the course.*
- *Some committee members questioned the necessity of having the “or higher” language included in the prerequisite. The committee agreed that the prerequisite for the course should be changed to: Minimum grade of C in high school Honors Algebra II or MAT 1033C or MAC prefix course.*
- *Lee Thomas asked if the committee can be brought up to speed on the excess credit situation and Gordon Rule before the November meeting so that everyone is aware of what they are voting on. There was a discussion about how many students are in excess hours, and that many students are being charged double for courses that are required for them to complete their bachelor’s degree. Cheryl Robinson pointed out that the non-Gordon-Rule general education course problem can also delay a student’s graduation, but that the new proposal will help separate the core hours for the institutional hours and that should help to remedy the problem. Lisa Macon said she would like it to be listed explicitly how a student’s decision on their curriculum will affect their financial aid as her programs do not allow for much wiggle room. Karen explained to the new members on the committee that the CCC is the voting body on changes within General Education, and she asked Chris Klinger and Cheryl Robinson to give the committee a more in depth description of the discussion above at the October meeting.*
- *Pam Sandy wanted to know if there was any way to get around the non-consumables in the lab fee if a student has to repeat the course. Lisa Macon suggested that they can put the items in the bookstore and have students purchase the equipment. Pam wanted to know if can be listed in Banner if a student is repeating a course thereby giving the student a lesser charge. The committee noted that it may cause bigger lab fee issues if this change was to be made.*

The next meeting of the College Curriculum Committee is scheduled for October 8, 2014, and will be held on the West Campus, Room 6-202. *Deadline for submission of materials for the October agenda is **September 24, 2014.***