



May 27, 2015

**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.

\_\_\_\_\_  
President 

## COLLEGE CURRICULUM COMMITTEE

March 18, 2015

### Draft Minutes

**Members Present:** Chris Borglum, Karen Borglum (Co-Chair), Diane Brown, Yolanda Gonzalez, Lisa Gray, Debra Jacobs, Suzanne Johnson, Chris Klinger, Anita Kovalsky, Lisa Macon, John Niss (Co-Chair), Bonnie Oliver, Kristy Pennino, Yasmeen Qadri, Pam Sandy, Ravi Varma

**Alternates Present:** Jerry Reed

**Ex-Officio Present:** Alys Arceneaux, Krystal Cortez, Pedro Gonzalez, Darnell Purcell, Edwin Sanchez

**Staff Present:** Glenn Ricci, Krissy Brissett

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

John Niss opened the meeting with a welcome to all attendees.

#### 2. **Review of Minutes – February 11, 2015**

*Debra Jacobs pointed out that the last sentence of the prerequisites of CCJ 2358 regarding satisfactory completion of all mandated courses was removed, but was still reflected in the minutes. The February minutes were updated to reflect that change.*

*Yasmeen Qadri wanted to know the process to get a course added to the Global Distinction Course List as there is a course being taught in her area that is directly in line with the Global Distinction precept.*

*Karen Borglum explained that the committee found issues with the outline that prevented that course from attaining the Distinction. She explained that if they adjusted the course outcomes to reflect the appropriate language then she doesn't foresee the committee finding any issue with giving the course the Global Distinction.*

#### 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:

DIM 0810, DIM 0811, DIM 0812, DIM0813, DIM 0814, DIM 0820, DIM 0821, DIM 0822, DIM 0823, DIM 0824, DIM 0830, DIM 0831, DIM 0832, DIM 0833, DIM 0834  
PET 2622C  
PHI 1100

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

*There are no outlines being presented for a Two-Year Review*

**Recommended Front Door College-Level Course List.....Karen Borglum**

*Karen presented the committee with an updated list of courses.*

*Alys Arceneaux asked if the courses could occur in other programs other than where they are listed on the list. Karen said that they could and Alys shared that this brings up a reporting concern for her. She wondered if everyone understand that there may be crossover and sometimes they may get requests for the students in certain courses in a program, but the students may not have declared that program. They may expect that if a student is in a certain course then they are in that program. She said it may not be a big issue, but she wanted to point that out.*

*PLA 1114C was removed from the Consent Agenda.*

**4. Regular Agenda**

**1415-207 PLA 1114 Legal Research and Theory II, CCD ..... Wendy Toscano**  
**Purpose:** Revise course number; **Effective Date:** Fall 2015 (201610).

**1415-208 PLA 1114C Legal Research and Theory II, CCA.....Wendy Toscano**  
**Purpose:** Revise course number; **Revised Course Number:** PLA 1114C; **Effective Date:** Fall 2015 (201610).

*Karen wondered that the \$10 lab fee was for and it was explained that the fee was to cover software that the students use at home. Karen would like to remove the proposal from the agenda in addition to not approving the lab fee as there is not actual lab component to the course.*

*The committee agreed that the proposal should be removed.*

**1415-209 PET 2622 Care and Prevention of Athletic Injuries, CCD.....Tammy Sabourin**  
**Purpose:** Revise course number and course hours; **Effective Date:** Fall 2015 (201610).

**1415-210 PET 2622C Care and Prevention of Athletic Injuries, CCA.....Tammy Sabourin**  
**Purpose:** Revise course number and course hours; **Revised Course Number:** PET 2622C; **Revised Course Hours:** 3/3/3; **Effective Date:** Fall 2015 (201610).

*Proposals 1415-209 and 1415-210 were approved by consensus.*

**1415-211 SON 1003L Sonography Practice Lab, CCM.....Barbara Ball**  
**Purpose:** Revise course hours; **Revised Course Hours:** 1/2/2; **Previously:** 2/0/2; **Effective Date:** Fall 2015 (201610).

**1415-212 A.S. in Diagnostic Medical Sonography, CPM.....Barbara Ball**

**Purpose:** The Florida Department of Education increased the Diagnostic Medical Sonography Program to 77 credit hours. This is an additional 5 credit hours added to the program. To make up the extra credit hours the following courses are being added as part of the program. PHY 1007C - Physics will no longer be suggested for points towards admission but now part of the program. 4 cr hours. SON 1003L - Sonography Practice Lab will no longer be optional for the Fall Terms but now part of the program. 1 cr hour; **Revised Program Hours: 77; Effective Date:** Fall 2015 (201610).

*Proposals 1415-211 and 1415-212 were approved by consensus.*

**1415-213 Articulated Pre-Major Information Technology (UCF), CPA.....Colin Archibald**

**Purpose:** New articulation agreement with UCF; **Program Hours: 60; Effective Date:** Fall 2015 (201610).

*Proposal 1415-213 was approved by consensus.*

**1415-214 A.S. in Computer Information Technology, CPM.....Dave Brunick**

**Purpose:** Under Intermediate Courses: Remove Gen. Ed. Elective and associated 3 credit hours – this is intended to bring the Total Degree Credits to 60 as mandated. Replace SPC 1017 Interpersonal Communications with SLS 1122 New Student Experience – this will satisfy the 15 CR Gen. Ed. requirement for both programs. Also, change Total Degree Credits to 60 from 63; **Revised Program Hours: 60; Effective Date:** Fall 2015 (201610).

*Proposal 1415-214 was approved by consensus.*

**1415-215 A.S. in Radiography, CPM.....Beverly Bond**

**Purpose:** Please move RTE 2385 Radiation Biology & Protection that is currently offered in the spring term to the fall term and move RTE 2782 Radiographic Pathology that is offered in the fall term to the spring term. The Radiation Biology & Protection course needs to be taken prior to the seminar course; **Effective Date:** Fall 2015 (201610).

*Proposal 1415-215 was approved by consensus.*

**1415-216 DIM 0810 Transit Equip. Preventive Maintenance Tech., CCA.....N. Hedayat**

**Purpose:** New partnership with Lynx for a Certified Transit Technician program; **Catalog Course Description:** The purpose of this course is to develop the competencies essential to the public transit bus technology industry. This is the introductory course into transit maintenance which includes identifying shop organization, management, and safety requirements, demonstrating infection control procedures, demonstrating MSDS, AED, and CPR procedures and practicing general shop safety. Students will also demonstrate the use of hardware and fasteners, basic tools and equipment, perform transit bus and forklift preventive maintenance, perform tire service, identification and repair, and demonstrate workplace communication skills and qualifications for employment.; **Prerequisites:** None; **Co-requisites:** None; **Credit/Class/Lab Hours:** 6.6/200/0; **Effective Date:** Summer 2015 (201530).

**1415-217 DIM 0811 Transit Basic Electrical Systems Tech., CCA.....N. Hedayat**  
**Purpose:** New partnership with Lynx for a Certified Transit Technician program; **Catalog Course Description:** This is the introductory electrical systems course that explains the theory and nature of electricity, basic electrical terminology and symbols, solving problems using Ohm's and Kirchoff's law, and understanding and analyzing electrical circuits and components; **Prerequisites:** None; **Co-requisites:** None; **Credit/Class/Lab Hours:** 4/120/0; **Effective Date:** Summer 2015 (201530).

**1415-218 DIM 0812 Transit Wheelchair Lift/Ramp Tech., CCA.....N. Hedayat**  
**Purpose:** New partnership with Lynx for a Certified Transit Technician program; **Catalog Course Description:** Students will learn how to troubleshoot and repair wheelchair lifts, pumps, hoses, and components; wheelchair ramps and associated hardware; bus kneeler systems and components; and related hydraulic and electrical systems; **Prerequisites:** None; **Co-requisites:** None; **Credit/Class/Lab Hours:** 2/60/0; **Effective Date:** Summer 2015 (201530).

**1415-219 DIM 0813 Transit Diesel Engine Preventive Maintenance Tech., CCA,**  
**..... N. Hedayat**  
**Purpose:** New partnership with Lynx for a Certified Transit Technician program; **Catalog Course Description:** Students will identify types of bearings, seals, gaskets, and fasteners and their uses; identify power train components and functions; identify threaded fasteners by size, type, thread series, thread classes, material hardness, and compatibility; and demonstrate the ability to remove correctly an oil sample for analysis; **Prerequisites:** None; **Co-requisites:** None; **Credit/Class/Lab Hours:** 4/120/0; **Effective Date:** Summer 2015 (201530).

**1415-220 DIM 0814 Transit Steering and Suspension Tech., CCA.....N. Hedayat**  
**Purpose:** New partnership with Lynx for a Certified Transit Technician program; **Catalog Course Description:** Students will troubleshoot and repair conventional steering systems, front and rear-axle suspensions, and hydraulic steering systems. Students will also service tires and wheels, bearings, hubs and seals, align bus frames and adjust bus height; **Prerequisites:** None; **Co-requisites:** None; **Credit/Class/Lab Hours:** 4/120/0; **Effective Date:** Summer 2015 (201530).

**1415-221 DIM 0820 Transit Hydraulics Tech., CCA.....N. Hedayat**  
**Purpose:** New partnership with Lynx for a Certified Transit Technician program; **Catalog Course Description:** This course details the basic principles of hydraulics, identifies and explains the operating components of hydraulic systems, and enables students to locate and identify hydraulic units by their symbols on a diagram. Maintenance and reconditioning of lines and reservoirs, pumps and motors, control valves and cylinders is also included; **Prerequisites:** None; **Co-requisites:** None; **Credit/Class/Lab Hours:** 2/60/0; **Effective Date:** Summer 2015 (201530).

**1415-222 DIM 0821 Transit Diesel Electrical and Diesel Engine Electronics Tech.,**  
**CCA.....N. Hedayat**  
**Purpose:** New partnership with Lynx for a Certified Transit Technician program; **Catalog Course Description:** This course details the basic principles of hydraulics, identifies and explains the operating components of hydraulic systems, and enables students to locate and identify hydraulic units by their symbols on a diagram.

Maintenance and reconditioning of lines and reservoirs, pumps and motors, control valves and cylinders is also included; **Prerequisites:** None; **Co-requisites:** None; **Credit/Class/Lab Hours:** 4/120/0; **Effective Date:** Summer 2015 (201530).

**1415-223 DIM 0822 Transit Drive Train Tech., CCA.....N. Hedayat**  
**Purpose:** New partnership with Lynx for a Certified Transit Technician program; **Catalog Course Description:** This course explains power train operating principles and identifies components; troubleshooting shift patterns; clutch servicing; driveline and power take-off servicing; and service and repair of differentials; **Prerequisites:** None; **Co-requisites:** None; **Credit/Class/Lab Hours:** 4/120/0; **Effective Date:** Summer 2015 (201530).

**1415-224 DIM 0823 Transit Intermediate Electrical Systems Tech., CCA.....N. Hedayat**  
**Purpose:** New partnership with Lynx for a Certified Transit Technician program; **Catalog Course Description:** This mid-level electrical course explains the principles of operation and purposes of transistors, relays, and switches found on transit equipment. Common electrical components are tested and troubleshot. Equalizer and diode tests are explained. The ATEC circuit simulator is introduced and circuits are built. Complex schematics and charts are introduced; **Prerequisites:** None; **Co-requisites:** None; **Credit/Class/Lab Hours:** 4/120/0; **Effective Date:** Summer 2015 (201530).

**1415-225 DIM 0824 Transit Brakes/Air System Tech., CCA.....N. Hedayat**  
**Purpose:** New partnership with Lynx for a Certified Transit Technician program; **Catalog Course Description:** This course is a comprehensive examination of air brake systems and their supporting components. Principals of operation, servicing, troubleshooting and repairing of the following systems/components is included: air, brake, parking, ABS, Wedge, S-Cam, air compressors, hydraulic booster, shoes, pads, kits, valves and lines. The brake board is utilized; **Prerequisites:** None; **Co-requisites:** None; **Credit/Class/Lab Hours:** 6.6/200/0; **Effective Date:** Summer 2015 (201530).

**1415-226 DIM 0830 Transit Alternative Fuels System Tech., CCA.....N. Hedayat**  
**Purpose:** New partnership with Lynx for a Certified Transit Technician program; **Catalog Course Description:** This advanced course explores current alternative fuels technology with detailed description and troubleshooting of the EP40 parallel hybrid system. Components include: ESS energy storage system, DPIM Dual power inverter module, and TCM/VCM. Torque blending theory, fuel cells, ULSD, PC-10 and CJ-4 oils, and alternative fuels are also presented; **Prerequisites:** None; **Co-requisites:** None; **Credit/Class/Lab Hours:** 4/120/0; **Effective Date:** Summer 2015 (201530).

**1415-227 DIM 0831 Transit Advanced Electrical Systems Tech., CCA.....N. Hedayat**  
**Purpose:** New partnership with Lynx for a Certified Transit Technician program; **Catalog Course Description:** This advanced electrical course builds on the ATEC circuit simulation modules, examines programmable logic controllers (PLC), Multiplex systems and their components, Ladder logic charts, various electrical instruments, and various types of sensors. Student will learn how to identify and troubleshoot multiplex electrical system and read and understand complex electrical schematics and charts; **Prerequisites:** None; **Co-requisites:** None; **Credit/Class/Lab Hours:** 4/120/0; **Effective Date:** Summer 2015 (201530).

**1415-228 DIM 0832 Transit Heating and Air-Conditioning, CCA.....N. Hedayat**  
**Purpose:** New partnership with Lynx for a Certified Transit Technician program; **Catalog Course Description:** This advanced course is a detailed, comprehensive examination of the modern HVAC system utilized on a transit bus. All areas and components are covered, including EPA requirements, refrigeration, recovery and reclaim, inspection, and troubleshooting. 608 certification testing is included; **Prerequisites:** None; **Co-requisites:** None; **Credit/Class/Lab Hours:** 6.6/200/0; **Effective Date:** Summer 2015 (201530).

**1415-229 DIM 0833 Transmission, Diagnosis, Rebuild and Repair, CCA.....N. Hedayat**  
**Purpose:** New partnership with Lynx for a Certified Transit Technician program; **Catalog Course Description:** In this advanced course the student will: Identify the basic transmission components and functions, identify principles of operation, assemblies, and systems of transmission operation, troubleshoot and repair transmission systems, rebuild transmission assemblies, and rebuild/troubleshoot retarder assembly; **Prerequisites:** None; **Co-requisites:** None; **Credit/Class/Lab Hours:** 4/120/0; **Effective Date:** Summer 2015 (201530).

**1415-230 DIM 0834 Diesel Engine Diagnosis, Rebuild & Repair Tech., CCA.....N. Hedayat**  
**Purpose:** New partnership with Lynx for a Certified Transit Technician program; **Catalog Course Description:** In this advanced course the student will: identify principles, assemblies, and systems of engine operation, apply math skills and scientific principals common to diesel technology, troubleshoot and repair engine systems, rebuild a cylinder-head assembly, remove and replace camshaft assemblies, and rebuild a block assembly; **Prerequisites:** None; **Co-requisites:** None; **Credit/Class/Lab Hours:** 4/120/0; **Effective Date:** Summer 2015 (201530).

*There was a discussion about whether or not it should be listed in the course descriptions that the courses will not be taught at a Valencia campus, but at a Lynx facility. It was pointed out that it is listed in the program that the program will not be housed at Valencia.*

*Karen asked Lisa Macon if she had talked to marketing about getting the program advertised, and Lisa explained that it's a possibility to do that in the future but for now they probably want to clear the backlog of Lynx employees who need the certification.*

*Proposals 1415-216 to 1415-230 were approved by consensus.*

**1415-231 Transit Technician I, CPA.....Ali Notash**  
**Purpose:** The Certified Transit Technician (CTT), is a three module limited access program that consists of 1,920 clock hours. This program is developed in cooperation with and input from the Florida Transit Maintenance Consortium (FTMC), the Florida Department of Transportation (FDOT), and Valencia College to train individuals who are seeking employment specific to transit vehicle maintenance. The purpose of this program is to prepare students for employment as transit technicians, train existing employees to become FTMC certified transit technicians and to prepare existing technicians for the ASE series of Transit Bus tests. Students upon the completion of the CTT program are eligible to be awarded 27 college credits toward the technical skills training requirement in the Industry Management Technology Associate in Science Degree program at Valencia College. Transit Technician 1 is the first module covering subject areas that are specific to transit vehicle maintenance.



Program is delivered through a combination of classroom instruction and on-the-job training taught by highly skilled instructors at Lynx maintenance facility in Orlando; **Program Hours:** 620; **Effective Date:** Summer 2015 (201530).

**1415-232 Transit Technician II, CPA.....Ali Notash**

**Purpose:** The Certified Transit Technician (CTT), is a three module limited access program that consists of 1,920 clock hours. This program is developed in cooperation with and input from the Florida Transit Maintenance Consortium (FTMC), the Florida Department of Transportation (FDOT), and Valencia College to train individuals who are seeking employment specific to transit vehicle maintenance. The purpose of this program is to prepare students for employment as transit technicians, train existing employees to become FTMC certified transit technicians and to prepare existing technicians for the ASE series of Transit Bus tests. Students upon the completion of the CTT program are eligible to be awarded 27 college credits toward the technical skills training requirement in the Industry Management Technology Associate in Science Degree program at Valencia College. Transit Technician 2 is the first module covering subject areas that are specific to transit vehicle maintenance. Program is delivered through a combination of classroom instruction and on-the-job training taught by highly skilled instructors at Lynx maintenance facility in Orlando; **Program Hours:** 620; **Effective Date:** Summer 2015 (201530).

**1415-233 Transit Technician III, CPA.....Ali Notash**

**Purpose:** The Certified Transit Technician (CTT), is a three module limited access program that consists of 1,920 clock hours. This program is developed in cooperation with and input from the Florida Transit Maintenance Consortium (FTMC), the Florida Department of Transportation (FDOT), and Valencia College to train individuals who are seeking employment specific to transit vehicle maintenance. The purpose of this program is to prepare students for employment as transit technicians, train existing employees to become FTMC certified transit technicians and to prepare existing technicians for the ASE series of Transit Bus tests. Students upon the completion of the CTT program are eligible to be awarded 27 college credits toward the technical skills training requirement in the Industry Management Technology Associate in Science Degree program at Valencia College. Transit Technician 3 is the third module covering subject areas that are specific to transit vehicle maintenance. Program is delivered through a combination of classroom instruction and on-the-job training taught by highly skilled instructors at Lynx maintenance facility in Orlando; **Program Hours:** 680; **Effective Date:** Summer 2015 (201530).

*Lisa Macon explained that this is a PSAV, not college-level, grant funded program. Although these programs are normally taught at the secondary level, Lynx came to Valencia looking to partner. Valencia reached out to other schools in the area, but eventually agreed to the partnership. Lynx is providing the facility and instructors who will be credentialed by Valencia. It is an opportunity for bus repairman to be trained and to be able to advance in their area.*

*Lisa explained that the program will be under the division of Engineering and Computer and Engineering Technology.*

*A committee member asked if the program was open to everyone. Lisa explained that it is open to all students, but Lynx has a backlog of staff that they want to get certified first.*



*John Niss asked how the program hours will be listed in the catalog, because the PSAV hours are reflected differently than other programs. Alys explained that they would need to divide the program hours by 30 to get the correct numbers.*

*Proposals 1415-231 to 1415-233 were approved by consensus.*

**1415-234 Fire Officer Supervisor, CPA.....Dan Diehl**  
**Purpose:** To replace the certificates daggered by the state; **Program Hours:** 12; **Effective Date:** Fall 2015 (201610).

**1415-235 Fire Company Management, CPD.....Dan Diehl**  
**Purpose:** New Fire Science Framework per FDOE; **Effective Date:** Fall 2015 (201610).

**1415-236 Fire Officer II Certificate, CPD.....Dan Diehl**  
**Purpose:** New Fire Science Framework per FDOE; **Effective Date:** Fall 2015 (201610).

**1415-237 Fire Instructor Certificate, CPD.....Dan Diehl**  
**Purpose:** New Fire Science Framework per FDOE; **Effective Date:** Fall 2015 (201610).

**1415-238 Fire Investigator I Certificate, CPD.....Dan Diehl**  
**Purpose:** New Fire Science Framework per FDOE; **Effective Date:** Fall 2015 (201610).

**1415-239 Fire Officer I Certificate, CPD.....Dan Diehl**  
**Purpose:** New Fire Science Framework per FDOE; **Effective Date:** Fall 2015 (201610).

**1415-240 Fire Safety Inspector I Certificate, CPD.....Dan Diehl**  
**Purpose:** New Fire Science Framework per FDOE; **Effective Date:** Fall 2015 (201610).

*Proposals 1415-234 to 1415-240 were approved by consensus.*

*It was realized after the meeting that all the Fire Service certificates to be deleted were not included here and will be added to the April agenda for deletion.*

## 5. Discussion Items

*-Karen informed the committee that the time was drawing near for the Curriculum Committee Manual to be updated. She asked the committee to review the manual and send her any updates or recommendations.*

*-Alys asked if it was possible for the program codes in banner to be added to the catalog, because it would be much more helpful for them if the corresponding codes were listed beside the program titles. Krystal Cortez has a list of those codes and will send them to Alys.*

*-Karen expressed to the committee that she thinks the committee needs a baccalaureate representative and that they should remove the physical education representative.*

*Some committee members said that they think the committee needs more than one representative, because the baccalaureate areas operate differently. Karen suggested Julia Ribley and Lisa Macon the program chair from her area. The committee supports this change.*

*-Karen explained to the committee that currently the voter lists are comprised of full-time tenured or tenure-track faculty members who are credentialed in the discipline. Karen expressed that she would like to add the SLS adjuncts because as it stands they are teaching more sections than the full-time faculty. The committee supports this change.*

The next meeting of the College Curriculum Committee is scheduled for April 8, 2015, and will be held on the East Campus, Room 3-113. *Deadline for submission of materials for the March agenda is **March 25, 2015.***