

POLICY REVISION



TO: BOARD OF TRUSTEES
Valencia College

FROM: SANFORD C. SHUGART
President

RE: POLICY ADOPTION

The adoption of Policy 6Hx28:3E-01 – Full-Time Personnel Performance Evaluations - is proposed to comply with current law and to maintain consistency with the College's mission.

RECOMMENDED ACTION:

The President recommends that the Board of Trustees of Valencia College approve the adoption of Policy 6Hx28:3E-01 – Full-Time Personnel Performance Evaluations, as proposed.





VALENCIA

Policy: 6Hx28:3E-01

Authority: 1001/64, F.S.

Law: 1001.64, F.S.

Responsible Party: Vice President, Human Resources and Diversity

Effective Date: ~~11/18/92~~ April 17, 2012

~~Career Service Employee~~ Full-Time Personnel Performance Evaluations

Policy Statement:

- A. ~~The All full-time College personnel shall have their performance of each career service employee will be reviewed on an annual basis, or more frequently as deemed necessary and appropriate, in writing at least once a year process approved by the College President. The purpose of the each performance evaluation will be for purposes including without limitation:~~
1. To inform each employee of the quality of his or her performance and job progress.
 2. To discuss ways to improve job performance, if required.
 3. To provide an opportunity for each employee to discuss job problems and interests with his or her supervisor.
- B. ~~In the event of performance deficiencies, evaluations may be performed more frequently in order to assist the employee in correcting such deficiencies.~~

Policy History

Adopted 10-22-80; Amended 1-19-83; Amended 11-18-92; Amended April 17, 2012; Formerly 6Hx28:9-08; Formerly 6Hx28:09-09

Procedure Effective Date: 11/18/1992

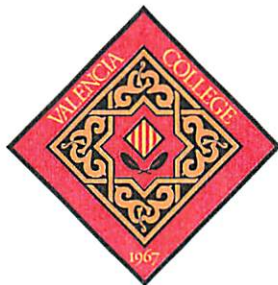
Procedure Statement:

- A. ~~The personnel office will forward evaluation forms to departments at the beginning of each fiscal year. Each full-time career service employee who was appointed by June 30 of the previous calendar year, and who is currently employed by the College, will be evaluated.~~
- B. ~~Evaluations may take place at any time during the first three months of the fiscal year. However, even recently hired employees should be evaluated at the end of this three-month period. Evaluations may take place at times other than indicated above if coordinated with the personnel office.~~
- C. ~~Evaluations may be conducted by the supervisor or the appropriate person designated by the department head.~~

Full-time Professional and Career Service employees will be reviewed using the approved Performance Development Process. Administrators will be reviewed by the supervising senior staff member using a process deemed appropriate by the President. Full-time Faculty employees will be reviewed in accordance with processes set forth in the implementing procedures for Policy 6Hx28:3E-02.

Procedure History

Adopted 10-22-80; Amended 1-19-83; Amended 11-18-92; Amended April 17, 2012; Formerly 6Hx28:9-08; Formerly 6Hx28:09-09



TO: BOARD OF TRUSTEES
Valencia College

FROM: SANFORD C. SHUGART
President

RE: POLICY ADOPTION

The adoption of Policy 6Hx28:3C-02.3 – Overtime Compensation for Career Service Employees - is proposed to comply with current law and to maintain consistency with the College's mission.

RECOMMENDED ACTION:

The President recommends that the Board of Trustees of Valencia College approve the adoption of Policy 6Hx28:3C-02.3 – Overtime Compensation for Career Service Employees, as proposed.





VALENCIA

Policy: 6Hx28:3C-02.3

Authority: 1001.64, F.S.

Law: 1001.64, F.S.

Responsible Party: Vice President, Human Resources and Diversity

Effective Date: 05/15/2001

Volume 3C - Human Resources, Hours of Work, Compensation, Retirement, and Benefits

Overtime Compensation for Career Service Employees

Policy Statement:

A. At times it will be necessary to require career service employees to work overtime. Overtime must be approved in advance by the appropriate vice president, ~~or~~ campus president or a designee.

B. Career service employees who are assigned to positions which are defined as non-exempt under the Fair Labor Standards Act will receive overtime compensation at the rate of one and one-half (1½) times the regular hourly rate of pay for each hour worked in excess of forty (40) hours during the workweek. In lieu of overtime compensation, upon the written request of the employee and the approval of the supervisor, compensatory time at the rate of one and one-half (1½) hours for each hour worked in excess of forty (40) hours during the workweek may be given within one hundred eighty (180) calendar days of the time worked. For the purpose of overtime compensation, holidays, paid non-duty days, sick leave, vacation leave, and other approved leaves with pay will be treated as hours worked.

C. Career service employees who are assigned to positions which are defined as exempt under the Fair Labor Standards Act ~~and are at pay grade 11 through 17 on the college classification and pay plan for career service employees~~ will receive compensatory time off at the rate of one (1) hour ~~off~~ for each hour worked in excess of forty (40) hours during the workweek. If it is not possible to give compensatory time within one hundred eighty (180) calendar days ~~of the time worked~~, the employee will be paid ~~the their~~ regular hourly rate of pay for each hour worked in excess of forty (40) hours during the workweek.

Policy History

Adopted 1-19-83; Amended 4-24-85; Amended 5-14-86; Amended 9-19-90; Amended 11-18-92;
Formerly 6Hx28:9-05; Amended 5-15-01; Formerly 6Hx28:09-06; **Amended 3-15-12**

Procedure Effective Date: ~~11/18/1992~~ 03/15/2012

Procedure Statement:

~~If an employee is to be paid for overtime work, authorization must be granted in advance by the appropriate vice president or campus president or a designee. Request for payment of overtime will be submitted to the finance office on the Payment for Overtime Work or Compensatory Time Form (DFA-6).~~

- A. Prior to overtime work being performed, supervisors must get the overtime approved by the appropriate vice president, campus president, or their designee.
- B. Once the supervisor has obtained approval for the overtime they must:
 - a. Identify the employee(s) who will be performing the overtime work and inform them of the overtime requirement
 - b. Determine if the employee(s) performing the overtime work are exempt or non-exempt under the Fair Labor Standards Act (FLSA)
 - c. If they are non-exempt, the supervisor must ask the employee(s) if they prefer to be paid for the overtime or to receive compensatory time off as compensation for the overtime. If the employee(s) chooses comp time, it must be documented in writing prior to the work being performed.
- C. After the overtime work is completed:
 - a. Non-exempt employees must document the hours worked in accordance with established procedures
 - b. Supervisors must confirm that the overtime work was performed and in the case of non-exempt employees that the hours worked was properly documented in accordance with established procedures
- D. The Compensation for Over-time Authorization form is completed and forwarded to payroll for processing.

Procedure History

Adopted 1-19-83; Amended 4-24-85; Amended 5-14-86; Amended 11-18-92; Formerly 6Hx28:9-05; Formerly 6Hx28:09-06; Amended 03-15-12

Policy: 6Hx28:3C-02.3

Authority: 1001.64, F.S.

Law: 1001.64, F.S.

**ADDITIONS, DELETIONS OR
MODIFICATIONS OF COURSES
AND PROGRAMS**



May 15, 2012

TO: DISTRICT BOARD OF TRUSTEES
of Valencia College

FROM: SANFORD C. SHUGART
President

RE: ADDITIONS, DELETIONS OR MODIFICATIONS OF COURSES AND PROGRAMS

The President recommends that the District Board of Trustees of Valencia College approve the additions, deletions, or modifications of courses and programs as shown on the attached listings.


Sanford C. Shugart
President

COLLEGE CURRICULUM COMMITTEE

February 8, 2012

MINUTES

Members Present: Colin Archibald, Joe Bivins, Melody Boeringer, Chris Borglum, Karen Borglum (co-chair), Ana Caldero, Paul Chapman (alternate for George Brooks), Wendy Givoglu, Celeste Henry, Suzanne Johnson, Anita Kovalsky, Lisa Gray (alternate for Mabel Machin), Rob McCaffrey, John Niss (co-chair), Bonnie Oliver, Kristy Pennino, Betty Wanielista

Ex-Officio Present: Krystal Cortez, Kurt Ewen, Darnell Purcell, George Ruiz, Edwin Sanchez

Staff Present: Kim Adams (recording)

Guests Present: Kristin Abel, Kristol Bell, Laura Blasi, Dave Brunick, Barry Bunn, Valerie Burks, Troy Gifford, Ilyse Kusnetz, Kim Little, Michele McArdle, Matt Messenger, Ali Notash, Cathy Penfold Navarro, Christie Pickeral, Pierre Pilloud, Suzanne Salapa, Lester Sandres, Lee Thomas, Raul Valery

John Niss opened the meeting and began by asking Kurt Ewen to introduce his guest. Kurt introduced Dr. Laura Blasi, who is the new Director of Institutional Assessment. She will come occasionally to the CCC meetings to be kept informed of developments in curriculum, particularly with regard to assessment and SACS.

Karen Borglum asked for a moment to make a couple of announcements. She thanked Kim Adams for her hard work and good job in working with faculty to put together their proposals, as well as for putting together the agenda and organizing the meeting. Karen also announced that Kim recently graduated from Valencia College with an Associate in Arts Degree. Next, Karen thanked Ana Caldero Figueroa for graciously making her signature Mexican Salad as a treat for everyone at the meeting.

1. Review of Minutes – January 11, 2012 (Attachment)

John Niss asked if everyone has had a chance to review the January minutes. He said that he would like to propose a small change. He had discussed the proposed change with Kim Adams; however, since the proposals had been approved in the particular way the minutes were worded, it was decided to present the minutes as approved and ask for the change at the meeting today.

MGF 1106 and MGF 1107 were approved with the wording, "Minimum grades of C in . . .;" however, the prerequisites are OR, not AND. Therefore, it is not necessary to make the word "grade" plural, since the student only needs to take one of the listed courses. The Committee agreed to this revision by consensus.

Other than the minor change above, 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.

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

CGS 2650	Social Networking for Job Search <i>(New Course)</i>
CRW 2100	Introduction to Fiction <i>(New Course)</i>
CRW 2102	Fiction II <i>(New Course)</i>
CRW 2300	Introduction to Poetry <i>(New Course)</i>
CRW 2301	Poetry II <i>(New Course)</i>
CRW 2930	Selected Topics in Creative Writing <i>(New Course)</i>
CTS 1131C	Computer Maintenance Essentials <i>(New Course)</i>
CTS 1134C	Network Essentials <i>(New Course)</i>
CTS 1142	Information Technology Project Management <i>(New Course)</i>
DAA 1160	Modern Dance III for Pre-Majors <i>(New Course)</i>
DIG 1102C	Introduction to Client-Side Programming <i>(New Course)</i>
DIG 1108C	Introduction to Server-Side Programming <i>(New Course)</i>
DIG 1631C	Digital Industry Practices <i>(New Course)</i>
DIG 1940	Professional Development for Digital Media <i>(New Course)</i>
DIG 2106C	Advanced Client-Side Programming <i>(New Course)</i>
DIG 2107C	Advanced Server-Side Programming <i>(New Course)</i>
DIG 2092C	Ethics of Web Development <i>(New Course)</i>
DIG 2101C	Advanced Web Essentials <i>(New Course)</i>
DIG 2561C	Project Management for Digital Media <i>(New Course)</i>
DIG 2312C	Introduction to ActionScript <i>(New Course)</i>
DIG 2317C	Advanced ActionScript <i>(New Course)</i>
DIG 2170C	Web Application Development <i>(New Course)</i>
DIG 2822C	Electronic Journalism <i>(New Course)</i>
DIG 2431C	Advanced Digital Storytelling <i>(New Course)</i>
DIG 2941	Internship Exploration in Digital Media <i>(New Course)</i>
FIN 2051	International Finance <i>(New Course)</i>
GRA 2225C	Advanced Typography <i>(New Course)</i>
GRA 2755C	Web Development for Designers <i>(New Course)</i>
MAR 2150	International Marketing <i>(New Course)</i>
MUC 1211	Applied Music Composition <i>(New Course)</i>
MUM 1620C	Introduction to Acoustics and Audio <i>(New Course)</i>

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

COP 1000 Introduction to Programming Concepts

The Consent Agenda was approved by consensus.

3. Regular Agenda

The following three proposals – 1112-069; 1112-071; and 1112-073 were presented at the January 11, 2012 CCC meeting. The two courses, GRA 2225C and GRA 2755C, both have a lab component; however, the lab fees had not been determined. It was the consensus of the Committee for the proposal initiator to go back to the department and determine the fees, bringing them back to the CCC for this meeting. Proposal 1112-073, a Program Modification, was deferred as well, until the fees issue was resolved.

1112-069 GRA 2225C Advanced Typography, CCAKristy Pennino
Purpose: This course is being added as a "Graphics Elective" so students have more opportunities to supplement their graphic design education while giving them additional elective options that will transfer to institutions offering similar courses ; **Catalog Course Description:** This course provides students with the opportunity to advance their typographic understanding and application beyond the fundamental level. Students will be given the opportunity to design advanced typographic solutions for their visual portfolio; **Prerequisites:** Minimum grade of C in GRA 1206C and GRA 1413; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 3/3/1; **Special Fees:** \$46.00; **Effective Date:** Fall 2012 (201310).

Proposal 1112-069 was approved with the following revision: change the effective date to Summer 2012 (201230). The reason for this is that the department would like to begin offering the course for the summer term, and this will allow them to use the number assigned, rather than offering it as a selected topics course.

1112-071 GRA 2755C Web Development for Designers, CCA.....Kristy Pennino
Purpose: This course is being added as a "Graphics Elective" so students have more opportunities to supplement their graphic design education while giving them additional elective options that will transfer to institutions offering similar courses ; **Catalog Course Description:** This course allows front-end web designers to further develop their skills and understanding in current industry-standard back-end web development; **Prerequisites:** Minimum grades of C in GRA 2143C and GRA 2132C; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 3/3/1; **Special Fees:** \$46.00; **Effective Date:** Fall 2012 (201310).

Proposal 1112-071 was approved with the following revisions: 1) add "or department approval" to the prerequisites; 2) change the effective date to Summer 2012 (201230). The reason for this is that the department would like to begin offering the course for the summer term, and this will allow them to use the number assigned, rather than offering it as a selected topics course.

In addition, the initiator of the proposals for Graphics Technology, Kristy Pennino, requested that the two courses approved at the January 11, 2012 meeting – GRA 1109 and GRA 2425 – be revised with regard to the effective date, for the same reason noted in the two courses above. This was approved by consensus, so those courses will also be effective Summer 2012 (201230); this will be noted in the January minutes as a revision.

1112-073 Graphics Technology with Specializations: Graphic Design and Interactive Design, A.S. Degree, CPMKristy Pennino

Purpose: 1) Change program name from "Graphics Technology" to instead be "Graphic & Interactive Design". This change is to provide clarity amongst current and prospective students regarding the program focus and to remove dated/redundant terminology (the term "technology" is a given and causes one to assume the program focus is merely on the technology used within the industry to execute visual solutions); 2) Add 4 new graphics courses to the pre-approved "Graphic Design Electives" list of courses (GRA 1109 History of Graphic Design, GRA 2225C Advanced Typography, GRA 2755C Web Development for Designers, GRA 2425 Business and Ethics of Graphic Design). These new courses give students more options to supplement their graphic design education while also providing more course transfer possibilities; 3) Allow Graphics AS Degree seekers to select either POS 2041 US Government or SPC 1017 Interpersonal Communication as a general education requirement. Graphics majors are already required to take a social science, meeting the social science general education requirement, and it has been determined Graphics graduates would benefit a GREAT deal from taking SPC 1017 Interpersonal Communication considering the degree to which the industry requires they use these skills (daily); **Effective Date:** Fall 2012 (201310).

Proposal 1112-073 was approved by consensus.

1112-076 GRA 1933C Fundamentals of Creative Thinking, CCMKristy Pennino

Purpose: A lab fee of \$46.00 (consistent with shared lab fees for all graphics courses college wide) is being added to this course due to its "C" designation (lab component); **Revised Lab Fees:** \$46.00 (previously, "None"); **Effective Date:** Fall 2012 (201310). **(Voter List and Lab Fee forms attached)**

Proposal 1112-076 was approved by consensus.

1112-077 ART 1201C Design I, CCM Andrew Downey

Purpose: Update of lab fees; **Revised Lab Fees:** \$25.00 (previously, \$21.00); **Effective Date:** Fall 2012 (201310).

1112-078 ART 2400C Printmaking I, CCM Andrew Downey

Purpose: Update of lab fees; **Revised Lab Fees:** \$25.00 (previously, \$40.00); **Effective Date:** Fall 2012 (201310).

1112-079 ART 2401C Printmaking II, CCM Andrew Downey

Purpose: Update of lab fees; **Revised Lab Fees:** \$25.00 (previously, \$40.00); **Effective Date:** Fall 2012 (201310).

Proposals 1112-077 through 1112-079 were approved by consensus.

1112-080 OST 2454 Advanced CPT-4 Medical Coding, CCM Betty Wanielista
Purpose: This course fee was not changed when the other OST course fees were changed.
Needs to be \$23.00; **Revised Lab Fees:** \$23.00 (previously, \$34.00); **Effective Date:** Fall 2012 (201310).

1112-081 OST 2466 Capstone Simulation for Coding, CCM Betty Wanielista
Purpose: This course fee was not changed when the other OST course fees were changed.
Needs to be \$23.00; **Revised Lab Fees:** \$23.00 (previously, \$34.00); **Effective Date:** Fall 2012 (201310).

Proposals 1112-080 and 1112-081 were approved by consensus.

1112-082 Hospitality – Food and Beverage Management, T.C., CPM Dan Dutkofski
Purpose: HUN 1004 will be added as an elective option for this Technical Certificate; **Effective Date:** Fall 2012 (201310).

Proposal 1112-082 was approved by consensus.

1112-083 FSS 2055C Contemporary Cakes and Desserts, CCM Dan Dutkofski
Purpose: Adjustment of curriculum design; **Revised Prerequisites:** FSS 2061C (previously, FSS 2054C); **Revised Co-requisites:** None (previously, FSS 2054C); **Effective Date:** Fall 2012 (201310).

1112-084 FSS 2059C Chocolates and Confections, CCM Dan Dutkofski
Purpose: Adjustment of curriculum design; **Revised Prerequisites:** FSS 2058C (previously, FSS 2056C); **Effective Date:** Fall 2012 (201310).

Proposals 1112-083 and 1112-084 were approved by consensus.

1112-085 Chef's Apprentice, Technical Certificate, CPA..... Pierre Pilloud
Purpose: This program is designed for students interested in the culinary industry, focusing on the fundamental knowledge and skills one needs to work safely and efficiently in a culinary setting. Learners develop skills in sanitation and safety, recognition and identification of foods, proper storage of foods, methods of preparation, and food and beverage purchasing; **Effective Date:** Fall 2012 (201310).

Proposal 1112-085 was approved by consensus.

1112-086 Culinary Arts Management Operations, T.C., CPA Pierre Pilloud
Purpose: This program is designed for students interested in the culinary industry, focusing on the fundamental knowledge and skills one needs to work safely and efficiently in a culinary setting. Learners develop skills in sanitation and safety, recognition and identification of foods, proper storage of foods, methods of preparation, and food and beverage purchasing. They also examine the broad perspective of the culinary arts within the Hospitality field; **Effective Date:** Fall 2012 (201310).

Proposal 1112-086 was approved by consensus.

1112-087 SLS 1261 Leadership Development, CCMChristy Cheney
Purpose: This course is being updated to become an Honors course at Valencia; **Revised Official Course Number:** SLS 2261H (previously, SLS 1261); **Revised Official Course Title:** Leadership Development-Honors (previously, Leadership Development); **Revised Prerequisites:** Minimum grade of "C" in ENC 1101 or ENC 1101H or IDH 1110 (previously, "None"); **Revised Catalog Course Description:** This course will provide a basic understanding of leadership theory and group dynamics. Students will focus on leadership through the integration of readings in the humanities, contemporary case studies, film, experiential exercises, and group projects. Course content will satisfy one Honors Program learning outcome. Honors program permission required; **Effective Date:** Fall 2012 (201310).

Proposal 1112-087 was approved by consensus.

1112-088 SLS 2940 Service Learning, CCM..... Christie Pickeral
Purpose: This course needs to reflect the outcomes of a service-learning experience; **Revised Prerequisites:** Minimum 2.0 institutional or overall GPA; or department approval (previously, Satisfactory completion of all mandated courses in reading, math, English, and EAP; a minimum 2.0 institutional or overall GPA; and 12 credits. The Program Dir./Program Chair/Program Coordinator or IPO has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses); **Revised Catalog Course Description:** This course gives the student the opportunity to grow academically, pre-professionally, personally and civically through participation in a service-learning experience. Students meet real needs in the community by applying knowledge from their courses. Students complete 20 hours of service per credit, complete written reflections, and meet regularly with assigned faculty member. Multiple credit course. May be repeated for a maximum of 4 credits, but grade forgiveness cannot be applied; **Effective Date:** Fall 2012 (201310).

1112-089 SLS 2940H Service Learning-Honors, CCM Christie Pickeral
Purpose: This course needs to reflect the outcomes of a service learning experience and honors work; **Revised Prerequisites:** Minimum 2.0 institutional or overall GPA; or department approval (previously, Satisfactory completion of all mandated courses in reading, math, English, and EAP; a minimum 3.25 institutional or overall GPA; and 12 credits. Admission to the Honors Program required. The Program Dir./Program Chair/Program Coordinator or IPO has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses); **Effective Date:** Fall 2012 (201310).

Proposals 1112-088 and 1112-089 were approved by consensus.

1112-090 Honors Program, CPMValerie Burks
Purpose: In June of 2008, the CNL Charitable Foundation and the Valencia Community College Foundation entered an agreement to establish an endowment fund to support educational opportunities at the college. Part of the agreement was the renaming of the Valencia Honors Program to the James M. and Dayle L. Seneff Honors College. During the 2009-2010 academic years, a committee met several times and developed a blueprint for program revision. In the fall of 2010, the plan was presented to the College Learning Council, the Faculty Council, the

Instructional Affairs Committee, and other college groups whose mission directly impacts the proposed changes. On April 22, 2011, a college-wide honors summit was held to give shape to the final form of these ideas. The inaugural class of the James M. and Dayle L. Seneff Honors College will be admitted for academic year 2012-2013. The goal is to create an honors experience that builds on the strengths and flexibility of the present program, while providing purpose and meaning for students and faculty in the Seneff community; **Effective Date:** Fall 2012 (201310).

Proposal 1112-090 was approved by consensus.

1112-091 HUM 2461 Latin American Humanities, CCM Ana Caldero Figueroa
Purpose: Changes were made to Learning Outcomes. In addition, minor change to prerequisites and minor course revision; **Revised Prerequisites:** ENC 1101 or ENC 1101H or equivalent (previously, Minimum grade of "C" in ENC 1101 or ENC 1101H or IDH 1110); **Revised Catalog Course Description:** An integrated study of the history, culture, art, literature and music of Latin America. Focuses on how modern Latin American cultures are the product of a historic biological and cultural interchange between Europe, Africa, and the Americas. Topics include pre-Columbian civilizations, the Encounter and its aftermath, independence and neo-colonialism, and modernist art, literature, and cinema. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple writing assignments. Minimum grade of C required if used to satisfy Gordon Rule requirement; **Effective Date:** Fall 2012 (201310).

Proposal 1112-091 was approved by consensus with the following revision: the prerequisites will remain as they were. The change proposed was a minor one and it was felt by the CCC that the original wording was clearer.

There was also some discussion about the fact that some portions of certain sections of this course are taught in Spanish. Discussion was mainly about how to communicate this to the students and ensure that only those students with a strong background in Spanish take those sections. After quite a bit of discussion, the issue was deferred to a later date, because there did not seem to be an easy solution to the Banner programming and thus communication to the students of this situation.

1112-092 EGN 3428 Engineering Mathematical Analysis, CCM..... Ali Notash
Purpose: Change in contact hours; **Revised Credit/Class (Lecture)/Lab Hours:** 3/4/0 (previously, 3/3/0); **Effective Date:** Fall 2012 (201310).

Proposal 1112-092 was approved by consensus.

1112-093 EGN 3443 Statistical Theory for Engineering Technology, CCM Ali Notash
Purpose: Change in course description; **Revised Catalog Course Description:** This course encompasses topics of statistical methods and probability theory important for engineering technology students. Topics include organization and description of data, axioms and theorems of probability, conditional probability, probability distributions, Poisson processes, probability density functions, moment generating functions, statistics of populations and samples, estimation, test of hypotheses, regression analysis as applied to Engineering Technology. A

minimum grade of C is required if used to satisfy Electrical and Computer Engineering Technology, B.S. degree requirement; **Effective Date:** Fall 2012 (201310).

Proposal 1112-093 was approved by consensus.

1112-094 EET 3329C Communication Systems, CCM..... Ali Notash
Purpose: Modification of prerequisites; **Revised Prerequisites:** EET 2325C and EET 3086C (previously, EET 3086C); **Effective Date:** Fall 2012 (201310).

Proposal 1112-094 was approved by consensus.

1112-095 EET 4158C Linear Integrated Circuits and Systems, CCM..... Ali Notash
Purpose: Modification of prerequisites; **Revised Prerequisites:** EET 1141C and EET 3086C (previously, EET 3086C or EGN 3428); **Effective Date:** Fall 2012 (201310).

Proposal 1112-095 was approved by consensus.

1112-096 EET 4328 Wireless Communication, CCM Ali Notash
Purpose: Modification of prerequisites; **Revised Prerequisites:** EET 2325C and EET 3086C and EGN 3443 (previously, EET 3086C and EST 3340); **Effective Date:** Fall 2012 (201310).

Proposal 1112-096 was approved by consensus.

1112-097 EET 4359C Digital Communication, CCM..... Ali Notash
Purpose: Modification of prerequisites; **Revised Prerequisites:** EET 2325C and EET 3086C and EGN 3443 (previously, EET 3086C and EST 3340); **Effective Date:** Fall 2012 (201310).

Proposal 1112-097 was approved by consensus.

1112-098 EET 4950 Senior Project Design, CCM..... Ali Notash
Purpose: Revision in Official Course Title to fix error; **Revised Official Course Title:** Senior Design Project (previously, Senior Project Design); **Effective Date:** Fall 2012 (201310).

Proposal 1112-098 was approved by consensus.

1112-099 *EST 4256C Optical Communication Systems, CCM Ali Notash
Purpose: Modification of prerequisites; **Revised Prerequisites:** EST 1210C or EST 2220C or PHY 2049C and EGN 3428 (previously, EST 2220C or PHY 2049C and EGN 3428); **Effective Date:** Fall 2012 (201310).

*Proposal 1112-099 was approved by consensus. *Note: The course prefix is changing to "ETS" as of August 1, 2012, due to a State Field Review change.*

1112-100 ETI 3116 Quality Assurance and Testing Methods, CCM..... Ali Notash
Purpose: Modification of prerequisites; **Revised Prerequisites:** Minimum grade of C in MAC 2312 (previously, EET 3086C); **Effective Date:** Fall 2012 (201310).

Proposal 1112-100 was approved by consensus.

1112-101 ETP 4240C Power Electronics, CCM Ali Notash
Purpose: Modification of prerequisites; **Revised Prerequisites:** EET 4158C (previously, ETP 4241); **Effective Date:** Fall 2012 (201310).

Proposal 1112-101 was approved by consensus.

1112-102 CET 4126C Microprocessor Programming, CCM Ali Notash
Purpose: Modification of prerequisites; **Revised Prerequisites:** CET 2113C and CET 2123C and COP 3275 (previously, CET 2113C and CET 2123C); **Effective Date:** Fall 2012 (201310).

Proposal 1112-102 was approved by consensus.

1112-103 CET 4333 Computer Architecture, CCM Ali Notash
Purpose: Modification of prerequisites; **Revised Prerequisites:** CET 2113C and CET 2123C (previously, CET 4126C); **Effective Date:** Fall 2012 (201310).

Proposal 1112-103 was approved by consensus.

1112-104 CET 4367C Microcontroller Devices, CCM Ali Notash
Purpose: Modification of prerequisites; **Revised Prerequisites:** CET 2113C and CET 2123C (previously, EET 1141C and EET 3086C); **Effective Date:** Fall 2012 (201310).

Proposal 1112-104 was approved by consensus.

1112-105 CET 4382 Data Communication and Networking, CCM..... Ali Notash
Purpose: Modification of prerequisites; **Revised Prerequisites:** EET 2325C and EGN 3428 (previously, CET 4333); **Effective Date:** Fall 2012 (201310).

Proposal 1112-105 was approved by consensus.

There was some discussion regarding the lack of “minimum grade of C . . .” requirement for prerequisites in the B.S. degree program courses. Karen Borglum recalled that the minimum grade issue had been discussed and resolved when the B.S. program was originally approved. It had been decided that each course description would end with verbiage that a minimum grade of C is required if the course will be used to satisfy the requirements of the Bachelor’s program. It had also been determined that they could not require lower level (1000 and 2000) courses to have been completed with a minimum grade of C, since that is not a requirement for the A.S. degree programs; and, the entire programs as a “package” are what is accepted for entrance into the B.S. program.

The discussion went on for a while without full resolution, and it was decided that the topic will be revisited at a later date.

1112-106 FIN 2051 International Finance, CCA.....Barry Bunn
Purpose: This course will become part of the new International Business specialization; **Catalog Course Description:** This course is designed for the student to learn the basic concepts and principles of international finance, with consideration of the financial environment, transactions, and flows. Exchange rates, risks, and government policies affecting business are analyzed as well as management policies and decisions; **Prerequisites:** GEB 1350; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 3/3/0; **Effective Date:** Fall 2012 (201310).

*Proposal 1112-106 was approved by consensus with the following prerequisite revision:
"Minimum grade of C" will be added.*

1112-107 MAR 2150 International Marketing, CCA.....Barry Bunn
Purpose: This course will become part of the new International Business specialization; **Catalog Course Description:** This course examines marketing concepts and strategies as applied to global markets. Students will explore the implications of organizing people, process, and technology given the influences of ideas, culture, laws, and economics. The course is intended to be more hands-on, although students will use a combination of text, lectures, case studies, outside reading, company research, video, group work, and presentation to enhance learning and practicing skills; **Prerequisites:** GEB 1350; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 3/3/0; **Effective Date:** Fall 2012 (201310).

*Proposal 1112-107 was approved by consensus with the following prerequisite revision:
"Minimum grade of C" will be added.*

1112-108 GEB 1350 Introduction to International Business, CCMBarry Bunn
Purpose: To update description to meet today's global environment. This course will be part of a new specialization entitled International Business. Course outcomes and competencies were also changed; **Revised Catalog Course Description:** This course is an entry-level overview of current world trade activities, practices, and issues. It is designed to provide the student with a basic, practical understanding of international business operations in the context of global competitiveness, regional trading blocs, and the globalization of world markets; **Effective Date:** Fall 2012 (201310).

Proposal 1112-108 was approved by consensus.

**1112-109 Business Management, Marketing, and Administration w/Specializations in:
Finance, HR Management, Management, Marketing, Property and Casualty
Insurance Management, Real Estate Management, and Small Business
Management, A.S. Degree, CPMBarry Bunn**
Purpose: To add the International Business Specialization; **Effective Date:** Fall 2012 (201310).

Proposal 1112-109 was approved by consensus.

1112-110 CGS 2650 Social Networking for Job Search, CCADavid Brunick
Purpose: To provide a more technology-oriented approach to job searches; **Catalog Course Description:** This course will teach students to utilize current industry social media as well as job search techniques related specifically to Information Technology. Students will explore Twitter, Facebook, LinkedIn, YouTube, and creating a digital portfolio to help find a job. Students should have some computer competency using the web and search engines; **Prerequisites:** None; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 1/1/0; **Effective Date:** Fall 2012 (201310).

Proposal 1112-110 was approved by consensus. A typo in the course description in the word "LinkedIn" was corrected for the minutes. Additionally, the class hours were incorrectly shown as "0," so the hour(s) have been corrected to "1."

1112-111 CTS 1131C Computer Maintenance Essentials, CCARaymond Enger
Purpose: Based upon a curriculum review, faculty identified topics that should be brought together and taught in this class to enhance our students' knowledge and experience; **Catalog Course Description:** Provides detailed information on computer hardware, operating systems and networks. Students learn to install, configure, upgrade and replace computer system components; troubleshoot and upgrade hardware and peripherals; install, administer, troubleshoot and secure Windows and Linux operating systems; implement and secure a small network. At the end of this course students are prepared to take the CompTIA A+ certification examinations. (Special Fee: \$35.00); **Prerequisites:** None; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 3/3/1; **Effective Date:** Fall 2012 (201310).

1112-112 CTS 1134C Network Essentials, CCARaymond Enger
Purpose: Based upon a curriculum review, faculty identified topics that should be brought together and taught in this class to enhance our students' knowledge and experience; **Catalog Course Description:** This course introduces networking concepts and terminology, including Data Communications and Network Services, OSI Model, Network Topologies, Network Media, Connectivity Devices and Security. At the end of this course students are prepared to take the CompTIA Network+ certification examination. (Special Fee: \$ 35.00); **Prerequisites:** None; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 3/3/1; **Effective Date:** Fall 2012 (201310).

Proposals 1112-111 and 1112-112 were approved provisionally, by consensus, pending the completion of a lab fee form for each course, signed by each campus president. (Note: the lab fee form template was sent to David Brunick and is in the process of being filled out and signed.) In addition, a typo in 1112-111 and 1112-112 in the word "CompTIA" has been corrected for the minutes.

1112-113 CTS 1142 Information Technology Project Mgmt., CCA.....David Brunick
Purpose: At the request of the IT Advisory Committee. Also as a result of program level assessment efforts; **Catalog Course Description:** This course will enable the student to use a variety of project management techniques that can be applied in an information technology project context. The student will gain knowledge in the areas of integration management, scope management, time management, cost management, and quality management, which will serve as a foundation for an information technology project management position. This course maps to the objectives of CompTIA's Project+ certification and the Project Management Institute's

Project Management Professional certification exams; **Prerequisites:** CGS 2100; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 3/3/0; **Effective Date:** Fall 2012 (201310).

Proposal 1112-113 was approved by consensus.

1112-114 CIS 2910 IT Capstone, CCMRaymond Enger
Purpose: Based upon review by faculty using assessment gathered information, the course has been modified to improve the class and enhance what we provide to students. The credit hours of the course will change to 3 (currently 4); contact hours remain at 4; **Revised Credit/Class (Lecture)/Lab Hours:** 3/4/0 (previously 4/4/0); **Effective Date:** Fall 2012 (201310).

Proposal 1112-114 was approved by consensus.

1112-115 COP 1000 Introduction to Programming Concepts, CCM.....Raymond Enger
Purpose: Course outline and description were updated to meet current program requirements. Course description wording changed to remove the words, "file management" from the third sentence; **Revised Catalog Course Description:** A hands-on introduction to analyzing, designing, coding, and testing computer programs. Students will develop algorithms for problem solving with an emphasis on good programming practices. Students will use programming techniques including control structures, arrays, and subprograms to design and code basic programs using a modern computer language. Other topics include working with data, number systems, and an introduction to object-oriented and event-driven programming. This course prepares students for software development courses in programming and web development. Students with a demonstrated background in computer programming (transcript, job experience, or waiver exam) may request to have this course waived as a pre-requisite to subsequent courses through the department office (Special Fee: \$34.00); **Effective Date:** Fall 2012 (201310).

Proposal 1112-115 was approved by consensus.

1112-116 CTS 1120 Introduction to Network Security, CCM..... Gerald Hensel
Purpose: The prerequisites are being changed. CTS 1134C is being added as the new prerequisite; **Revised Prerequisites:** CTS 1134C (previously, CET 2486C); **Effective Date:** Fall 2012 (201310).

Proposal 1112-116 was approved by consensus.

1112-117 CTS 2321 Linux System Administration, CCM.....Raymond Enger
Purpose: The prerequisites are being changed. Faculty realized that Linux scripting is needed as a prerequisite for this class; **Revised Prerequisites:** COP 2341 (previously, "None"); **Effective Date:** Fall 2012 (201310).

Proposal 1112-117 was approved by consensus.

1112-118 CIS 2321 Data Systems Analysis and Design, CCDRaymond Enger
Purpose: Course is rarely offered. Also, CTS 1142, Project Management, will cover the topics once covered in this class as part of its objectives; **Effective Date:** Fall 2012 (201310).

Proposal 1112-118 was approved by consensus.

1112-119 Computer Information Technology, A.S. Degree, CPMDavid Brunick

Purpose: To replace existing outdated courses with new courses that more accurately reflect current and emerging technologies and skills required for Information Technology professionals. Under Foundation Courses: " Remove CET 2486C, CET 2178C, and CGS 1560 or CET 2179C" Add CTS 1131C, CTS 1134C, CTS 1142 Under Intermediate Courses: " Remove SPC 1608 " Add SPC 1017 Under Advanced Courses: " Change CIS 2910 credit hours from 4 to 3 " Change Computer Information Technology Electives from 13 to 14 Change note 4 to read: CIS 2910 is taken in last semester or with departmental approval and satisfactory completion of all mandated discipline specific Foundation and Intermediate technical courses. Under notations: Change N1 to read " Network+ " Add "P1 Project+"; **Effective Date:** Fall 2012 (201310).

1112-120 Computer Information Technology Analyst w/Specializations in IT Security and IT Support, Technical Certificate, CPMDavid Brunick

Purpose: To replace existing outdated courses with new courses that more accurately reflect current and emerging technologies and skills required for Information Technology professionals. This is also an update to reflect the changes in the parent Information Technology A.S. degree program: Under Foundation Courses: " Remove CET 2486C, CET 2178C, and CGS 1560 or CET 2179C; "Add CTS 1131C, CTS 1134C, CTS 1142, COP 2341 " Change Computer Information Technology Electives from 9 to 6 COP 2341 is an existing course and had been solely an elective. It is now a prerequisite for CTS 2321 and as a result should be listed under the required courses; **Effective Date:** Fall 2012 (201310).

1112-121 Computer Information Technology Specialist, T.C., CPMDavid Brunick

Purpose: To replace existing outdated courses with new courses that more accurately reflect current and emerging technologies and skills required for Information Technology professionals. This is also an update to reflect the changes in the parent Information Technology A.S. degree program: " Remove CET 2486C, CET 2178C, and CGS 1560 or CET 2179C; " Add CTS 1131C, CTS 1134C, CTS 1142; **Effective Date:** Fall 2012 (201310).

Proposals 1112-119, 1112-120, and 1112-121 were approved by consensus.

1112-122 Computer Programming and Analysis, A.S. Degree, CPMDavid Brunick

Purpose: To replace existing outdated courses with new courses that more accurately reflect current and emerging technologies and skills required for Computer Programming professionals. Under Foundation Courses: " Remove CGS 1560 " Add CTS 1131C, CTS 1142;" Total Foundation Credits increased from 21 to 24; Under Intermediate Courses: " Remove SPC 1608" Add SPC 1017; Under Advanced Courses: "Change CIS 2910 credit hours from 4 to 3 " Computer Programming and Analysis Electives reduced from 10 to 8 " Total Advanced Credits reduced from 21 to 18 Under COMPUTER PROGRAMMING AND ANALYSIS ELECTIVES , change to read: "Any course in the course description section of the Valencia catalog with the subject prefix of CAP, CET, CGS (except CGS 1060), CIS, COP, COT, or CTS. " Under NOTES change note 4 to read: "CIS 2910 is taken in the last semester or with departmental approval and satisfactory completion of

all mandated discipline specific Foundation and Intermediate technical courses;" **Effective Date:** Fall 2012 (201310).

1112-123 Computer Programming w/Specializations in Computer Programming, Web Development, Game Programming, T.C., CPM.....David Brunick

Purpose: To replace existing outdated courses with new courses that more accurately reflect current and emerging technologies and skills required for Computer Programming professionals. This is also an update to reflect the changes in the parent Computer Programming and Analysis A.S. degree program: Under Foundation Courses: "Remove CGS 1560;" Add CTS 1131C; **Effective Date:** Fall 2012 (201310).

1112-124 Computer Programming Specialist w/Specializations in Computer Programming, Web Development, Technical Certificate, CPM.....David Brunick

Purpose: To replace existing outdated courses with new courses that more accurately reflect current and emerging technologies and skills required for Computer Programming professionals. This is also an update to reflect the changes in the parent Computer Programming and Analysis A.S. degree program: Under Foundation Courses: "Remove CGS 1560;" Add CTS 1131C; **Effective Date:** Fall 2012 (201310).

Proposals 1112-122, 1112-123, and 1112-124 were approved by consensus.

1112-125 MUC 1211 Applied Music Composition, CCA Troy Gifford

Purpose: Although Valencia currently has a course that includes composition, this course will be applied composition lessons that are taught one-on-one. It is a course that is desired by many students, mostly music majors, and it is a course that is offered by many other universities who have a music program; **Catalog Course Description:** Private applied lessons for music majors in music composition. Concurrent enrollment is required in music theory, appropriate ensemble, performance seminar, and keyboard class (excluding piano majors). Multiple credit course. May be repeated for credit up to a maximum of four credits, but grade forgiveness cannot be applied. (Special Fee: \$120.00); **Prerequisites:** Audition by music faculty; **Co-requisites:** Music theory, appropriate ensemble, performance seminar, and keyboard class (excluding piano majors); **Credit/Class (Lecture)/Lab Hours:** 2/0/0; **Effective Date:** Fall 2012 (201310).

Proposal 1112-125 was approved by consensus.

1112-126 MUM 1620C Intro. to Acoustics and Audio, CCA..... Raul Valery

Purpose: This course will replace MUS 1621, Acoustics and Psychoacoustics, and will incorporate concepts of Electroacoustics, which constant changes in technology make desirable for student learning; **Catalog Course Description:** An introduction to fundamental concepts of Acoustics, Psychoacoustics, and Electroacoustics with emphasis on practical applications in professional audio (Special Fee: \$86.00); **Prerequisites:** Minimum grade of C in MUT 1011C or MUT 1111; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 3/2/2; **Effective Date:** Fall 2012 (201310).

Proposal 1112-126 was approved by consensus. It was noted that this course will be equivalent to the existing course MUS 1621. MUS 1621 will be deleted now that MUM 1620C has been

approved, and any student in the program who has already taken MUS 1621 will receive equivalent credit.

1112-127 MUS 1621 Acoustics and Psychoacoustics, CCM..... Raul Valery
Purpose: Changes in the delivery of content include lab activities that require several consumables, necessitating a change in lab fee; **Revised Lab Fee:** \$86.00 (previously, \$27.00);
Effective Date: Fall 2012 (201310).

Proposal 1112-127 was removed from the Agenda at the request of Raul Valery. He placed the course on the Agenda with modifications, in case the new course (MUM 1620C) was not approved. Since the new course was approved, paperwork will be done to delete MUS 1621 from the Catalog, and MUM 1620C will be an equivalent course.

1112-128 Sound and Music Technology w/Specializations, A.S. Degree, CPM..... Raul Valery
Purpose: To add a new course – MUM 1620C (Introduction to Acoustics and Audio) – to replace MUS 1621 (Acoustics and Psychoacoustics); **Effective Date:** Fall 2012 (201310).

1112-129 Sound and Music Production – Audio Visual Prod., T.C., CPM..... Raul Valery
Purpose: To add an elective to the existing TC to reflect the choices on these subjects the students have in the A.S., which will increase the number of completers of this T.C.; **Effective Date:** Fall 2012 (201310).

Proposals 1112-128 and 1112-129 were approved by consensus.

1112-130 TPA 2190C Theater Design Practicum, CCM Kristin Abel
Purpose: We want to talk to students to make sure they are prepared to take this challenging class before they register; **Revised Prerequisites:** TPA 2000, TPA 2030, TPA 2060, and TPA 2292; and department approval (previously, TPA 2000, TPA 2030, TPA 2060, and TPA 2292); **Effective Date:** Fall 2012 (201310).

1112-131 TPA 2292 Advanced Technical Production, CCM Kristin Abel
Purpose: We want to talk to students to make sure they are prepared to take this challenging class before they register; **Revised Prerequisites:** TPA 1200, TPA 2220, TPA 2260, and TPA 2290; and department approval (previously, TPA 1200, TPA 2220, TPA 2260, and TPA 2290); **Effective Date:** Fall 2012 (201310).

Proposals 1112-130 and 1112-131 were approved by consensus. An editorial addition of a "C" to TPA 2292 will be made, since there is a lab component to the course. The revised course number will be TPA 2292C.

1112-132 CRW 2100 Introduction to Fiction, CCA Ilyse Kusnetz
Purpose: To expand Creative Writing offerings and prepare for the return of pre-majors, anticipating articulation agreements for Creative Writing; **Catalog Course Description:** Introduction to Fiction is a fiction-genre specific class. Students will write original work to be submitted for critique and will critique the work of other students in interactive workshops during class. Students will be introduced to the conventions of fiction through selected readings;

Prerequisites: CRW 2001; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 3/3/0; **Effective Date:** Fall 2012 (201310).

1112-133 CRW 2102 Fiction II, CCA Ilyse Kusnetz

Purpose: To expand Creative Writing offerings and prepare for the return of pre-majors, anticipating articulation agreements for Creative Writing; **Catalog Course Description:** Fiction II is a fiction-genre specific class. Students will write original work to be submitted for critique and will critique the work of other students in interactive workshops during class. Students will continue to explore the conventions of fiction through selected readings and refine their understanding of contemporary fiction through reader response assignments; **Prerequisites:** CRW 2100; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 3/3/0; **Effective Date:** Fall 2012 (201310).

1112-134 CRW 2300 Introduction to Poetry, CCA Ilyse Kusnetz

Purpose: To expand Creative Writing offerings and prepare for the return of pre-majors, anticipating articulation agreements for Creative Writing; **Catalog Course Description:** Introduction to poetry is a poetry-genre specific class. Students will write original work to be submitted for critique and will critique the work of other students in interactive workshops during class. Students will be introduced to the conventions of poetry through selected readings; **Prerequisites:** CRW 2001; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 3/3/0; **Effective Date:** Fall 2012 (201310).

1112-135 CRW 2301 Poetry II, CCA Ilyse Kusnetz

Purpose: To expand Creative Writing offerings and prepare for the return of pre-majors, anticipating articulation agreements for Creative Writing; **Catalog Course Description:** Poetry II is a poetry-genre specific class. Students will write original work to be submitted for critique and will critique the work of other students in interactive workshops during class. Students will continue to explore the conventions of poetry through selected readings and refine their understanding of contemporary poetry through reader response assignments; **Prerequisites:** CRW 2300; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 3/3/0; **Effective Date:** Fall 2012 (201310).

1112-136 CRW 2930 Selected Topics in Creative Writing, CCA Ilyse Kusnetz

Purpose: To expand Creative Writing offerings and prepare for the return of pre-majors, anticipating articulation agreements for Creative Writing; **Catalog Course Description:** Selected topics in creative writing based on the needs and areas of the class and professor. May include laboratory and/or field work as part of the class. Multiple credit course. May be repeated for up to 6 hours of credit, but grade forgiveness cannot be applied; **Prerequisites:** Department approval; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 1-3 var./1-3 var./0; **Effective Date:** Fall 2012 (201310).

Proposals 1112-132 through 1112-136 were all approved by consensus. The proposal initiator, Ilyse Kusnetz, was questioned about the prerequisites for 1112-133 (CRW 2102) and 1112-135 (CRW 2301), since the prerequisite for each is listed as the Selected Topics course, rather than the course preceding that one (CRW 2100 and CRW 2300, respectively). She said that number was

used as a place holder, until the correct number could be obtained from the State, and should be changed to CRW 2100 and CRW 2300 now. The minutes reflect that correction.

1112-137 DAA 1160 Modern Dance III for Pre-Majors, CCA..... Suzanne Salapa

Purpose: After completing year 1 of the Program Assessment Dance Program Performance Outcomes, we discovered that Modern III was needed to better prepare our students for the transition from Modern II to Intermediate Modern I; **Catalog Course Description:** Students will refine modern dance technique through assimilation, accuracy, application and recall. Performance techniques and knowledge of modern dance technique through choreographic works will be explored. Multiple credit course. May be repeated for credit for a maximum of 4 credit hours, but grade forgiveness cannot be applied; **Prerequisites:** DAA 1104 and DAA 1105; or department approval; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 1/3/0; **Effective Date:** Fall 2012 (201310).

1112-138 DAA 1104 Modern Dance I for Pre-Majors, CCM..... Suzanne Salapa

Purpose: This is a dance performance degree, and we have found that our dancers need additional course work for transfer to baccalaureate programs. By staying within the allotted program hours, we avoid a financial aid issue for the students. This will alleviate going over program hours; **Revised Credit/Class (Lecture)/Lab Hours:** 1/3/0 (previously, 2/3/0); **Effective Date:** Fall 2012 (201310).

1112-139 DAA 1105 Modern Dance II for Pre-Majors, CCM..... Suzanne Salapa

Purpose: This is a dance performance degree, and we have found that our dancers need additional course work for transfer to baccalaureate programs. By staying within the allotted program hours, we avoid a financial aid issue for the students. This will alleviate going over program hours; **Revised Credit/Class (Lecture)/Lab Hours:** 1/3/0 (previously, 2/3/0); **Effective Date:** Fall 2012 (201310).

1112-140 DAA 1204 Ballet I for Pre-Majors, CCM..... Suzanne Salapa

Purpose: This is a dance performance degree, and we have found that our dancers need additional course work for transfer to baccalaureate programs. By staying within the allotted program hours, we avoid a financial aid issue for the students. This will alleviate going over program hours; **Revised Credit/Class (Lecture)/Lab Hours:** 1/3/0 (previously, 2/3/0); **Effective Date:** Fall 2012 (201310).

1112-141 DAA 1205 Ballet II for Pre-Majors, CCM..... Suzanne Salapa

Purpose: This is a dance performance degree, and we have found that our dancers need additional course work for transfer to baccalaureate programs. By staying within the allotted program hours, we avoid a financial aid issue for the students. This will alleviate going over program hours; **Revised Credit/Class (Lecture)/Lab Hours:** 1/3/0 (previously, 2/3/0); **Effective Date:** Fall 2012 (201310).

1112-142 DAA 2610 Dance Composition and Improvisation I for Pre-Majors, CCM.....

..... Suzanne Salapa

Purpose: This is a dance performance degree, and we have found that our dancers need additional course work for transfer to baccalaureate programs. By staying within the allotted

program hours, we avoid a financial aid issue for the students. This will alleviate going over program hours; *Revised Credit/Class (Lecture)/Lab Hours:* 3/3/0 (previously, 2/3/0); *Effective Date:* Fall 2012 (201310).

1112-143 DAA 2611 Dance Composition and Improvisation II for Pre-Majors, CCM..... Suzanne Salapa

Purpose: This is a dance performance degree, and we have found that our dancers need additional course work for transfer to baccalaureate programs. By staying within the allotted program hours, we avoid a financial aid issue for the students. This will alleviate going over program hours; *Revised Credit/Class (Lecture)/Lab Hours:* 3/3/0 (previously, 2/3/0); *Effective Date:* Fall 2012 (201310).

1112-144 DAA 2106 Intermediate Modern Dance I for Pre-Majors, CCM... Suzanne Salapa

Purpose: This is a dance performance degree, and we have found that our dancers need additional course work for transfer to baccalaureate programs. By staying within the allotted program hours, we avoid a financial aid issue for the students. This will alleviate going over program hours; *Revised Credit/Class (Lecture)/Lab Hours:* 1/3/0 (previously, 2/3/0); *Effective Date:* Fall 2012 (201310).

1112-145 DAA 2107 Intermediate Modern Dance II for Pre-Majors, CCM.. Suzanne Salapa

Purpose: This is a dance performance degree, and we have found that our dancers need additional course work for transfer to baccalaureate programs. By staying within the allotted program hours, we avoid a financial aid issue for the students. This will alleviate going over program hours; *Revised Credit/Class (Lecture)/Lab Hours:* 1/3/0 (previously, 2/3/0); *Effective Date:* Fall 2012 (201310).

1112-146 DAA 2207 Intermediate Ballet I for Pre-Majors, CCM..... Suzanne Salapa

Purpose: This is a dance performance degree, and we have found that our dancers need additional course work for transfer to baccalaureate programs. By staying within the allotted program hours, we avoid a financial aid issue for the students. This will alleviate going over program hours; *Revised Credit/Class (Lecture)/Lab Hours:* 1/3/0 (previously, 2/3/0); *Effective Date:* Fall 2012 (201310).

1112-147 DAA 2219 Intermediate Ballet II for Pre-Majors, CCM..... Suzanne Salapa

Purpose: This is a dance performance degree, and we have found that our dancers need additional course work for transfer to baccalaureate programs. By staying within the allotted program hours, we avoid a financial aid issue for the students. This will alleviate going over program hours; *Revised Credit/Class (Lecture)/Lab Hours:* 1/3/0 (previously, 2/3/0); *Effective Date:* Fall 2012 (201310).

1112-148 DAA 2206 Ballet III for Pre-Majors, CCM..... Suzanne Salapa

Purpose: (1) Include in the A.A. in Dance Performance degree requirements. This was an optional course previously and would enable our transfer students the opportunity of opting out of this course at the four year school; (2) This is a dance performance degree, and we have found that our dancers need additional course work for transfer to baccalaureate programs. By staying within the allotted program hours, we avoid a financial aid issue for the students. This will

alleviate going over program hours; **Revised Credit/Class (Lecture)/Lab Hours:** 1/3/0 (previously, 2/3/0); **Effective Date:** Fall 2012 (201310).

1112-149 DAA 2682 Performance Ensemble: Valencia Dance Theatre for Pre-Majors, CCM Suzanne Salapa

Purpose: (1) Include in the A.A. in Dance Performance degree requirements. This was an optional course previously and would enable our transfer students the opportunity of opting out of this course at the four year school; (2) This is a dance performance degree, and we have found that our dancers need additional course work for transfer to baccalaureate programs. By staying within the allotted program hours, we avoid a financial aid issue for the students. This will alleviate going over program hours; **Revised Credit/Class (Lecture)/Lab Hours:** 1/3/0 (previously, 2/3/0); **Effective Date:** Fall 2012 (201310).

1112-150 DAA 1650 Dance Production, CCM Suzanne Salapa

Purpose: (1) Include in the A.A. in Dance Performance degree requirements. This was an optional course previously and would enable our transfer students the opportunity of opting out of this course at the four year school; (2) this is a dance performance degree, and we have found that our dancers need additional course work for transfer to baccalaureate programs. By staying within the allotted program hours, we avoid a financial aid issue for the students. This will alleviate going over program hours; **Revised Credit/Class (Lecture)/Lab Hours:** 1/3/0 (previously, 2/3/0); **Effective Date:** Fall 2012 (201310).

1112-151 Pre-Major: Dance Performance, A.A. Degree, CPM Suzanne Salapa

Purpose: After completing year 1 of the Program Assessment Dance Program Performance Outcome, we discovered that optional classes that the students were taking need to become mandatory from a technical needs standpoint, transferability, and financial aid assistance. All of the optional classes taken by our students provide a greater output of technical and performance strengths. Current courses credit hours were adjusted to accommodate these new additions/courses to the program; **Effective Date:** Fall 2012 (201310).

Proposals 1112-137 through 1112-151 were approved by consensus.

1112-152 REA 0017N Intensive Reading Tutorial, CCD Karen Borglum

Purpose: The exit exam is no longer "high stakes," causing the student to pass or fail the course, so the intensive tutorial course is no longer needed; **Effective Date:** Fall 2012 (201310).

Proposal 1112-152 was approved by consensus.

1112-153 DIG 1102C Introduction to Client-Side Programming, CCA Robert McCaffrey

Purpose: This is a new course for the proposed Web Development track; **Catalog Course Description:** Covers basic programming knowledge applied to front-end web technology with a focus on the JavaScript programming language. (Special Fee: \$36.00); **Prerequisites:** None; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 3/3/1; **Effective Date:** Fall 2012 (201310).

1112-154 DIG 1108C Introduction to Server-Side Programming, CCARobert McCaffrey
Purpose: This is a new course for the proposed Web Development track; **Catalog Course Description:** Covers basic programming knowledge applied to back-end web technology with a focus on the PHP programming language. (Special Fee: \$36.00); **Prerequisites:** None; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 3/3/1; **Effective Date:** Fall 2012 (201310).

1112-155 DIG 1940 Professional Development for Digital Media, CCA ..Robert McCaffrey
Purpose: This is a new course for the proposed Web Development track and Mobile Journalism track; **Catalog Course Description:** The student will perform self-reflective exercises to determine working and learning styles, research industry positions, learn basic job hunting skills, attend meetings of professional organizations, and learn how to develop and present their work; **Prerequisites:** None; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 1/1/0; **Effective Date:** Fall 2012 (201310).

1112-156 DIG 1631C Digital Industry Practices, CCA.....Robert McCaffrey
Purpose: This is a new course for the proposed Web Development track; **Catalog Course Description:** The business practices of digital media industries are examined with special emphasis on project management, legal issues, teamwork, contracts, communication, and revenue. (Special Fee: \$36.00); **Prerequisites:** None; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 3/2/1; **Effective Date:** Fall 2012 (201310).

1112-157 DIG 2106C Advanced Client-Side Programming, CCARobert McCaffrey
Purpose: This is a new course for the proposed Web Development track; **Catalog Course Description:** Covers event-driven programming, manipulating the Document Object Model, client-side event handling, and HTML forms with an industry-standard JavaScript framework. (Special Fee: \$36.00); **Prerequisites:** Minimum grades of C in DIG 1102C and DIG 2100C; OR minimum grades of C in COP 1000 and COP 2282; or department approval; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 3/3/1; **Effective Date:** Fall 2012 (201310).

1112-158 DIG 2107C Advanced Server-Side Programming, CCARobert McCaffrey
Purpose: This is a new course for the proposed Web Development track; **Catalog Course Description:** Covers the interaction of client requests over the internet, web services (PHP, HTML, HTTP) Business Objects and Business Logic Software design patterns, and generating responses over a server. (Special Fee: \$36.00); **Prerequisites:** Minimum grades of C in DIG 1108C and DIG 2100C and DIG 1940; OR minimum grades of C in COP 1000 and COP 2282; or department approval; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 3/3/1; **Effective Date:** Fall 2012 (201310).

1112-159 DIG 2092C Ethics of Web Development, CCA.....Robert McCaffrey
Purpose: This is a new course for the proposed Web Development track; **Catalog Course Description:** Students will explore community contribution, open source etiquette, attribution and the ethical questions surrounding social media and work for hire. (Special Fee: \$36.00); **Prerequisites:** Minimum grade of C in DIG 1631C; or department approval; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 3/2/1; **Effective Date:** Fall 2012 (201310).

1112-160 DIG 2101C Advanced Web Essentials, CCA.....Robert McCaffrey
Purpose: This is a new course for the proposed Web Development track; **Catalog Course**
Description: Students will learn about cross-browser compatibility, the terminology of internet systems, and advanced CSS techniques. (Special Fee: \$36.00); **Prerequisites:** Minimum grades of C in DIG 2100C and either DIG 2000C or GRA 1142C; or department approval; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 3/2/1; **Effective Date:** Fall 2012 (201310).

1112-161 DIG 2561C Project Management for Digital Media, CCA.....Robert McCaffrey
Purpose: This is a new course for the proposed Web Development track; **Catalog Course**
Description: This course covers planning and managing the creative and technical requirements of a web or multimedia project. Topics include project scheduling, budgeting, tracking, and reporting. (Special Fee: \$36.00); **Prerequisites:** Minimum grade of C in DIG 2106C or DIG 2107C; or department approval; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 3/2/1; **Effective Date:** Fall 2012 (201310).

1112-162 DIG 2312C Introduction to ActionScript, CCA.....Robert McCaffrey
Purpose: This is a new course for the proposed Web Development track; **Catalog Course**
Description: Reinforces basic programming concepts inside the Adobe Flash environment. Students will learn the basics of the Flash interface along with beginning to intermediate level coding inside ActionScript. (Special Fee: \$53.00); **Prerequisites:** Minimum grades of C in DIG 1102C and DIG 1940; or department approval; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 3/3/1; **Effective Date:** Fall 2012 (201310).

Proposals 1112-153 through 1112-162 were approved by consensus. A typo was noted in the course description of Proposal 1112-153 (DIG 1102C), and the correction is reflected in these minutes.

1112-163 DIG 2317C Advanced ActionScript, CCA.....Robert McCaffrey
Purpose: This is a new course for the proposed Web Development track; **Catalog Course**
Description: Using industry-standard authoring software and scripting languages, students author an advanced interactive presentation through various stages of development with emphasis on optimizing and debugging. Special attention is given to creating interactive projects and interfaces. (Special fee: \$53.00); **Prerequisites:** Minimum grades of C in DIG 1108C and DIG 2312C; or department approval; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 3/3/1; **Effective Date:** Fall 2012 (201310).

Proposal 1112-163 was approved by consensus. There was a comment regarding the wording of the course description and suggestion that would help make it clearer to the students. Robert McCaffrey was amenable to the change, so the course description will change to read as follows:

"Using industry-standard authoring software and scripting languages, students author, optimize, and debug an advanced, interactive presentation through various stages of development. Special attention is given to creating interactive projects and interfaces."

1112-164 DIG 2170C Web Application Development, CCARobert McCaffrey
Purpose: This is a new course for the proposed Web Development track; **Catalog Course Description:** Given a set of requirements, students will build a complete application, from modeling the data to the final display of the page. (Special Fee: \$36.00); **Prerequisites:** Minimum grades of C in DIG 2106C and DIG 2107C and DIG 2561C and COP 2341; or department approval; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 3/2/1; **Effective Date:** Fall 2012 (201310).

1112-165 DIG 2822C Electronic Journalism, CCARobert McCaffrey
Purpose: This is a new course for the proposed Mobile Journalism track; **Catalog Course Description:** Students will learn the fundamentals of electronic news gathering. Topics to be covered include shooting and editing a news package, as well as writing and producing techniques. (Special Fee: \$118.00); **Prerequisites:** Minimum grades of C in DIG 1940 and DIG 2030C; or department approval; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 3/2/1; **Effective Date:** Fall 2012 (201310).

1112-166 DIG 2431C Advanced Digital Storytelling, CCARobert McCaffrey
Purpose: As part of an ongoing review of program effectiveness, this course is being added to give students an option to study storytelling at a deeper level and to increase flexibility in the digital media course flows; **Catalog Course Description:** Students create purpose-driven narratives utilizing industry-standard software. (Special Fee: \$70.00); **Prerequisites:** Minimum grade of C in DIG 2430C; or department approval; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 3/2/1; **Effective Date:** Fall 2012 (201310).

Proposals 1112-164 through 1112-166 were approved by consensus.

1112-167 DIG 2941 Internship Exploration in Digital Media, CCARobert McCaffrey
Purpose: This class is intended to give students early in the program and in programs outside the DIG area the opportunity to explore a workplace in the digital media industry; **Catalog Course Description:** This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences to assist in confirming their educational plans. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: \$10.00); **Prerequisites:** Satisfactory completion of all mandated courses in reading, math, English, & EAP; 2.0 institutional or overall GPA; 12 credits, including a minimum grade of C in DIG 2000C; or Program Chair approval; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 1-4/Var./0; **Effective Date:** Fall 2012 (201310).

Proposal 1112-167 was approved by consensus, with the following minor revisions: 1) course description will be revised to state the maximum number of hours the course can be repeated for credit (4); 2) the prerequisites will be revised to reflect the standardized wording approved for all internship exploration courses.

1112-168 DIG Var Various Digital Media Courses, CCM.....Robert McCaffrey
Purpose: Based on an ongoing review of lab cost, student use, and the addition of new courses with labs, this modification accounts for the changes in every DIG course with a lab component;
Effective Date: Fall 2012 (201310).

1112-169 DIG 2030C Digital Video and Sound, CCM.....Robert McCaffrey
Purpose: These changes are part of an ongoing review of program effectiveness. Students are learning sufficient image manipulation in DIG 2000C to be successful in DIG 2030C. The writing competencies in DIG 2430C will be better utilized in DIG 2284C; **Revised Prerequisites:** Minimum grade of C in DIG 2000C or GRA 1142C; or department approval (previously, Min. grade of C in GRA 2201C or both DIG 2430C and DIG 2109C or department approval); **Effective Date:** Fall 2012 (201310).

1112-170 DIG 2284C Advanced Digital Video and Sound, CCM.....Robert McCaffrey
Purpose: As part of an ongoing review of program effectiveness, DIG 2430C becomes a pre-req for this course. Additionally, this removes MUM 2630C as a pre-req so that students in the new Mobile Journalism track may take DIG 2284C; **Revised Prerequisites:** Minimum grades of C in DIG 2030C and DIG 2430C; or department approval (previously, Min. grade of C in DIG 2030C and MUM 2630C or department approval); **Effective Date:** Fall 2012 (201310).

1112-171 DIG 2291C Advanced Audio Visual Technology, CCM.....Robert McCaffrey
Purpose: We are adding TPA 2290C as a prerequisite to allow students in Entertainment Technology a pathway to the Advanced AV course; **Revised Prerequisites:** Minimum grades of C in TPA 2257 and either DIG 2284C or TPA 2290C; or department approval (previously, Minimum grades of C in DIG 2284C and TPA 2257; or department approval); **Effective Date:** Fall 2012 (201310).

1112-172 DIG 2302C Introduction to 3D Motion Graphics, CCM.....Robert McCaffrey
Purpose: As part of an ongoing review of program effectiveness, we are dropping a video production pre-requisite and adding an animation pre-requisite to this course; **Revised Prerequisites:** Minimum grades of C in GRA 2156C and either DIG 2341C or GRA 2160; or department approval (previously, Min. grade of C in DIG 2030C and GRA 2156C or department approval); **Effective Date:** Fall 2012 (201310).

Proposals 1112-168 through 1112-172 were approved by consensus. For proposal 1112-171 (DIG 2291C), the Revised Prerequisite of TPA 2290 was changed to reflect the editorial addition of the "C," making it TPA 2290C.

1112-173 DIG 2341C Introduction to Motion Graphics, CCM.....Robert McCaffrey
Purpose: As part of an ongoing review of program effectiveness, this class is dropping a typography pre-requisite and changing the level of its image manipulation pre-requisite. Also adding co-requisite so students will take the professional development class early in their course flow; **Revised Prerequisites:** Minimum grades of C in ART 1300C and DIG 2000C; or department approval (previously, Min. grade of C in DIG 2109C and GRA 1206C or department approval); **Revised Co-requisites:** GRA 1413 (previously, None); **Effective Date:** Fall 2012 (201310).

Proposal 1112-173 was approved by consensus, with the suggested revision in the Revised Co-requisites to "Revised Pre- or Co-requisites." There was concern that students may have already taken the course or may be unable to take two courses at one time, so there should be the option to complete it as a prerequisite instead of mandating that it be a co-requisite.

1112-174 DIG 2342C Advanced Motion Graphics, CCM.....Robert McCaffrey
Purpose: As part of an ongoing review of program effectiveness, this course adds a typography prerequisite. Additionally, we're adding a GRA animation prerequisite to create a pathway for GRA students who want to take this class; **Revised Prerequisites:** Minimum grades of C in GRA 1206C and either DIG 2341C or GRA 2160C; or department approval (previously, Min. grade of C in DIG 2341C or department approval); **Effective Date:** Fall 2012 (201310).

Proposal 1112-174 was approved by consensus.

1112-175 DIG 2430C Digital Storytelling, CCMRobert McCaffrey
Purpose: This adds a prerequisite to allow students in the new Mobile Journalism track to access this course; **Revised Prerequisites:** Minimum grade of C in ART 1300C or DIG 1940 or TPA 1380; or department approval (previously, Min. grade of C in ART 1300C or TPA 1380 or department approval); **Effective Date:** Fall 2012 (201310).

Proposal 1112-175 was approved by consensus. The Revised Prerequisites will reflect a correction from DIG 1002 to DIG 1940. DIG 1002 was the place holder number until the State assigned an official number (DIG 1940).

1112-176 DIG 2580C Digital Media Portfolio Review, CCM.....Robert McCaffrey
Purpose: As part of an ongoing review of program effectiveness, we are fixing a prerequisite bottleneck in our course flow. Additionally, we're adding DIG 2561C as a prerequisite to create a pathway for students in the Web Development track; **Revised Prerequisites:** Minimum grade of C in DIG 2284C or DIG 2342C or DIG 2561C; or department approval (previously, Min. grade of C in DIG 2950C and GRA 1413 or min. grade of C in DIG 2291C or department approval); **Effective Date:** Fall 2012 (201310).

1112-177 DIG 2943 Internship in Digital Media, CCM.....Robert McCaffrey
Purpose: As part of an ongoing review of program effectiveness, we are fixing a prerequisite bottleneck in our course flow. Additionally, we're adding DIG 2561C as a prerequisite to create a pathway for students in the Web Development track; **Revised Prerequisites:** Satisfactory completion of all mandated courses in reading, math, English, & EAP; a min. 2.0 institutional or overall GPA; and 12 credits, incl. a min. grade of C in DIG 2284C or DIG 2342C or DIG 2561C. The Program Director/Program Chair/Program Coordinator or Internship Workforce Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses; **Effective Date:** Fall 2012 (201310).

1112-178 DIG 2950C Digital Media Project, CCMRobert McCaffrey
Purpose: As part of an ongoing review of program effectiveness, we are fixing a prerequisite bottleneck in our course flow. Additionally, we're adding DIG 2561C as a prerequisite to create a pathway for students in the Web Development track; **Revised Prerequisites:** Minimum grade of

C in DIG 2284C or DIG 2342C or DIG 2561C; or department approval (previously, Min. grade of C in DIG 2342C and DIG 2284C or department approval; **Effective Date:** Fall 2012 (201310).

Proposals 1112-176 through 1112-178 were approved by consensus.

1112-179 Digital Media Technology w/Specializations in: Live Event Video Production And Motion Graphics, A.S. Degree, CPMRobert McCaffrey

Purpose: 1. Working with our advisory boards and our colleagues in other programs at the college, we've developed two new specializations--one in Mobile Journalism and one in Web Development; 2. Due to a periodic review of program effectiveness and the addition of the new tracks, we are adjusting prerequisites to some existing DIG courses; 3. Due to periodic review of lab cost and student usage of the lab, we are submitting new lab fees for all DIG courses with a lab component; **Effective Date:** Fall 2012 (201310).

Proposal 1112-179 was approved by consensus.

4. **Discussion Items**

There will be no Discussion Items at this meeting.

5. **Information Items**

- **New Catalog Discipline Heading** – A new Catalog discipline heading will be added to correlate to the Bachelor of Science degree in Computer and Electrical Engineering Technology (B.S.E.C.E.T.) course work.
- **B.S.E.C.E.T. Program Sheet Changes** – The program sheet will be revised with the changes shown on the attachment – some are editorial changes/corrections; in addition, the program sheet will be revised to include the new Articulated A.A. Pre-Major: Electrical and Computer Engineering Technology course work in order to demonstrate a clear pathway for students.
- **Articulated Pre-Major: Electrical & Computer Engineering Technology (Valencia College)** - Original program template will be revised according to the attached document, in order to comply with General Education requirements.
- **Medical Office Management Technical Certificate** – The attached list of courses will be added to the subject Technical Certificate as electives, due to the fact that they are all 1 credit hour, as required within the certificate program.
- **Transfer Plan: Psychology** - The Psychology transfer plan will be modified in order to reflect changes in common course prerequisites.

Karen requested the addition of the following Information Item based on information received from UCF:

- **Articulated Pre-Major in Engineering (UCF)** – UCF made changes in their electives list that will be reflected in Valencia’s Articulated Pre-Major.

The next meeting of the College Curriculum Committee is scheduled for March 14, 2012, and will be held on the East Campus, Room 3-113.

The deadline for submission of agenda items and related materials for the March meeting is February 22, 2012.