



December 7, 2016

TO: THE DISTRICT BOARD OF TRUSTEES
OF VALENCIA COLLEGE

FROM: SANFORD C. SHUGART
President

RE: ADDITIONS, DELETIONS OR MODIFICATIONS OF COURSES & PROGRAMS

RECOMMENDED ACTION:

The President recommends that the District Board of Trustees of Valencia College approve the Additions, Deletions or Modifications of Courses and Programs as presented.



President

COLLEGE CURRICULUM COMMITTEE
October 12, 2016

Minutes

Members Present: Joan Alexander, Melody Boeringer, Beverly Bond, Ana Caldero Figueroa, Masood Ejaz, Yolanda Gonzalez, Al Groccia, Marie Howard, Leann Hudson, Debra Jacobs, Lisa Lippitt, Lisa Macon, John Niss (Co-Chair), Julia Ribley, Cheryl Robinson, Regina Seguin, Raul Valery, Ravi Varma

Alternates Present:

Ex-Officio Present: Linda Herlocker, Darnell Purcell, Edwin Sanchez

Visitors Present: James McDonald

Staff Present: Krissy Brissett, Glenn Ricci

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

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

2. **Review of Minutes September 14, 2016**

(<http://valenciacollege.edu/curriculumcommittee/Minutes.cfm>)

The minutes were approved by consensus.

3. **Consent Agenda** – Course modifications or deletions involving minor editing of course descriptions or level changes which do not impact other departments are eligible for placement on the consent agenda. Any members of the committee may request to remove a proposal from the consent agenda for the purpose of discussion.

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

ANT 2410	Cultural Anthropology (course already approved, Gen Ed outcomes removed)
GEB 1155	Social Entrepreneurship

b)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.

The consent agenda was approved by consensus.

4. Regular Agenda

1617-009 Criminal Justice Technology Specialist Certificate, CPM.....James McDonald

Purpose: Modify certificate title, outcomes, requirements and description; **Revised Certificate**

Title: Criminal Justice Specialist Certificate; **Effective Date:** Fall 2017 (201810).

Carin Gordon explained that this redesign gives students a specialized track option. Chris wondered what a student can do with this certificate. Debra Jacobs explained that it would make a person more employable and prepared with a certificate like this. She explained that agencies are interested in getting their employees more educated and there may be financial incentives when someone has an additional certificate. Chris wanted to be clear that this is not going to get a person hired to become a police officer. Cheryl pointed out that the naming convention for the tracks listed as a part of the certificate is different than what we typically use. There were other questions from the committee that Carin was unsure of.

Proposal 1617-009 was tabled until the October meeting.

Committee members wondered what naming convention was used. James explained that he relied on Nasser Hedayat when that was being decided and it was only to avoid the repetition of the use of the word “specialization” which is already in the title of the certificate. He also explained that students will need to declare a track and they will all be listed separately in banner.

Committee members also wondered how this would be beneficial for a first time student that had an interest in that area, but may not necessarily want a degree in that area. James explained that there are many occupations in Criminal Justice that do not require a degree. These changes would meet the needs of the corrections population that do not have a degree, but want to be more desirable for advancement opportunities. Having these tracks may also make a new hire more employable since the only major requirement to become a police officer in Florida is to be 18 years of age.

Proposal 1617-009 was approved by consensus.

1617-011 GEB 1155 Social Entrepreneurship, CCA.....Jerrid Kalakay

Purpose: This course explores the topic of utilizing business principles and processes to sustainably remedy societal and environmental issues. It is a direct reaction to student requests for this type of educational opportunities over the past few years; **Catalog Course Description:** This course explores Social entrepreneurship as a rapidly developing and changing business field in which business and nonprofit leaders design, grow, and lead mission-driven enterprises. As the traditional lines blur between nonprofit enterprises, government, and business, students explore opportunities and challenges in this new landscape through local project based learning; **Prerequisites:** GEB 1011 or GEB 1136 or ECO 2013 or ECO 2023 or MUM 2720C or department approval; **Co-Requisites:** None; **Credit/Contact/Lab Hours:** 3/3/0; **Effective Date:** Spring 2017 (201720).

Bonnie Oliver explained that the business sector is mainly about profitability, but they are now also looking at how their businesses can be of benefit to the society. The course will be a part of the cohort program and they will do things such as working to keep companies from throwing away products that can be reused, and also helping those businesses to think about their impact on society.

Proposal 1617-011 was approved by consensus.

1617-012 MUS 1621 Acoustics and Psychoacoustics, CCD.....Raul Valery
Purpose: This course was replaced by MUM 1620C Psychoacoustics & Listening Skills; **Effective Date:** Fall 2017 (201810).

Proposal 1617-012 was approved by consensus.

1617-013 RTE 4208 Managed Care Concepts, CCD.....Susan Gosnell
Purpose: This course had very low enrollment. Also, the BS Cardio program has since developed a course with similar learning outcomes (RET 4034) that is available as an elective to the BS Rad students; **Effective Date:** Fall 2017 (201810).

Proposal 1617-013 was approved by consensus.

5. Discussion Items

There are no Discussion Items for this month's meeting.

6. Information Items

- HUN2015 was created as an option for students who had already completed a college level nutrition course that didn't include diet therapy instead of requiring students to take the 3 credit HUN2202. The Nutrition area asked for Banner to show that students can use either pair HUN1001 and HUN2015 or HUN1201 and HUN2015 to be able to substitute for HUN2202 on the degree audit.
- Expanded admission requirements for the ATCs in CT, MRI, and Mammography to include students who hold an eligible professional certification in an eligible diagnostic imaging field and an Associate degree or higher in any other field. Previously, these ATCs are open only to students with the certification and an eligible AS Degree. This information was added to the CT, MRI and Mammography ATC's.

The next meeting of the College Curriculum Committee is scheduled for November 9, 2016, and will be held on the West Campus. **Deadline for submission of materials for the agenda is October 26, 2016.**

COLLEGE CURRICULUM COMMITTEE

September 14, 2016

MINUTES

Members Present: Joan Alexander, Melody Boeringer, Karen Borglum (Co-Chair), Ester Coombs, Ana Caldero Figueroa, Masood Ejaz, Al Groccia, Marie Howard, Leann Hudson, Debra Jacobs, Chris Klinger, Lisa Lippitt, John Niss (Co-Chair), Julia Ribley, Cheryl Robinson, Regina Seguin, Ravi Varma

Alternates Present: Carin Gordon, Jerry Reed

Ex-Officio Present: Pedro Gonzales, Edwin Sanchez, Pat Sebastian

Visitors Present: Rob McCaffrey, Liza Schellpfeffer, Adrienne Mathews

Staff Present: Krissy Brissett, Glenn Ricci

1. Welcome to Committee Members and Visitors

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

- *Overview of what the College Curriculum Committee does:
Karen Borglum explained that the Curriculum Committee is responsible for ensuring that all courses and programs have instructional integrity, address appropriate learning outcomes, fit into a sequential framework that leads to students achieving the respective competencies, and meet the college's standards of excellence. Karen also stated that new courses or programs can come to the committee at any time, but modifications or deletions can only be approved for the beginning of an academic year.*
- *Function of each area representative:
It is the responsibility of the representative or alternate to review all proposals and reflect on how those changes can affect the various areas. The function of the representative for each area is to report area changes that come to the committee to faculty. Ex officio cannot vote, and Karen only votes to break a tie, but that does not happen very often as the committee normally approves or disapproves by consensus.*

2. Review of Minutes July 13, 2016

(<http://valenciacollege.edu/curriculumcommittee/Minutes.cfm>)

The minutes were approved by consensus.

3. **Consent Agenda** – Course modifications or deletions involving minor editing of course descriptions or level changes which do not impact other departments are eligible for placement on the consent agenda. Any members of the committee may request to remove a proposal from the consent agenda for the purpose of discussion.

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

BUL 2930 Selected Topics in International Business Law
JOU 1401L Media Production II
JOU 1402L Media Production III

The ANT 2410 course was removed from the consent agenda because it was submitted with General Education outcomes. The outcomes will be removed and the outline will be placed on the September agenda for approval.

b)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.

4. **Regular Agenda**

1617-001 ANT 2410 Cultural Anthropology, CCA.....A. Trierbieniek

Purpose: This course has been taught three times on east campus and has filled each time. The level of student interest is high and the experience of faculty who are willing to teach the course is substantial; **Catalog Course Description:** Cultural anthropology attempts to explain the similarities and differences in human behavior, social institutions, and ways of life of all people, past and present, by studying living cultures worldwide. This course will examine how cultural anthropologists carry out research in order to understand the ways people to live in groups, create culture and adapt to their environments. A variety of topics related to culture are covered including communication, marriage, economics, subsistence, culture change, globalization, kinship, violence, gender and sexuality; **Prerequisites:** None; **Co-Requisites:** None; **Credit/Contact/Lab Hours:** 3/3/0; **Effective Date:** Spring 2017 (201720).

It is noted that the outline for ANT 2410 was submitted with General Education outcomes, but this course is not requesting to be added to Gen Ed. Those outcomes will be removed.

Proposal 1617-001 was approved by consensus with the above change.

1617-002 BUL 2930 Selected Topics in International Business Law, CCA...Wendy Toscano
Purpose: Create a Selected Topics course for Business Law; **Catalog Course Description:** For students who are interested in advanced topics in international business law. May include lab and/or field work as part of the class, depending on topic. Multiple credit course. May be repeated for a maximum of six credits, but grade forgiveness cannot be applied; **Prerequisites:** None; **Co-Requisites:** None; **Credit/Contact/Lab Hours:** 1-3/1-3/0; **Effective Date:** Spring 2017 (201720).

Proposal 1617-002 was approved by consensus.

1617-003 A.S. in Paralegal Studies, CPM.....Wendy Toscano
Purpose: This option is for A.S. students that are also completing their A.A. degree with Valencia. POS 2112 satisfies the institutional Gen Ed AA requirements for Social Science; **Effective Date:** Fall 2017 (201810).

Proposal 1617-003 was approved by consensus.

1617-004 JOU 1401L Media Production II, CCA.....Liza Schellpfeffer
Purpose: This course would provide students learning opportunities and an outlet for students to create integrated media content, beyond just newspaper. Additionally, it provides a network to Communications and Arts & Entertainment classes to incorporate their learning principles and curriculum through written, photo, video, audio, design, and advertising opportunities. Student can begin to build a professional portfolio and gain real-world, hands-on experience; **Catalog Course Description:** Laboratory course for production of social media and journalistic stories. Includes reporting, proof-reading copy, interviewing, and producing original media to augment the written word. Students will be expected to attend events and meet with interview subjects outside of the lab meeting time; **Prerequisites:** Minimum grade of C in JOU 1400L; **Co-Requisites:** None; **Credit/Contact/Lab Hours:** 1/3/3; **Effective Date:** Spring 2017 (201720).

Chris Klinger wondered if taking this course would be the only way a student could write for the school paper. Rob McCaffrey stated that it was not and that there would also be opportunities for any interested persons to meet outside of class and work on the newspaper.

Karen noticed that there was no lab fee attached to this course and Rob explained that they will be evaluating their need once the course is being offered. At this time they are not requesting a lab fee. The contact hours were changed to 3 to reflect the number of hours that the faculty member will be compensated for the course. The prerequisite was changed to reflect the minimum grade of C requirement and the course was also changed to reflect that it is not repeatable for credit.

Proposal 1617-004 was approved by consensus with the above changes.

1617-005 JOU 1402L Media Production III, CCA.....Liza Schellpfeffer
Purpose: This course would provide students learning opportunities and an outlet for students to create integrated media content, beyond just newspaper. Additionally, it provides a network to Communications and Arts & Entertainment classes to incorporate their learning principles and

curriculum through written, photo, video, audio, design, and advertising opportunities. Student can begin to build a professional portfolio and gain real-world, hands-on experience; **Catalog Course Description:** Laboratory course for production of social media and journalistic stories. Includes reporting, editing assigned stories, quality control of copy, news organization business and management, interviewing, and producing original media to augment the written word. Students will be expected to attend events and meet with interview subjects outside of the lab meeting time; **Prerequisites:** Minimum grade of C in JOU 1401L; **Co-Requisites:** None; **Credit/Contact/Lab Hours:** 1/3/3; **Effective Date:** Spring 2017 (201720).

The contact hours were changed to 3 to reflect the number of hours that the faculty member will be compensated for the course. The course was also changed to reflect that it is not repeatable for credit.

Proposal 1617-005 was approved by consensus with the above changes.

1617-006 Pre-Major: Psychology, CPA.....Judi Addeleston
Purpose: To develop a pre-major in psychology; **Effective Date:** Spring 2017 (201720).

Lee Thomas explained that this pre-major is an attempt to create a clear and efficient path from a Valencia A.A. to a B.S. at UCF for students. They hope to have it in place to align with the Title V grant. Lee explained that students sometimes arrive at UCF with missing courses and since our largest number of students that transfer declare their major as Psychology we want to make it as easy as possible for them. He also clarified that this is not an articulated pre-major. Chris wondered if the MAC 1105 requirement was the best path for students. John stated that Valencia math faculty feel MGF 1106 is more appropriate for these students but Lee explained that UCF prefers MAC 1105. Chris pointed out that we had done things differently in the past as we did not specifically align our pre-majors to UCF and that the pre-majors do not specifically say preferred. Karen stated that she will go through all the pre-majors to see how they align and modify any pre-majors that do not align tightly with UCF. She agreed that it was a different direction than we had gone in the past. There was also a discussion about looking at the course and program outcomes and Carin Gordon wondered if that was something that the Curriculum Committee wanted to revisit. Karen explained that some grants assess for specific outcomes and we typically don't make it the committee's business to modify outcomes that are requested by the faculty.

The math requirement was changed to STA 2023 with a recommendation of MAC 1105 as the Math Gen Ed core requirement.

The Science selections were changed to "BSC 1011C, CHM 1020, CHM 1045C, CHM 1046C, EVR 1001" to reflect the course numbers at Valencia.

DEP 2004 needs an asterisk to indicate that the course has a prerequisite.

Proposal 1617-006 was approved by consensus with the above changes.

1617-007 A.S. in Culinary Management, CPM.....Pierre Pilloud
Purpose: Wanted to give more options to students needing elective; **Effective Date:** Fall 2017 (201810).

Although this was removed from the agenda, I noted that the program hours on the form show 60 but the hours in the program are 64. gr

Proposal 1617-007 was removed from this month's agenda and will come at a later date.

1617-008 A.S. in Graphic and Interactive Design, CPM.....Kristy Pennino
Purpose: A new course, GRA 1956C Phoenix Design Project, has been added to the catalog and needs to be added to the GRA electives list. Students will be able to select this course as an option for their GRA elective; **Effective Date:** Fall 2017 (201810).

Proposal 1617-008 was approved by consensus.

1617-009 Criminal Justice Technology Specialist Certificate, CPM.....James McDonald
Purpose: Modify certificate title, outcomes, requirements and description; **Revised Certificate Title:** Criminal Justice Specialist Certificate; **Effective Date:** Fall 2017 (201810).

Carin Gordon explained that this redesign gives students a specialized track option. Chris wondered what a student can do with this certificate. Debra Jacobs explained that it would make a person more employable and prepared with a certificate like this. She explained that agencies are interested in getting their employees more educated and there may be financial incentives when someone has an additional certificate. Chris wanted to be clear that this is not going to get a person hired to become a police officer. Cheryl pointed out that the naming convention for the tracks listed as a part of the certificate is different than what we typically use. There were other questions from the committee that Carin was unsure of.

Proposal 1617-009 was tabled until the October meeting.

1617-010 Articulated Pre-Major, Electrical and Computer Engineering Technology (Valencia College), CPM.....Karen Borglum
Purpose: To add science credits into program to meet Gen Ed requirement; **Effective Date:** Fall 2016 (201710).

Proposal 1617-010 was approved by consensus.

5. Discussion Items

-Provisional student admissions policy draft and provisional course listing

Karen explained that the committee needed to go through the list to ensure that there was no combination of courses that could lead to a provisional student getting a technical certificate. The committee went through the list of courses and got updates from each area.

-Discuss how the new department codes for 3000 and 4000 level courses will be used

- New department codes for 3000 and 4000 level courses.
BSCS: BS Cardiopulmonary Sciences
BSRI: BS Radiologic Imaging

Krissy explained that the voter lists for upper level courses are typically not the same as the voter lists for lower level courses. Also, there are some courses in cardiopulmonary sciences and radiologic imaging that are taught in multiple areas. The engineering area has courses that are shared, but in order to make things easier we were able to separate the courses using the code that was already created for the B.S. These codes were requested to create the same effect.

6. Information Items

- FIT has updated their catalog, as well as the Logistics Management program. Therefore, there are some courses that need to be changed in the Articulated Logistics Management (Florida Institute of Technology) program. The changes can be summarized as: Remove: ACG 2021C, ACG 2071C, OST 1335C, ECO 2013, MAN 2021, ECO 2023. Add: Social Science Electives (6 credits), Free Electives (12 credits). The changes were made effective for Fall 2016.
- The credits for EET 1214 were listed incorrectly as 2 credits, but this is a 3 credit hour course. The change was made in the system, but the change has reduced the elective hours for the Electrical and Computer Engineering Technology AA Articulated Pre-Major.

The next meeting of the College Curriculum Committee is scheduled for October 12, 2016, and will be held on the West Campus. *Deadline for submission of materials for the September agenda is **September 28th, 2016.***