



April 22, 2020

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 *Sanford C. Shugart*

COLLEGE CURRICULUM COMMITTEE
February 12, 2020

Minutes

Members Present: Joan Alexander, Patrick Bartee, Beverly Bond, Dan Diehl, Susan Dunn, Yolanda Gonzalez, Carin Gordon, Leann Hudson, Chris Klinger, Lisa Macon, Adrienne Mathews, John Niss, Diane Reed, Cheryl Robinson (Chair), Karen Styles, Raul Valery (Co-Chair), Ravi Varma

Alternates Present: Chiara Ojeda

Ex-Officio Present: Pedro Gonzalez, Nasser Hedayat, Ed Holmes (for Dan Smith), Darnell Purcell, Edwin Sanchez

Visitors Present: Denise DeBusk, Jamy Chulak, Carolyn Deleo, Nichole Jackson, Ann Marie Lyle

Staff Present: Krissy Brissett

1. **Welcome to the Committee Members and Visitors.**
2. **Review of Minutes:** January 2020
(<http://valenciacollege.edu/curriculumcommittee/Minutes.cfm>)

The consent agenda was 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 that may be viewed in ATLAS:

GEB 1220, GEB 2862
MUM 1642L, MUM 2601L, MUM 2602L, MUM 2623C, MUM 2637L, MUM 2661C, MUM 2666C, MUM 2678L
PLA 1560C,
SON 1000, SON 1000L, SON 1001, SON 1001L, SON 1112, SON 1112L

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

MUM 1660L, MUM 2630C, MUM 2634L, MUM 2721
MUT 1011C

PLA 2192C
SON 1002C

The consent agenda was approved by consensus.

4. Regular Agenda:

1920-046 A.S. Respiratory Care, CPM.....Jamy Chulak
Purpose: College Algebra is not the appropriate Math for the program and we want to remove barriers to the program; **Effective Date:** Fall 2020 (202110).

The presenter explained that when they developed program in 2009 they we wanted to make sure they had Gordon rule math or to satisfy the common core requirement. They want to be more inclusive considering the admissions issues and this change reduce barriers so more students can enter program.

A committee member wondered why they changed the requirement to Any Gordon Rule Math versus Gen Ed. Math. Presenter stated that it was done on the advice of a Mathematics dean.

Committee members agreed that the program can list Gen Ed list Gen Ed as the result is the same, and students more readily recognize Gen Ed.

The Math requirement was changed require a Math course from the Gen Ed Core requirements.

Proposal 1920-046 was approved with the above change.

1920-047 ORH 1510C Ornamental Plant Materials I, CCM.....Javier Garces
Purpose: Outline submitted with change to course title and prerequisites; **Revised Course Title:** Ornamental Plant Materials; **Revised Prerequisites:** PLS 1010C or BOT 2010C or department approval; **Effective Date:** Fall 2020 (202110).

Proposal 1920-047 was approved by consensus.

1920-048 A.S. in Plant Science and Agricultural Technology, CPM.....J. Garces
Purpose: Needed to update Program Learning Outcomes due to continuing work during assessment. As the curriculum has been updated during the last several years, these Program Learning Outcomes Needed an update as well; **Effective Date:** Fall 2020 (202110).

Proposal 1920-048 was approved by consensus.

1920-049 Plant Science Professional Certificate, CPM.....J. Garces
Purpose: An update of the Program Learning Outcomes based on a curriculum update and ongoing PLO assessment work; **Effective Date:** Fall 2020 (202110).

Proposal 1920-074 was approved by consensus.

1920-050 Plant Science Specialist Certificate, CPM.....J. Garces
Purpose: An update on Program Learning Outcomes based on curriculum updates;
Effective Date: Fall 2020 (202110).

Proposal 1920-050 was approved by consensus.

1920-051 Plant Science Technician Certificate, CPM.....J. Garces
Purpose: An update of the Program Learning Outcomes based on a curriculum update and ongoing PLO assessment work; **Effective Date:** Fall 2020 (202110).

Proposal 1920-051 was approved by consensus.

1920-052 GEB 1220 Writing and Speaking in Business, CCA.....Lee McCain
Purpose: Workplace continuing need for effective business communicators demonstrating accomplished business writing and speaking skills; **Credit/Contact/Lab:** 3/3/0; **Prerequisites:** None; **Co-requisites:** None; **Catalog Course Description:** This course is a study of the basics of business writing and speaking and introduces students to common written formats, such as the memo, letter, and report. The course will stress techniques to improve writing and speaking skills and will teach students how to apply techniques used in the business writing process and oral communications. Other topics covered include, but are not limited to, appropriate strategies for internal and external communication situations, audience analysis, and communication through technology; **Effective Date:** Fall 2020 (202110).

Proposal 1920-052 was approved by consensus.

1920-053 GEB 2862 Business Spreadsheet Applications, CCA.....Storm Russo
Purpose: This course will combine business decision-making skills and data compiled via spreadsheets to determine, understand and implement business concepts/decisions based on cases and scenarios; **Credit/Contact/Lab:** 3/3/0; **Prerequisites:** CGS 2100; **Co-requisites:** None; **Catalog Course Description:** Based on real-world data, students will apply current computer spreadsheet software to solve business problems and make decisions with various spreadsheet features; **Effective Date:** Fall 2020 (202110).

This course was added to address the concerns from their advisory committee that they need entry level employees need to have more advanced excel skills. This course will replace the CGS Spreadsheet Application course. It is a much more sophisticated spreadsheet course and is more business related.

Some committee members pointed out that they would like extra steps to be in place such as notifying other areas that may be affected. Because this course could essentially replace a similar course in another area, they were concerned that it could potentially kill their course.

After discussing the proposed course, it was determined that protocol had been followed. The proposal initiator had consulted with the impacted discipline and the faculty were aware of the new course proposal.

Proposal 1920-053 was approved by consensus.

1920-054 Business Management Certificate, CPM.....Lee McCain
Purpose: Addition of GEB 1219 as an elective course; **Effective Date:** Fall 2020 (202110).

Proposal 1920-054 was tabled.

1920-055 Business Operations Certificate, CPM.....Lee McCain
Purpose: Addition of GEB 1219 as an elective course; **Effective Date:** Fall 2020 (202110).

Proposal 1920-055 was tabled.

1920-056 Business Specialist Certificate, CPM.....Lee McCain
Purpose: Addition of GEB 1219 as a foundation course; **Effective Date:** Fall 2020 (202110).

Proposal 1920-056 was tabled.

1920-057 Customer Service Management Certificate, CPM.....Lee McCain
Purpose: Addition of GEB 1219 as a foundation course; **Effective Date:** Fall 2020 (202110).

Proposal 1920-057 was tabled.

1920-058 Customer Service Operations Certificate, CPM.....Lee McCain
Purpose: Addition of GEB 1219 as a foundation course; **Effective Date:** Fall 2020 (202110).

Proposal 1920-058 was tabled.

1920-059 Operations Support and Services, CPM.....Lee McCain
Purpose: Addition of GEB 1219 as a foundation course; **Effective Date:** Fall 2020 (202110).

Proposal 1920-059 was tabled.

1920-060 A.S. Business Administration, CPMStorm Russo
Purpose: Deleting CGS2510C Spreadsheet Applications for Business. Adding GEB2XXX Business Spreadsheet Applications. Deleting OST1335C Business Communications. Adding GEB1219 Writing and Speaking in Business. Adding PAX1500 Introduction to Conflict Management to the list of electives; **Effective Date:** Fall 2020 (202110).

It was mentioned again that the various areas should do better about communicating changes that may affect other areas.

Proposal 1920-060 was approved by consensus.

1920-061 A.S. in Fire Science Technology, CPM.....Dan Diehl
Purpose: To help students be more successful in this program and a possible paramedic program later. The Advisory Board has approved these changes; **Effective Date:** Fall 2020 (202110).

Several courses were in both categories. The lists were combined and now students only have to select three courses.

Proposal 1920-061 was approved by consensus.

1920-062 Fire Science Technology Academy Track, A.S., CPM.....Dan Diehl
Purpose: To help students be more successful in this program and a paramedic program next. The Advisory Board has approved these changes; **Effective Date:** Fall 2020 (202110).

Proposal 1920-062 was approved by consensus.

1920-063 SON 1000C Intro to Medical Sonography, CCD..... Carolyn Deleo
Purpose: Dividing the course SON 1000C into separate didactic (SON 1000) and lab (SON 1000L) courses. Outcomes/assessments are different for each course. This will provide more accurate assessments of each course; **Effective Date:** Fall 2020 (202110).

1920-064 SON 1000 Intro to Medical Sonography, CCA..... Carolyn Deleo
Purpose: Dividing the course SON 1000C into separate didactic (SON 1000) and lab (SON 1000L) courses. Outcomes/assessments are different for each course. This will provide more accurate assessments of each course; **Credit/Contact/Lab:** 3/3/0;
Prerequisites: Acceptance into the A.S. Diagnostic Medical Sonography program; **Co-**

requisites: SON 1002C; **Catalog Course Description:** An introduction to the profession of sonography and the role of the sonographer. Emphasis on basic ultrasound procedures, medical terminology, ethical/aspects, musculoskeletal disorders, professional issues relating to registry, accreditation, professional organizations, and history of the profession; **Effective Date:** Fall 2020 (202110).

1920-065 SON 1000L Sonography Instructional Lab I, CCA Carolyn Deleo

Purpose: Dividing the course SON 1000C into separate didactic (SON 1000) and lab (SON 1000L) courses. Outcomes/assessments are different for each course. This will provide more accurate assessments of each course; **Credit/Contact/Lab:** 1/4/4;

Prerequisites: Acceptance into the A.S. Diagnostic Medical Sonography program; **Co-requisites:** SON 1000 and SON 1002C; **Catalog Course Description:** This is a supervised sonography lab with one-on-one, hands-on instruction of sonographic procedures with emphasis on patient care, sonographic terminology, basic knobology, scanning planes, and image quality. This course includes learning activities designed to ensure competence in the basic use of the ultrasound equipment and basic exam protocols focusing on gynecological, thyroid, scrotal, breast and non-cardiac chest exams;

Effective Date: Fall 2020 (202110).

Proposal 1920-065 was approved by consensus.

1920-066 SON 1001C Abdominal Sonography I, CCD Carolyn Deleo

Purpose: Dividing the course SON 1001C into separate didactic (SON 1001) and lab (SON 1001L) courses. Outcomes/assessments are different for each course. This will provide more accurate assessments of each course; **Effective Date:** Fall 2020 (202110).

1920-067 SON 1001 Abdominal Sonography I, CCA Carolyn Deleo

Purpose: Dividing the course SON 1001C into separate didactic (SON 1001) and lab (SON 1001L) courses. Outcomes/assessments are different for each course. This will provide more accurate assessments of each course; **Credit/Contact/Lab:** 3/3/0;

Prerequisites: SON 1000; **Co-requisites:** SON 1804L, SON 2762; **Catalog Course Description:** This course is an in-depth study in the sonographic imaging of the abdominal viscera and pathological processes that affect this area of the body. This course also includes sonographic terminology and the correlation of the ultrasound findings with clinical laboratory test to pathological processes; **Effective Date:** Fall 2020 (202110).

1920-068 SON 1001L Sonography Instructional Lab II, CCA Carolyn Deleo

Purpose: Dividing the course SON 1001C into separate didactic (SON 1001) and lab (SON 1001L) courses. Outcomes/assessments are different for each course. This will provide more accurate assessments of each course; **Credit/Contact/Lab:** 1/4/4;

Prerequisites: SON 1000, SON 1000L, and SON 1002C; **Co-requisites:** SON 1001, SON 1804L and SON 2762; **Catalog Course Description:** This is a supervised sonography lab with one-on-one, hands-on instruction of sonographic procedures with emphasis on

patient care, sonographic terminology, basic knobology, scanning planes, and image quality. This course includes learning activities designed to ensure competence in the basic use of the ultrasound equipment and basic exam protocols focusing on gynecological, thyroid, scrotal, breast and non-cardiac chest exams; **Effective Date:** Fall 2020 (202110).

Proposals 1920-066, 1920-067, and 1920-068 were approved by consensus.

1920-069 SON 1112C Abdominal Sonography II, CCD..... Carolyn Deleo

Purpose: Dividing the course SON 1112C into separate didactic (SON 1112) and lab (SON 1112L) courses. Outcomes/assessments are different for each course. This will provide more accurate assessments of each course; **Effective Date:** Fall 2020 (202110).

1920-070 SON 1112 Abdominal Sonography II, CCA..... Carolyn Deleo

Purpose: Dividing the course SON 1112C into separate didactic (SON 1112) and lab (SON 1112L) courses. Outcomes/assessments are different for each course. This will provide more accurate assessments of each course; **Credit/Contact/Lab:** 3/3/0; **Prerequisites:** RTE 2762, SON 1001, SON 1001L, and SON 1804L; **Co-requisites:** SON 1614 and SON 1814L; **Catalog Course Description:** This course is a continuation of Abdominal Sonography I. It is an in-depth study in the sonographic imaging of the abdominal viscera and the pathological processes that affect this area of the body. The course also includes correlation of the ultrasound findings with clinical laboratory tests; **Effective Date:** Fall 2020 (202110).

1920-071 SON 1112L Sonography Instructional Lab III, CCA Carolyn Deleo

Purpose: Dividing the course SON 1112C into separate didactic (SON 1112) and lab (SON 1112L) courses. Outcomes/assessments are different for each course. This will provide more accurate assessments of each course; **Credit/Contact/Lab:** 1/4/4; **Prerequisites:** SON 1001, SON 1001L, SON 1804L, and RTE 2762; **Co-requisites:** SON 1112, SON 1614, and SON 1814L; **Catalog Course Description:** This is a supervised Sonography lab with one-on-one, hands-on instruction of sonographic procedures with emphasis on patient care, ultrasound computer equipment orientation, cross-sectional imaging planes and performance of quality exams. This course includes learning activities designed to ensure competence in the basic use of ultrasound equipment and basic exam protocols. Emphasis is on image evaluation and protocols for obstetric scanning; **Effective Date:** Fall 2020 (202110).

Proposals 1920-069, 1920-070, and 1920-071 were approved by consensus.

1920-072 A.S. in Diagnostic Medical Sonography, CPM.....Carolyn Deleo

Purpose: Dividing the courses, SON1000C, SON 1001C, and SON 1112C into separate didactic and lab courses. Outcomes/assessments are different for each course. This will provide more accurate assessments of each course; **Effective Date:** Fall 2020 (202110).

Proposal 1920-072 was approved by consensus.

**1920-073 PLA 2560C Insurance Case Management for Paralegals,
CCA.....W. Toscano**

Purpose: Our community partners specifically requested that we create this course for our Paralegal Studies students; **Credit/Contact/Lab:** 3/3/0; **Prerequisites:** Satisfactory completion of all mandated courses in reading, English and English for Academic Purposes. Minimum grade of C in PLA 1114 or Program Chair approval; **Co-requisites:** None; **Catalog Course Description:** This course focuses on the pre-suit litigation process as related to insurance claims in Florida. Students will gain experience and skill in dealing with the different types of insurance contracts, document retrieval, medical codes, basic medical terminology, reviewing and summarizing medical records, drafting demand letters and the billing process; **Effective Date:** Fall 2020 (202110).

Proposal 1920-073 was approved by consensus.

1920-074 A.S. in Paralegal Studies, CPM.....W. Toscano

Purpose: Adding a new course to the Litigation Specialization and the Paralegal Electives; **Effective Date:** Fall 2020 (202110).

Proposal 1920-074 was approved by consensus.

1920-075 MUM 2601L Sound Recording Lab I, CCA.....R. Valery

Purpose: MUM 2663C Sound Recorded 1 has changed its number of credits from 4 to 1. This 1 credit lab is a companion and co-requisite to MUM 2623C. This new lab course allows us to better coordinate the recording sessions (out of class) portion of the program, through all of the sections of MUM 2623C, by creating a single section of recording labs that meets multiple times per week at different times, with changing groups of students; **Credit/Contact/Lab:** 1/5/5; **Prerequisites:** Minimum grade of C in MUM 1002C; **Co-requisites:** MUM 2663C; **Catalog Course Description:** This course focuses on hands-on application of Sound Recording techniques through lab activities, as well as through participation as an assistant recording engineer in recording sessions, both live, and in the studio. (This course requires an average of five hours outside of the scheduled class time, working on recording sessions each week); **Effective Date:** Fall 2020 (202110).

Proposal 1920-075 was approved by consensus.

1920-076 MUM 2602L Sound Recording Lab II, CCA.....R. Valery

Purpose: MUM 2664C Sound Recording 2 has changed its number of credits from 4 to 1. This 1 credit lab is a companion and co-requisite to MUM 2624C. This new lab course allows us to better coordinate the recording sessions (out of class) portion of the program, through all of the sections of MUM 2624C, by creating a single section of recording labs that meets multiple times per week at different times, with changing

groups of students; **Credit/Contact/Lab:** 1/5/5; **Prerequisites:** Minimum grade of C in MUM 2663C and in MUM 2601L; **Co-requisites:** MUM 2664C; **Catalog Course Description:** This course focuses on hands-on application of Sound Recording technology through lab activities as well as participation as a recording engineer in recording sessions, both live as in the studio. (This course requires an average of five hours outside of the scheduled class time working on recordings each week); **Effective Date:** Fall 2020 (202110).

Proposal 1920-076 was approved by consensus.

1920-077 MUM 2678L Mixing Techniques, CCA.....R. Valery

Purpose: This course addresses a need for a lab course where students can learn and implement multitrack audio mixing techniques in a variety of deliverable formats. Creation of this course was recommended at the Advisory Committee meetings; **Credit/Contact/Lab:** 1/2/2; **Prerequisites:** Minimum grade of C in MUM 2664C; **Pre or Co-requisites:** MUM 2790L; **Catalog Course Description:** Students mix multitrack recordings with different requirements and in different genres, applying the prevailing aesthetics for the particular types of music being mixed. Students will mix in 2-channel stereo, and in several Surround and Immersive Sound techniques; **Effective Date:** Fall 2020 (202110).

Proposal 1920-077 was approved by consensus.

1920-078 MUM 1642L Foley and Sound Design, CCM.....R. Valery

Purpose: Students benefit from taking the course a second time as a valid elective. Make course repeatable for credit; **Effective Date:** Fall 2020 (202110).

Proposal 1920-078 was approved by consensus.

1920-079 MUM 2623C MIDI Electronic Music I, CCM.....R. Valery

Purpose: This change will make this course 3 credits as in other institutions, and will make it equivalent in contact and credit hours to the follow up course MUM 2664C MIDI Electronic Music II; **Revised Credit/Contact/Lab Hours:** 3/6/4; **Effective Date:** Fall 2020 (202110).

Proposal 1920-079 was approved by consensus.

1920-080 MUM 2637L Intro to Video Game and VR Sound, CCM.....R. Valery

Purpose: Name change from "Video Games" to "Videogames" because the single word is the standard in that industry; **Revised Course Title:** Intro to Videogame and VR Sound; **Revised Course Description:** An overview of the fundamental concepts in sound design and implementation techniques for Videogames and Virtual Reality; **Effective Date:** Fall 2020 (202110).

Proposal 1920-080 was approved by consensus.

1920-081 MUM 2663C Sound Recording I, CCD.....R. Valery

Purpose: The recording session of this course is being moved to MUM 2601L Sound Recording Lab 1, a 1-credit course that will be a co-requisite; **Revised Co-requisite:** MUM 2634L and MUM 2601L; **Revised Credit/Contact/Lab Hours:** 3/5/4; **Effective Date:** Fall 2020 (202110).

1920-081A MUM 2661C Sound Recording I, CCA.....R. Valery

Purpose: The recording session of this course is being moved to MUM 2601L Sound Recording Lab 1, a 1-credit course that will be a co-requisite; **Revised Co-requisite:** MUM 2634L and MUM 2601L; **Revised Credit/Contact/Lab Hours:** 3/5/4; **Revised Catalog Course Description:** This course is designed to develop recording skills through a hands-on, project oriented curriculum and in-depth classroom studies in modern recording practices. Focuses on studio recording techniques on analog and digital equipment, large-format console signal flow, microphone theory, microphone selection, cue (headphone) mix, principles of audio over IP, dynamic and spectral processing while recording, studio procedures, standards, and etiquette; **Effective Date:** Fall 2020 (202110).

The separation of the Sound Recording courses has facilitated a change in the course number of the lecture course. The course number was changed to MUM 2661C.

Proposal 1920-081 and 1920-081A were approved by consensus.

1920-082 MUM 2664C Sound Recording II, CCD.....R. Valery

Purpose: The recording session of this course is being moved to MUM 2601L Sound Recording Lab 1, a 1-credit course that will be a co-requisite; **Revised Prerequisite:** Minimum grades of C in MUM 2601L, MUM 2661C and MUM 2634L; **Revised Co-requisite:** MUM 2602L; **Revised Credit/Contact/Lab Hours:** 3/5/4; **Effective Date:** Fall 2020 (202110).

1920-082 MUM 2666C Sound Recording II, CCA.....R. Valery

Purpose: The recording session of this course is being moved to MUM 2601L Sound Recording Lab 1, a 1-credit course that will be a co-requisite; **Revised Prerequisite:** Minimum grades of C in MUM 2601L, MUM 2661C and MUM 2634L; **Revised Co-requisite:** MUM 2602L; **Revised Credit/Contact/Lab Hours:** 3/5/4; **Effective Date:** Fall 2020 (202110).

The separation of the Sound Recording courses has facilitated a change in the course number of the lecture course. The course number was changed to MUM 2666C.

Proposal 1920-082 and 1920-082A were approved by consensus.

1920-083 A.S. in Sound and Music Technology, CPM.....R. Valery .
Purpose: 3 courses go from 4 CH to 3 CH, and 3 new 1 CH labs are introduced to the program. This allows us to streamline the out-of-class lab activities; **Effective Date:** Fall 2020 (202110).

Proposal 1920-083 was approved by consensus.

1920-084 Audio Electronics Specialist, CPM.....R. Valery.
Purpose: Required course listed as choice. - Deletion of subject with hidden prerequisite. One of the required courses goes from 4 credits to 3 credits; **Effective Date:** Fall 2020 (202110).

Proposal 1920-084 was approved by consensus.

1920-085 Audio Visual Production, CPM.....R. Valery..
Purpose: Since MUM 2623C changes from 4 to 3 credits, MUM 1620L moves from one of the electives to a requirement because this is a required course in the A.S. Other changes result from the same change and program revisions. The words "Audio Visual" in the name are being replaced by the word "Audiovisual", which is the correct word for this field; **Revised Program Title:** Audiovisual Production; **Effective Date:** Fall 2020 (202110).

Proposal 1920-085 was approved by consensus.

1920-086 Digital Music Production Certificate, CPM.....R. Valery
Purpose: MUM 2623C changes from 4 to 3 credits; **Effective Date:** Fall 2020 (202110).

Proposal 1920-086 was approved by consensus.

5. Discussion Items:

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

6. Information Items:

- The following Gordon Rule courses were missing the minimum grade of C requirement in the catalog. They were updated to align with the correct requirement.

HUM 2220, HUM 2223, HUM 2234, HUM 2461
POS 2112
REL 2300

- A part of proposal 1920-023 from the January meeting was reverted to what it was originally. A program advisor noted that SLS 1122 counts as one of the 15 required Gen. Ed. credits so ETD 1031C was removed and SLS 1122 was put back in the program. PHY 1020 or any Gen. Ed. math will remain.

The next meeting of the College Curriculum Committee is scheduled for March 18, 2020, and will be held at the East Campus in 8-101. Deadline for submission of materials for the agenda is **February 26, 2020.**