December 16, 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

COLLEGE CURRICULUM COMMITTEE
October 14th, 2020
Via Zoom
2:00 – 5:00 p.m.

Minutes

Members Present: Dave Brunick, Rafael Davila, Dan Diehl, Susan Dunn, Masood Ejaz, Lisa Macon, Nelson Manuel Placa, Adrienne Mathews, Michael Robbins, Cheryl Robinson (Chair), Richard Sansone, Raul Valery (Co-Chair), Ravi Varma

Alternates Present: Diane Brown, Emily Elrod,

Ex-Officio Present: Felicia Hardeman, Nasser Hedayat, Darnell Purcell, Pat Sebastian, Darren Smith

Visitors Present: Jen Bhagirath, Kenneth Bourgoin, Lisa Gray

Staff Present: Krissy Brissett

1.   **A. Welcome to the Committee Members and Visitors:**

The meeting was opened with a welcome to visitors and members.

B. CCC Manual:

The committee was briefed on changes to the 20/21 College Curriculum Committee Manual. The main change to the 20/21 manual includes a new appendix which highlights the faculty roles and responsibilities while on the committee.

C. College Curriculum Committee overview and training.
     Function of each area representative.

The committee members were presented with an annual training on the curriculum process.

A few members wondered how they should introduce themselves to college-wide faculty and how others share information from the meetings. Some members stated that they update through IAC, they update their dean, or they communicate regularly with their discipline coordinators.

Since the committee members are to serve as a resource for fellow faculty members, it was suggested that they share the information directly with the faculty versus going through their department heads.

2. **Review of Minutes:** July 2020
(**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 that may be viewed in ATLAS:**

   APA 1111C
   CEN 3100C, CEN 3727C
   FOS 2201

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

   MCB 2010C

   The consent agenda was approved by consensus.

4. **Regular Agenda:**

2021-001   APA 1111C   Basic Accounting, CCM……………………….………………Lisa Gray
Purpose: Name being changed based on feedback at our annual program review. Changing name to better indicate the academic rigor of the course; *Effective Date:* Fall 2021 (202210).

Proposal 2021-001 was approved by consensus.

2021-002   CEN 3100C   Technical Writing and Communication for Software Developers, CCA………………………………………………………………………………Lisa Macon
Purpose: (Note this also affects the AA program requirements for the BAS in CTSD). This course will replace the GEB 3213 course in the program. This course will more specifically address writing for the software development career field; *Credit/Contact/Lab:* 3/3/1; *Prerequisites:* ENC 1101 and ENC 1102; *Co-requisites:* ENC 1102; *Catalog Course Description:* This course is a study of the basics of technical writing and introduces students to common formats, such as the memo, letter, and report. The course will stress techniques to improve writing skills and how to apply

techniques used in the technical writing process. 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: Effective Date:** Fall 2021 (202210).

GEB 3213 being replaced by this course. It will focus on writing and communications that occur in this field and they will be submitted a program modification at a later date.

Proposal 2021-002 was approved by consensus.

2021-003   CEN 3727C   User Interface and User Experience, CCA………..Lisa Macon
Purpose: (Also affects the AA Program requirements for BAS CTSD). This is a new restricted elective for the program, as requested by industry partners; **Credit/Contact/Lab:** 3/3/1; **Prerequisites:** Grade of C or higher in COP 3330C; **Co-requisites:** None; **Catalog Course Description:** User Interface and User Experience (UI/UX) Design covers concepts in human-computer interaction that focus on designing user interfaces (UI) and user experiences (UX). Topics include analyzing when to use various interfaces, modeling and representing user interaction with personas and scenarios, eliciting requirements and feedback from users, methods for designing and prototyping interfaces and UI/UX evaluation. The course also introduces students to current research and best practices on human behavior as it applies to user experience design. Students will learn to employ hardware and software to design and influence human/computer interaction; **Effective Date:** Fall 2021 (202210).

It was always their intention to add electives as the program expanded and as they collaborated with their partners in the field. It is their intention to bring additional electives forward.

Proposal 2021-003 was approved by consensus.

2021-004   FOS 2201   Food Service Sanitation Management, CCM…K. Bourgoin
Purpose: Remove prerequisite and co-requisite; **Revised Prerequisites:** None; **Revised Co-requisites:** None; **Effective Date:** Fall 2021 (202210).

This course is considered a front door course, but they are changing the requirement because it created an unintentional barrier for students and issues for VA students.

Effective date being changed to Spring 2021.

Proposal 2021-004 was approved with the above change.

2021-005   CET 2722   MS Windows Server 2003 Environment, CCD
Purpose: According to Florida Statute 1007.24(8), courses that have not been taught in five years must be removed from our catalog; *Effective Date:* Fall 2021 (202210).

2021-006   CET 2795   Designing Microsoft Server 2003 Directory, CCD
Purpose: According to Florida Statute 1007.24(8), courses that have not been taught in five years must be removed from our catalog; *Effective Date:* Fall 2021 (202210).

2021-007   CET 2811   Designing Microsoft Server 2003 Directory, CCD
Purpose: According to Florida Statute 1007.24(8), courses that have not been taught in five years must be removed from our catalog; *Effective Date:* Fall 2021 (202210).

2021-008   EGN 1111C   Engineering Computer Graphics, CCD
Purpose: According to Florida Statute 1007.24(8), courses that have not been taught in five years must be removed from our catalog; *Effective Date:* Fall 2021 (202210).

2021-009   HSC 1180   Tai Chi, CCD
Purpose: According to Florida Statute 1007.24(8), courses that have not been taught in five years must be removed from our catalog; *Effective Date:* Fall 2021 (202210).

2021-010   PHY 2105   Modern Physics, CCD
Purpose: According to Florida Statute 1007.24(8), courses that have not been taught in five years must be removed from our catalog; *Effective Date:* Fall 2021 (202210).

2021-011   SPC 1700   Cross Cultural Communication, CCD
Purpose: According to Florida Statute 1007.24(8), courses that have not been taught in five years must be removed from our catalog; *Effective Date:* Fall 2021 (202210).

Proposals 2021-005 to 2021-011 were approved by consensus.

5.   **Discussion Items:**

-Credit/Contact/Lab Hours focused inquiry team:

The committee was asked if they were interested in volunteering to be a part of the team that will investigate ongoing credit/contact/lab hour issues across the college.

Volunteers: Susan Dunn, Lisa Macon, Raul Valery, Dave Brunick

-Continuing Equity Work: Please read Curriculum as Window and Mirror article (separate attachment). For our discussion, please consider the following questions:

a) How can curriculum be used as a window to expand a student's view of a discipline and the make relevant interdisciplinary connections?

b) In what ways can curriculum serve as a mirror to support students to seeing themselves in the curriculum?
c) What responsibility does the College Curriculum Committee have in supporting curriculum as both a window and a mirror?
d) What training or support do we need to fulfill this responsibility?

The committee was asked to read the Curriculum As Window and Mirror article by Emily Style and then have some small group discussions with the above questions in mind. The following comments came from those conversations in an effort to continue our equity work:

Consideration of how admission requirements may exempt students, or prevent student progress. We can monitor those requirements to consider ways to recommend how to make the course more open.

I try to run closer to UCF's model for ENC1102; specifically, we approach a social issue. I teach both MLA and APA throughout the semester, and then ask students to choose the documentation method that they think best aligns with their discourse community. The final Research Paper has to reflect that documentation method.

I feel as if one of our most important jobs as educators is to help educate culturally competent graduates. That makes sense. Our required text for part-timers at East, however, is a literature anthology, and the majority of folks teach literature in 1102. This could be a fruitful place for some consideration of equity, particularly as we work to create common composition values with UCF and other state colleges. I don't believe our outcomes are literature-specific, but tradition seems to indicate 1102 faculty teach literature. Adjusting our own perspectives is personal work, curriculum is shared work, but graduates are our "evidence".

Let's not forget community input as well. It can get awful insulated in a conversation about outcome redesign. We should be asking: What does the community need? What do prospective employers want? What about the rest of our academic community -- what do they need?

We give our students a survey towards the end of the semester that revolves around their input about Course learning outcomes, how good they were covered, and how good their understanding is about those outcomes. This is part of our instructor course assessment for the ABET accreditation

I think at the individual course level we can become very insulated about our subjects. What are departments and disciplines doing to ensure their courses serve all students.

Are there other institutions engaged in this work (and further along) that we could look at?

There's an informal group that was forming about linguistic social justice.
I'm more inclined to say "An awareness of multiple linguistic approaches to adhere to the existing expectations of current discourse communities"...but that feels wordy.

6.   **Information Items:**

- A mandated change was made to the following courses effective for Fall 2020. The certificate was previously updated and approved with the new course hours, but the changes were not made to the courses.
  FFP 0010 is now 191 hours – 6.367 CEU's
  FFP 0020 is now 301 hours – 10.033 CEU's

- A.S. in Supervision and Management note regarding ETI 2943 and SLS 1301.

- Pre-major terminology was still listed in ARC 1301C. That wording was removed.

The next meeting of the College Curriculum Committee is scheduled November 11, 2020, and will be an electronic meeting. Deadline for submission of materials for the agenda is **October 28th, 2020.**