July 23, 2014

TO: THE DISTRICT BOARD OF TRUSTEES
of Valencia College

FROM: SANFORD C. SHUGART
President

RE: Additions, Deletions or Modifications of Courses and Programs

RECOMMENDED ACTION:

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

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President

COLLEGE CURRICULUM COMMITTEE
March 19, 2014

MINUTES

Members Present: Joan Alexander, Melody Boeringer, Chris Borglum, Karen Borglum (co-chair), Debra Jacobs, Beth King (alternate for Suzanne Johnson), Anita Kovalsky, Lisa Macon, Adrian Manley, John Niss (co-chair), Bonnie Oliver, Kristy Pennino, Yasmeen Qadri, Lester Sandres, Pam Sandy, Jackie Starren, Ravi Varma

Ex-Officio Present: Alys Arceneaux, Shirley Boyette, Krystal Cortez, Darnell Purcell, Cheryl Robinson

Staff Present: Kim Adams (Recording), Glenn Ricci

Guests Present: Kristin Abel, Colin Archibald, Barbara Frazier, Javier Garces, Yolanda Gonzalez, Carin Gordon, Susan Gosnell, Christina Hardin, Lesena Jones, Jane Maguire, Rob McCaffrey, Ali Notash, Sharon Shenton, Raul Valery

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

   John Niss opened the meeting by welcoming the committee and guests; Karen Borglum introduced Beth King as the alternate for Suzanne Johnson for this meeting.

2.   **Review of Minutes – February 12, 2014**

   John asked the Committee if they had an opportunity to review the minutes and if there are any changes/revisions needed. There were none, and the minutes were approved as presented.

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

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

   CET 4126   Microprocessor Programming
   COP 2362   Advanced C# Progamming
   ETD 2371C   Introduction to 3D Printing
   ETD 2372C   Advanced Rapid Prototyping
   TPA 2010C   Foundations of Technical Design

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

   There are no Two-Year Program Review Cycle outlines being presented this month.

1314-249   CET 4126   Microprocessor Programming, CCM..............................Ali Notash
Purpose: Update major topics and learning outcomes; *Effective Date:* Fall 2014 (201510).

1314-250   DIG Vari   Various DIG Courses per Spreadsheet ....Robert McCaffrey
Purpose: Revision of DIG prefix lab fees, per attached spreadsheet; *Effective Date:* Fall 2014 (201510).

Karen had several questions regarding missing lab fee templates for courses going to a $0 fee, where previously there was a fee. The Finance Dept. has requested paperwork for courses where the lab fee will go to $0. Rob said that will not be a problem; he will prepare the forms, have them signed, and forward them to Karen's office. It was decided that Karen and Rob will speak at a later time, after the meeting, regarding some questions she has. A few of the questions are as follows:

- *DIG 1631C – the proposed fee shows $44.28, but the lab fee template has $62 –which is correct? (Note: After the meeting Rob checked on this and found that the $44.28 fee is correct. He completed and forwarded a new lab fee template to the Curriculum Office and it has been signed. As with all lab fees, it will be rounded up to the nearest dollar, $45.00)*
- *Internship class fees will stand as they are, with the standard $10 internship fee.*
- *DIG 2580C – Should be $53.42 but proposed fee is $62.80? Rob said he will check on that and provide the correct fee. (Note: Rob confirmed that the Lab Fee Form, with an amount of $53.43 – rounding up to $54.00 – is correct.)*

1314-251   Various Accounting Courses (ACG, APA, TAX) per Forms.................. Carin Gordon
Purpose: Lab fee revisions, per attached forms, for the Accounting Department prefixes of ACG, APA, and TAX; *Effective Date:* Fall 2014 (201510).

1314-252   APA 2934   Selected Topics in Accounting, CCM .... Carin Gordon
Purpose: Lab fee revision; *Revised Lab Fee:* $0.00 (previously: $30.00); *Effective Date:* Fall 2014 (201510).

1314-253   Various Science Courses (BSC, BOT, OCB, CHM, MCB) per Forms
..Melissa Pedone
Purpose: Lab fee revisions, per attached Lab Fee Forms, college wide and per campus, for the following prefixes: BSC, BOT, OCB, CHM, and MCG; *Effective Date:* Fall 2014 (201510).

Karen told the Committee that the Math Department had expressed concern about the fees for labs being rounded down, due to the fact that means each department will lose money/be underfunded. She asked if the consensus of the CCC will be to round up to next dollar, rather than following mathematics practices. John said that originally, all fees were rounded up; last year that was changed, but then departments found they were underfunded. It was agreed, by consensus, that the practice will be, going forward, to round up the fees to prevent lab fee shortages.

1314-254   Honors Outcome .... **Valerie Burks**
Purpose: Condense the Honors Outcomes into one outcome to be used in all Honors courses, as follows: "Students will take action outside the classroom based on creative thinking as it relates to course content;" *Effective Date:* Fall 2014 (201510).

The Consent Agenda was approved.

4. **Regular Agenda**

1314-255   Sound and Music Tech. Courses Lab Fee Revisions, CPM.................... Raul Valery
Purpose: Revise lab fees per attached spreadsheet and add a "C" designation to the following courses: MUC 2000, MUM 2640, and MUS 2360; *Effective Date:* Fall 2014 (201510).

Karen asked several questions regarding the proposed lab fees, as follows:

- *MUM 2606 does not have its own lab template, but appears on several of the other templates, each with a different fee. Which is correct? Raul said the presidents rejected the proposed fee, so it is being taken off the list.*
- *MUM 2790 does not have a lab fee template, so will be removed from the list.*
- *MUS 2360 and MUS 2361 do not have the "C" designation. Raul said to go ahead and add that. (Note: Later, upon checking the 2013-14 Catalog, MUS 2361 does have the "C" designation; it was inadvertently left off the spreadsheet.)*

Proposal 1314-255 was approved by consensus.

1314-256   ENC Vari   Various ENC Courses Listed Below, CCM .... Karen Borglum
Purpose: Remove the "C" designation and lab fees from the following ENC courses: ENC 0025C, ENC 0017C, and ENC 0027C; *Effective Date:* Fall 2014 (201510).

In presenting this proposal, Karen said that these courses are taught on Blackboard, so there is no lab; as such, the fees need to be removed. Proposal 1314-256 was approved by consensus.

1314-257   REA 0017C   Developmental Reading II, CCM .... Karen Borglum
Purpose: Remove the "C" designation and lab fee; *Effective Date:* Fall 2014 (201510)

As with the above proposal, this course is taught on Blackboard, so there is not a true lab. Proposal 1314-257 was approved by consensus.

1314-258   PLA Vari   Various PLA Courses per Spreadsheet .... Carin Gordon
Purpose: Add lab hours and "C" designation. Hours for all courses on list will be 3/3/1, with the exception of PLA 2930. In addition, remove the lab fee for PLA 2930; *Effective Date:* Fall 2014 (201510).

Proposal 1314-258 was approved by consensus.

1314-146   Advanced Electronics Technician Advanced Technical Certificate, CPA
....……………………………Ali Notash
Purpose: This advanced Electronics Technician Technical Certificate is designed to provide students with the skills required to build, troubleshoot, and design advanced electronic and electrical circuits. Students wishing to transfer any credits from this program to another institution must accept the responsibility to securing approval in advance from the transfer institution; *Effective Date:* Fall 2014 (201510).

Agenda item 1314-146 was tabled by the author until the March meeting. At this meeting, the proposal was approved by consensus.

1314-259 (A/B)   CET 3464   Software Apps. In Engineering Tech., CCM...........Ali Notash
Purpose: Add C to course number; change hours to (3/2/1); revise Catalog Course Description to include existing lab fee; and update major topics and learning outcomes; *Revised Official Course Number:* CET 3464C (previously: CET 3464); *Revised Catalog Course Description:* Student is introduced to engineering software applications including virtual circuit creation and analysis (PSpice), procedural programming (MATLAB), and graphical programming (LabVIEW) to solve a variety of engineering related problems. Minimum grade of C required if used to satisfy Electrical and Computer Engineering Technology B.S. degree requirement. (Special Fee: $45.00); *Revised Credit/Class (Lecture)/Lab Hours:* 3/2/1 (previously: 3/3/0); *Effective Date:* Fall 2014 (201510).

Proposal 1314-259 was approved by consensus.

1314-260   CET 4367C   Microcontroller Devices, CCM.......................................Ali Notash
Purpose: 1) Prerequisite; 2) Learning outcomes; *Revised Prerequisites:* CET 2113C and CET 2123C and COP 3275 (previously: CET 2113C and CET 2123C); *Effective Date:* Fall 2014 (201510).

Proposal 1314-260 was approved by consensus. A re-wording of the revised prerequisites will be done, due to the fact that COP 3275 needs a minimum grade of "C." The revised wording will read, "CET 2113C and CET 2123C; and a minimum grade of 'C' in COP 3275."

1314-261   CET 4382   Data Communication and Networking, CCM ....Ali Notash
Purpose: Remove lab fee from online Catalog; *Revised Catalog Course Description:* An in-depth study of different layers in a computer network and processes related to each one of them. Topics include Physical, Data link, Network, Transport and Application layers and their roles in communication of data in networking. Design and performance of a network will be analyzed through mathematical techniques. Minimum grade of C required if used to satisfy Electrical and Computer Engineering Technology B.S. degree requirement; *Revised Lab Fee:* None (previously: $37.00); *Effective Date:* Fall 2014 (201510).

Proposal 1314-261 was approved by consensus with the following provision: a lab fee template will need to be completed and signed to show the fee going from $37.00 to $0. Any courses where the lab fee is removed will need a template to show the reasoning/justification.

(*Note: A lab fee form was provided by the initiator)

1314-262 COP 3275 C/C++ Programming for Engineering Tech., CCM
....**Ali Notash**

Purpose: Add "C" to course number; change hours to 3/2/1; include lab fee in course description; *Revised Official Course Number:* COP 3275C (previously: COP 3275); *Revised Catalog Course Description:* A comprehensive course in computer programming using the C and C++ programming languages. Structured programming in C, especially for solving numerical problems, is covered in detail, and object-oriented programming in C++ is introduced. Computer programming is used to improve quantitative problem-solving skills by developing algorithms that apply mathematical techniques. Minimum grade of C required if used to satisfy Electrical and Computer Engineering Technology, B.S. Degree requirement. (Special Fee: $34.00); *Revised Credit/Class (Lecture)/Lab Hours:* 3/2/1 (previously: 3/3/0); *Effective Date:* Fall 2014 (201510).

Proposal 1314-262 will be tabled. Karen Borglum told the CCC that the proposal went to the incorrect voter group of ECET instead of IT, which was brought to her attention prior to the meeting.

1314-263 EET 1214C Introduction to Engineering Technology, CCM..............Ali Notash
Purpose: 1) Course description; 2) Major Topics; 3) Major Learning Outcomes; 4) Inclusion of New Student Experience (NSE) Learning Outcomes; *Revised Catalog Course Description:* An introductory course involving laboratory environment learning. Students will learn to identify electronic components, use computer circuit simulator, solder and desolder components, and use the basic lab instruments for testing and troubleshooting. Students will be required to build a kit and demonstrate functionality and workmanship. The course will also introduce a set of curricular and co-curricular activities to improve the new student experience at Valencia College. (Special Fee: $52.00); *Effective Date:* Fall 2014 (201510).

Proposal 1314-263 was approved by consensus.

1314-264 EET 3086C Circuit Analysis, CCM ....Ali Notash
Purpose: 1) Add CET 3464 to prerequisites; 2) Major topics and learning outcomes; *Revised Prerequisites:* EET 1025C OR EET 1036C and CET 3464C (previously: EET 1025C OR EET 1036C and EGN 3428); *Effective Date:* Fall 2014 (201510).

Proposal 1314-264 was approved by consensus. It is noted for the minutes that the Banner team will make certain that all prerequisites that are 3000 or 4000 level will be coded to have a minimum grade of "C," which is required for the Bachelor degree programs.

1314-265 EET 3732 Linear Control Systems, CCM ....Ali Notash
Purpose: Remove lab fee; *Revised Catalog Course Description:* This course introduces the principles of Control Systems with an emphasis on Linear Control Systems. Topics include characterization, design, and mathematical techniques required to analyze linear control systems. Minimum grade of C required if used to satisfy Electrical and Computer Engineering Technology, B.S. Degree requirement; *Revised Lab Fee:* None (previously: $46.00); *Effective Date:* Fall 2014 (201510).

Proposal 1314-265 was approved by consensus, with a request for the initiator to provide a Lab Fee Form showing the fee going to $0.00. (*Note: A Lab Fee form was provided by the initiator.)

1314-266   EET 4158C   Linear Integrated Circuits and Systems, CCM................Ali Notash
Purpose: Change of credit hours; *Revised Credit/Class (Lecture)/Lab Hours:* 3/3/1 (previously: 4/2/2); *Effective Date:* Fall 2014 (201510).

Proposal 1314-266 was approved by consensus.

1314-267   EET 4190C   Digital Signal Processing, CCM ....Ali Notash
Purpose: Change of credit hours; *Revised Credit/Class (Lecture)/Lab Hours:* 4/3/1 (previously: 3/3/1); *Effective Date:* Fall 2014 (201510).

Proposal 1314-267 was approved by consensus.

1314-268   ETI 3116   Quality Assurance and Testing Methods, CCM ....Ali Notash
Purpose: Remove lab fee; *Revised Catalog Course Description:* A broad understanding of the quality assurance and control of electronic products, covering all aspects of quality assurance for components used in electronic devices, improve product quality without increasing product cost. Apply Six Sigma process, methodologies, and tools to develop robust engineering products, processes, and services. A minimum grade of C is required if used to satisfy Electrical and Computer Engineering Technology, B.S. degree requirement; *Revised Lab Fee:* None (previously: $35.00); *Effective Date:* Fall 2014 (201510).

Proposal 1314-268 was approved, pending receipt of a lab fee template showing the fee changing from $35.00 to $0. (*Note: The Lab Fee form has been provided by the initiator.)

1314-269   ETP 4240C   Power Electronics, CCM ....Ali Notash
Purpose: Prerequisites change to EET 1141C and EET 3086C; 2) Major topics and learning outcomes change; *Revised Prerequisites:* EET 1141C and EET 3086C (previously: Minimum grade of C in EET 4158C); *Effective Date:* Fall 2014 (201510).

Proposal 1314-269 was approved by consensus.

1314-270   ETP 4241   Power Systems and Energy Conversion, CCM ....Ali Notash
Purpose: Remove lab fee, revise course description, and revise major topics and learning outcomes; *Revised Catalog Course Description:* A study of generation and transmission of electric energy. Topics include DC and AC generators and motors, transformers, efficiency of electrical machines, three-phase systems, energy transmission, and generation plants. A minimum grade of C is required if used to satisfy Electrical and Computer Engineering Technology, B.S. degree requirement; *Revised Lab Fee:* None (previously: $46.00); *Effective Date:* Fall 2014 (201510).

Proposal 1314-270 was approved, pending receipt of a lab fee template showing the fee changing from $46.00 to $0. (*Note: The Lab Fee form was provided by the initiator)

1314-271 ETS 1603 Fundamentals of Robotics and Simulation, CCM ....Ali Notash
Purpose: Add "C" to course number; add lab fee to course description; *Revised Official Course Number:* ETS 1603C (previously: ETS 1603); *Revised Catalog Course Description:* An introductory course designed to familiarize the students with the basic principles of robotics and simulation. It includes basic robotics concepts, operation, classification and applications. It provides a framework for the discussion of artificial intelligence. This course also comprises basic principles of modeling and simulation as applied in different environments and systems. Students will become familiar with simulation and robotic systems. (Special Fee: $54.00); *Revised Credit/Class (Lecture)/Lab Hours:* 3/2/1 (previously: 3/3/0; *Effective Date:* Fall 2014 (201510).

Proposal 1314-271 was approved by consensus.

1314-272 ETS 1610 Principles of Virtual Reality, CCM ....Ali Notash
Purpose: Add C to course number; change hours to (3/2/1); include lab fee in course description *Revised Official Course Number:* ETS 1610C (previously: ETS 1610); *Revised Catalog Course Description:* An introductory course in Virtual Reality (VR) technology. The student will be introduced to the physical principles, technological challenges, possibilities and limitations for the creation of virtual environments. Laboratory projects emphasize the visualization, exploration and modification of scientific data in virtual environments. (Lab Fee: $59.00); *Revised Credit/Class (Lecture)/Lab Hours:* 3/2/1 (previously: 3/2/2); *Effective Date:* Fall 2014 (201510).

Proposal 1314-272 was approved by consensus.

1314-273 ETS 2275 Modeling and Simulation, CCM....................................Ali Notash
Purpose: Add C to course number; include lab fee in course description *Revised Official Course Number:* ETS 2275C (previously: ETS 2275); *Revised Catalog Course Description:* This course provides the student with a comprehension of modeling methods and the existing simulation types. It comprises the application of different modeling techniques utilizing physical parameters, math, computational techniques and equations. Emphasis will be placed on experimental modeling of discrete event and dynamic systems. Experimentation of some exercises will provide practical insights of modeling and simulation, and verification can be achieved by the discussion of observed behaviors. Principles of Object Oriented Programming will be discussed as how it is applied to Simulation. (Special Fee: $35.00); *Effective Date:* Fall 2014 (201510).

Proposal 1314-273 was approved by consensus.

1314-274 CRW 2100 Introduction to Fiction, CCM .... James Thomas
Purpose: The prerequisite, CRW 2001 Introduction to Creative Writing, for CRW 2100 Introduction to Fiction will be eliminated to help increase enrollment in this course; *Revised Prerequisites:* None (previously: CRW 2001); *Effective Date:* Fall 2014 (201510).

1314-275 CRW 2300 Introduction to Poetry, CCM .... James Thomas
Purpose: The prerequisite, CRW 2001 Introduction to Creative Writing, for CRW 2300 Introduction to Poetry, will be eliminated to help increase enrollment in this course; *Revised Prerequisites:* None (previously: CRW 2001); *Effective Date:* Fall 2014 (201510).

Chris Borglum spoke to Proposals 1314-274 and 1314-275, in the absence of James Thomas, and both were approved by consensus.

1314-276   ENC 0015C   Developmental Writing I, CCD.................................Jane Maguire
Purpose: No longer offered after Summer, 2014; *Effective Date:* Fall 2014 (201510).

1314-277   REA 0007C   Developmental Reading I, CCD...............................Jane Maguire
Purpose: No longer offered after Summer, 2014; *Effective Date:* Fall 2014 (201510).

Proposals 1314-276 and 1314-277 were approved by consensus.

1314-278   EAP 0281   High Beginning Combined Skills for Non-Native Speakers of English, CCM .... Wendy Wish-Bogue
Purpose: The course number EAP 0281 is being modified to EAP 0281C to reflect the correct course numbering and revised Catalog Course Description; *Revised Official Course Number:* EAP 0281C (previously: EAP 0281); *Revised Catalog Course Description:* Students develop sufficient elementary skill in English used for academic purposes to understand high-frequency vocabulary in oral contexts and respond to simple questions and phrases. Additionally, they will comprehend basic academic-level text, express themselves on personal topics in writing, and develop control of basic grammatical structures. Competencies: 1) elementary academic speaking/listening skills; 2) basic reading and vocabulary skills; 3) guided discourse writing skills; 4) basic grammatical structures and patterns. In order to pass this course, students must earn a "C" or above in course work and a passing score on the Comprehensive Departmental Final Exam. Credit does not apply to any associate degree. (Special Fee: $30.00); *Effective Date:* Fall 2014 (201510).

Karen said that it has come to her attention that this course has no lab hours, but a lab fee is being charged. She has sent an e-mail to the Communications deans to ask if this course should be 6/6/2 or, if not, what should be the hour breakdown? She has not heard back from the deans as of yet, so the course will need to be tabled.

John said that at the next meeting the Committee should be prepared to vote on the courses tabled due to lab fee issues so that we can let auditor know that any items that are out of compliance are being worked on.

1314-279   Restaurant and Food Services Management, A.S. Degree, CPM ....Jim Inglis
Purpose: To align with UCF; *Effective Date:* Fall 2014 (201510).

Jim Inglis, Karen Borglum, the program advisor, and another Hospitality faculty member met with a liaison at UCF to discuss program alignment changes. Out of that meeting, the proposed Catalog changes were made. It was noted that the Allied Health Division will need to be notified of the Nutrition course being removed from this program due to the fact that UCF requires an economics course.

Proposal 1314-279 was approved by consensus.

1314-280 Hospitality Administration/Management: Articulated A.S. to B.S. Degree, CPM ....Jim Inglis
Purpose: To align with UCF; *Effective Date:* Fall 2014 (201510). *(Catalog Markup attached)*

This is a State agreement, but those in attendance at the above-mentioned meeting looked at the program and made some minor alignment adjustments.

Proposal 1314-280 was approved by consensus.

1314-281 FSS 2284C Catering and Banquet Management, CCM...............Terry Allcorn
Purpose: This course does not utilize a culinary lab in the sense that it does not use up resources, per se. The activities are learning activities that support the learning outcomes of the course. We want to remove the "C" designation to more accurately reflect the content of the course. This and, in addition, the designation should be changed from 3 2 2 to a 3 3 0 concerning credits, contact hours, and lab hours; *Revised Official Course Number:* FSS 2284 (previously: FSS 2284C); *Revised Credit/Class (Lecture)/Lab Hours:* 3/3/0 (previously 3/2/2); *Effective Date:* Fall 2014 (201510).

Due to auditing questions, the lab fee is being removed. Proposal 1314-281 was approved by consensus.

1314-282 HFT 2750C Convention Management and Service, CCM...................Jim Inglis
Purpose: Remove the "C" lab designation from this class, as there is no lab component and remove lab hours; *Revised Official Course Number:* HFT 2750 (previously: HFT 2750C); *Revised Credit/Class (Lecture)/Lab Hours:* 4/4/0 (previously: 3/3/1); *Effective Date:* Fall 2014 (201510).

Proposal 1314-282 was approved by consensus.

1314-283 HFT 2867 Wine Essentials, CCM ....Jim Inglis
Purpose: Adding the "C" designation for a lab, which there is for this class. Also, addition of lab hours; *Revised Official Course Number:* HFT 2867C (previously: HFT 2867); *Revised Credit/Class (Lecture)/Lab Hours:* 3/2/1 (previously: 3/3/0); *Effective Date:* Fall 2014 (201510).

Proposal 1314-283 was approved by consensus.

1314-284 Landscape and Horticulture Tech., A.S. Degree, CPM..................... Javier Garces
Purpose: Curriculum changes based on Advisory Committee meeting and a separate meeting with UF; *Effective Date:* Fall 2014 (201510).

It was decided to add an Advising Note for an "OR" option – students pursuing a B.S. degree should take college algebra. In addition, it was recommended that BSC 1050 be replaced with EVR 1001, since the deans will not be offering BSC 1050 any longer due to the new CORE requirements in General Education. Proposal 1314-284 was approved with these two revisions.

1314-285   General Education Program for A.A./A.S. Degree, CPM ....Karen Borglum
Purpose: To include LIT 1000, EVR 1001, and PHY 1020 to General Education for 2014/2015 academic year, since the courses will be offered then; *Effective Date:* Fall 2014 (201510).

Proposal 1314-285 was approved by consensus.

1314-286   ETD 2371C   Introduction to 3D Printing, CCA .... Andy Ray
Purpose: New course to become part of the new Rapid Prototyping Specialist Technical Certificate; *Catalog Course Description:* This course provides an introduction to the world of 3D printing and scanning. Using existing knowledge of CADD software to create and export STL files, students will bring their digital work to life. Each student will become familiar with the interface and preparation of multiple three-dimensional printers. The class will also learn and present on how various industries are using this technology. (Lab fee: $100.00); *Prerequisites:* ETD 2355C or Department Approval; *Co-requisites:* None; *Credit/Class (Lecture)/Lab Hours:* 3/1/2; *Effective Date:* Fall 2014 (201510).

1314-287   ETD 2372C   Advanced Rapid Prototyping, CCA................................ Andy Ray
Purpose: Part of new Technical Certificate under Drafting and Design Technology, A.S. Degree; *Catalog Course Description:* This course builds upon ETD 2371C with more advanced project applications. Students will explore simulation and design analysis of rapid prototyping and learn the relationships of physical prototyping to the design industry by examining case studies. When available, field trips to local manufacturing facilities will expose the students to current industry practices and the latest technologies. Several problem-solving projects will test their creativity, design abilities and 3D printing skills. The class environment will foster a design community providing feedback and critique from classmates. Students will receive a refresher on different physical and digital interfaces using a variety of 3D printers and scanners. (Lab fee: $100); *Prerequisites:* ETD 2371C or Department Approval; *Co-requisites:* None; *Credit/Class (Lecture)/Lab Hours:* 3/1/2; *Effective Date:* Fall 2014 (201510).

Proposals 1314-286 and 1314-287 were approved, with the condition that a signed lab fee form will be submitted for each course. (*Note: The Lab Fee forms were received and signed. The fee for each class is $124.00, which is noted for the minutes)

1314-288   ETC 1251   Engineering Materials and Processes, CCM .... Andy Ray
Purpose: Changing 4 credit/4 contact to 3 credit/4 contact to reduce total program credits to 60; *Revised Credit/Class (Lecture)/Lab Hours:* 3/4/0 (previously: 4/4/0); *Revised Special Fee:* $8.00 (previously: $19.00); *Effective Date:* Fall 2014 (201510).

Proposal 1314-288 was approved. The lab fee will be removed, since there is no lab actually offered. The initiator will provide a signed lab fee form changing the fee from $19.00 to $0.

1314-289   ETD 1031C   Intro. to Construction/Drafting Technology, CCM.......... Andy Ray
Purpose: Increase credit hours to infuse the NSE outcomes into the course; *Revised Credit/Class (Lecture)/Lab Hours:* 3/2/1 (previously: 2/2/0); *Revised Lab Fee:* $13.00 (previously: none); *Effective Date:* Fall 2014 (201510).

Proposal 1314-289 was approved by consensus, with a request for the initiator to provide a Lab Fee Form showing the fee going to $13.00.
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1314-290   ETD 1320   Introduction to CADD, CCM .... Andy Ray
Purpose: Add "C" suffix for lab course and change lab fee to reflect cost of software, materials, and labor; *Revised Course Number:* ETD 1320C (previously: ETD 1320); *Revised Lab Fee:* $33.00 (previously: $44.00); *Effective Date:* Fall 2014 (201510).

1314-291   ETD 1340   Advanced CADD, CCM.. Andy Ray
Purpose: Add "C" suffix for lab course and change lab fee to reflect cost of software, materials, and labor; *Revised Course Number:* ETD 1340C (previously: ETD 1340); *Revised Lab Fee:* $33.00 (previously: $44.00); *Effective Date:* Fall 2014 (201510).

1314-292   ETD 1701   Mechanical Drafting I, CCM... Andy Ray
Purpose: Add "C" suffix for lab course and change lab fee to reflect cost of software, materials, and labor; *Revised Course Number:* ETD 1701C (previously: ETD 1701); *Revised Lab Fee:* $56.00 (previously: $71.00); *Effective Date:* Fall 2014 (201510).

1314-293   ETD 2614   Electromechanical Drafting, CCM .... Andy Ray
Purpose: Add "C" suffix for lab course; *Revised Course Number:* ETD 2614C (previously: ETD 2614); *Lab Fee:* $37.00 (previously: $37.00 – no change); *Effective Date:* Fall 2014 (201510).

1314-294   ETD 2731   Mechanical Drafting II, CCM... Andy Ray
Purpose: Add "C" suffix for lab course and change lab fee to reflect cost of software, materials, and labor; *Revised Course Number:* ETD 2731C (previously: ETD 2731); *Revised Lab Fee:* $56.00 (previously: $71.00); *Effective Date:* Fall 2014 (201510).

1314-295   ETD 2355C   3-D CADD, CCM .... Andy Ray
Purpose: Change lab fee to reflect cost of software, materials, and labor; *Revised Lab Fee:* $56.00 (previously: $36.00); *Effective Date:* Fall 2014 (201510).

1314-296   SUR 2460   Subdivisions, CCM .... Andy Ray
Purpose: Add "C" suffix for lab course and change lab fee to reflect cost of software, materials, and labor. Also, revise recommended prerequisites and course description; *Revised Catalog Course Description:* Plat construction from tract description to final recorded plat; plat drafting by the latest computer software; necessary computation; meaning of legal parts; current plat laws and regulations. (Special Fee: $34.00); *Revised Official Course Number:* SUR 2460C (previously: SUR 2460); *Revised Recommended Prerequisites:* ETC 2521 and SUR 2640 (previously: ETC 2521); *Revised Lab Fee:* $34.00 (previously: $42.00); *Effective Date:* Fall 2014 (201510).

Proposals 290-296 were approved; however, there were questions regarding fees and submission of lab fee forms. Lisa Macon said that lab fee forms had been submitted for 2013-14 but the changes were never entered into the Catalog. She said the fee for 1314-293 is not changing.

1314-297   BCN 1721   Construction Planning and Control, CCM...................... Andy Ray
Purpose: Change 4 credit/4 contact to 3 credit/4 contact to reduce total program credits to 60; change number from 1721 to 2721 to reflect that this course has two recommended 2000 level prerequisites, and is considered an advanced course; *Revised Official Course Number:* BCN 2721 (previously: BCN 1721); *Revised Credit/Class (Lecture)/Lab Hours:* 3/4/0 (previously: 4/4/0); *Effective Date:* Fall 2014 (201510).

1314-298   BCN 2405   Statics and Strength of Materials, CCM .... Andy Ray
Purpose: Change 4 credit/4 contact to 3 credit/4 contact hours to reduce total program credits to 60; *Revised Credit/Class (Lecture)/Lab Hours:* 3/4/0 (previously: 4/4/0); *Effective Date:* Fall 2014 (201510).

1314-299   BCT 2770   Building Construction Estimating, CCM .... Andy Ray
Purpose: Change 4 credit/4 contact to 3 credit/4 contact to reduce total program credits to 60; change lab fee to reflect cost of software; *Revised Credit/Class (Lecture)/Lab Fees:* 3/4/0 (previously: 4/4/0);); *Revised Special Fee:* $31.00 (previously: $38.00); *Effective Date:* Fall 2014 (201510).

Proposals numbered 1314-297 through 1314-299 are having revisions made to hours, due to changes that will be happening in the program(s). Although those changes are not happening as soon as previously thought, the program hour discrepancies will be handled through elective hours.

Proposals numbered 1314-297 and 1314-299 – these classes have no lab hours, but there is a fee currently being charged – this will need to be addressed for the next Catalog, along with other fee issues. No changes can be made at this time and, for now, the classes will remain at the current fee.

These proposals were approved by consensus.

1314-300   Rapid Prototyping Specialist, CPA .... Andy Ray
Purpose: Added 3D Printing option to existing A.S. program in Drafting and Design Technology; *Effective Date:* Fall 2014 (201510).

Proposal 1314-300 was approved by consensus.

1314-301   Building Construction Technology, A.S. Degree, CPM .... Andy Ray
Purpose: Reducing course hours in ETC 1251 and adding ETD 1031C to reflect the student learning outcomes of the new SLS 1122 course; *Effective Date:* Fall 2014 (201510).

Proposal 1314-301 was approved; it was noted that the BCN course in the catalog markup has the incorrect hours. This will, again, be reconciled with elective hours.

1314-302   Civil/Surveying Engineering Technology, A.S. Degree, CPM.................. Andy Ray
Purpose: Reducing course hours in ETC 1251 and adding ETD 1031C to reflect the student learning outcomes of the new SLS 1122 course; *Effective Date:* Fall 2014 (201510).

Proposal 1314-302 was approved. It was noted for the minutes that in the Catalog markup, the Foundation Courses hours state "23," but add up to 24. The Intermediate Courses total hours add up to 19, but state "20." This will be corrected for the Catalog, and total hours are not affected. Total degree hours are noted on the CPM form as changing from 63 to 60; however, they will, for now, stay at 63.

1314-303   Drafting and Design Technology, A.S. Degree, CPM .... Andy Ray
Purpose: Reduce hours from 62 to 60 to meet State Dept. of Education request; create opportunity for students to complete TC with specific discipline elective choices, including more extensive internships; *Effective Date:* Fall 2014 (201510).

Proposal 1314-303 was approved. For now, the total program hours will stay at 62 – all courses added/changed within the program are fine and do not affect the hours.

1314-304   Drafting w/Specializations in Architectural Drafting, Mechanical
**   Drafting, Surveying Drafting, TC, CPM... Andy Ray**
Purpose: Curriculum overhaul; *Effective Date:* Fall 2014 (201510).

Proposal 1314-304 was approved by consensus.

1314-305   Building Construction Specialist, TC, CPM... Andy Ray
Purpose: Change in credit hours for ETC 1251 (4 to 3) and for total of electives (from 3 to 2); *Effective Date:* Fall 2014 (201510).

Proposal 1314-305 was approved by consensus.

1314-306   Drafting, Auto CADD, Technical Certificate, CPM .... Andy Ray
Purpose: Changes in credit hours of various electives, necessitating Catalog revisions*; Effective Date:* Fall 2014 (201510).

Proposal 1314-306 was approved by consensus.

1314-307   CET 2179C   A+ Concepts (Software), CCM .... Wael Yousif
Purpose: Add one hour to the Lab section; *Revised Credit/Class (Lecture)/Lab Hours:* 3/2/1 (previously: 3/3/0); *Effective Date:* Fall 2014 (201510).

1314-308   CET 2854   Wireless Networks, CCM.. Wael Yousif
Purpose: This course has a lab component and requires a "C" designation. Also, revision in hours; *Revised Official Course Number:* CET 2854C (previously: CET 2854); *Revised Credit/Class (Lecture)/Lab Hours:* 3/2/2 (previously: 3/3/1); *Effective Date:* Fall 2014 (201510).
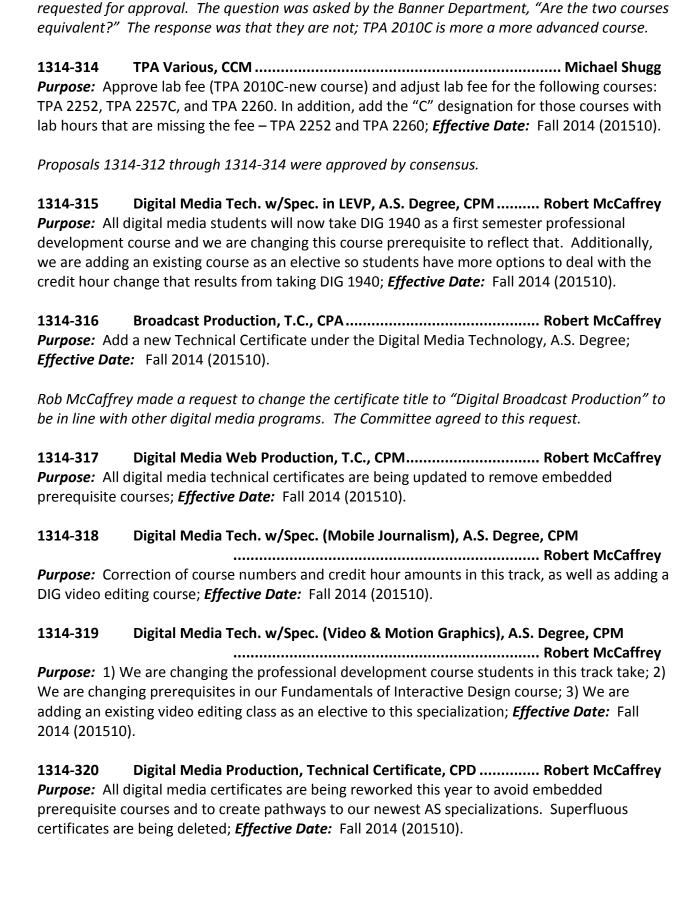
1314-309   CET 2792C   MS Windows Server Network, CCM .... Wael Yousif
Purpose: Change course title, update the learning outcomes to align with the MS Server 2012 MCSA Certification, and revise course description; *Revised Official Course Title:* Installing and Configuring Windows Server (previously: Microsoft Windows Server Network); *Revised Catalog*

Course Description: This course provides the student with the knowledge and skills necessary for installing, configuring, managing, and supporting the latest Microsoft network infrastructure. Major focus would be on the understanding of the network technologies most commonly used with Windows Server and IP-enabled networks. This course is part one in a series of three courses that provide the skills and knowledge necessary to implement a core Windows Server infrastructure in an existing enterprise environment. This course prepares the student for part one of the MCSA: Windows Server certification. (Special Fee: $46.00); *Effective Date:* Fall 2014 (201510).

1314-310   CET 2793C   MS Windows Server Administrator, CCM .... Wael Yousif
Purpose: Title change and revision to course description; *Revised Official Course Title:* Administering Windows Server (previously: Microsoft Windows Server Administrator); *Revised Catalog Course Description:* This course will provide the student with the knowledge and practical experience to perform task needed for day-to-day operations. Main topics include; managing account policies, administering Active Directory objects, managing and controlling resources, implementing group policies for security, and maximizing performance and responsiveness. (Lab Fee: $46.00); *Effective Date:* Fall 2014 (201510).

1314-311   CET 2794C   MS Windows Server Active Directory, CCM .... Wael Yousif
Purpose: Change course title and revise catalog course description; *Revised Official Course Title:* Configuring Advanced Windows Server Services; *Revised Catalog Course Description:* This course is intended for Networking Professionals with hands-on experience implementing, managing and maintaining a Windows Server environment who wish to acquire the skills and knowledge necessary to perform advanced management and provisioning of services within that Windows Server environment. This course is part three in a series of three courses that provide the skills and knowledge necessary to implement a core Windows Server infrastructure in an existing enterprise environment. This course prepares the student for part three of the MCSA: Windows Server certification. (Special Fee: $46.00); *Effective Date:* Fall 2014 (201510).

Proposals 1314-307 through 1314-311 were approved by consensus.

1314-312   TPA 2010C   Foundations of Technical Design, CCA .... Michael Shugg
Purpose: Update curriculum to reflect industry needs. Appropriate leveling of course content; *Catalog Course Description:* Practical exploration of the structural and mechanical principles used in scenery construction and rigging for the entertainment industry. Applies theoretical concepts in laboratory and production settings. (Special Fee: $80.00); *Prerequisites:* TPA 2220C and TPA 2290C; *Co-requisites:* Pre- or Co-requisite: TPA 2343; *Credit/Class (Lecture)/Lab Hours:* 3/2/2; *Effective Date:* Fall 2014 (201510).

1314-313   TPA 1202   Fundamentals of Entertainment Tech., CCD .... Michael Shugg
Purpose: Course is being replaced by TPA 2010C; *Effective Date:* Fall 2014 (201510). *(E-Mail Votes attached)*

This course being deleted affects the Live Show Production Specialization in the Entertainment Design and Technology, A.S. degree, so it will be replaced with TPA 2010C, the new course being

requested for approval. The question was asked by the Banner Department, "Are the two courses equivalent?" The response was that they are not; TPA 2010C is more a more advanced course.

1314-314   TPA Various, CCM .... **Michael Shugg**
Purpose: Approve lab fee (TPA 2010C-new course) and adjust lab fee for the following courses: TPA 2252, TPA 2257C, and TPA 2260. In addition, add the "C" designation for those courses with lab hours that are missing the fee – TPA 2252 and TPA 2260; *Effective Date:* Fall 2014 (201510).

Proposals 1314-312 through 1314-314 were approved by consensus.

1314-315   Digital Media Tech. w/Spec. in LEVP, A.S. Degree, CPM .... **Robert McCaffrey**
Purpose: All digital media students will now take DIG 1940 as a first semester professional development course and we are changing this course prerequisite to reflect that. Additionally, we are adding an existing course as an elective so students have more options to deal with the credit hour change that results from taking DIG 1940; *Effective Date:* Fall 2014 (201510).

1314-316   Broadcast Production, T.C., CPA .... **Robert McCaffrey**
Purpose: Add a new Technical Certificate under the Digital Media Technology, A.S. Degree; *Effective Date:*   Fall 2014 (201510).

Rob McCaffrey made a request to change the certificate title to "Digital Broadcast Production" to be in line with other digital media programs. The Committee agreed to this request.

1314-317   Digital Media Web Production, T.C., CPM .... **Robert McCaffrey**
Purpose: All digital media technical certificates are being updated to remove embedded prerequisite courses; *Effective Date:* Fall 2014 (201510).

1314-318   Digital Media Tech. w/Spec. (Mobile Journalism), A.S. Degree, CPM
                    .... **Robert McCaffrey**
Purpose: Correction of course numbers and credit hour amounts in this track, as well as adding a DIG video editing course; *Effective Date:* Fall 2014 (201510).

1314-319   Digital Media Tech. w/Spec. (Video & Motion Graphics), A.S. Degree, CPM
                    .... **Robert McCaffrey**
Purpose: 1) We are changing the professional development course students in this track take; 2) We are changing prerequisites in our Fundamentals of Interactive Design course; 3) We are adding an existing video editing class as an elective to this specialization; *Effective Date:* Fall 2014 (201510).

1314-320   Digital Media Production, Technical Certificate, CPD .... **Robert McCaffrey**
Purpose: All digital media certificates are being reworked this year to avoid embedded prerequisite courses and to create pathways to our newest AS specializations. Superfluous certificates are being deleted; *Effective Date:* Fall 2014 (201510).

Karen reminded Rob that he will need to do a teach-out form so that students can complete the program within 5 years. She asked for Rob to complete the form and send to the Curriculum office for the file.

Proposals 1314-315 through 1314-320 were approved by consensus.

1314-321   A.S. to B.S. Radiologic and Imaging Sciences, B.S. Degree, CPM .... Susan Gosnell
Purpose: Change admissions requirements to allow any Associate degree or higher with appropriate professional certification; *Effective Date:* Fall 2014 (201510).

Proposal 1314-321 was approved by consensus.

1314-322   HIM 1800L   Professional Practice Experience I, CCM .... Kelli Lewis
Purpose: Lab Fee - will allow students in the program the opportunity to use HIT software applications that they will regularly use in the working world; *Revised Lab Fee:* $113.00 (previously: None); *Effective Date:* Fall 2014 (201510).

1314-323   HIM 2222C   Basic ICD Coding, CCM .... Kelli Lewis
Purpose: Lab Fee- will allow students in the program the opportunity to use HIT software applications that they will regularly use in the working world; *Revised Lab Fee:* $113.00 (previously: None); *Effective Date:* Fall 2014 (201510).

1314-324   HIM 2729C   Advanced ICD Coding and Reimbursement, CCM.......... Kelli Lewis
Purpose: Lab Fee- will allow students in the program the opportunity to use HIT software applications that they will regularly use in the working world; *Revised Lab Fee:* $113.00 (previously: None); *Effective Date:* Fall 2014 (201510).

1314-325   HIM 2810L   Professional Practice Experience II, CCM .... Kelli Lewis
Purpose: Lab Fee- will allow students in the program the opportunity to use HIT software applications that they will regularly use in the working world; *Revised Lab Fee:* $113.00 (previously: None); *Effective Date:* Fall 2014 (201510).

1314-326   HIM 2820L   Professional Practice Experience III, CCM .... Kelli Lewis
Purpose: Lab Fee- will allow students in the program the opportunity to use HIT software applications that they will regularly use in the working world; *Revised Lab Fee:* $113.00 (previously: None); *Effective Date:* Fall 2014 (201510).

Proposals 1314-322 through 1314-326 were approved by consensus.

1314-327   HSC 1149   Gen. Pharmacology for Health Professionals, CCM .... Kelli Lewis
Purpose: Prerequisite course is no longer a prerequisite for the program and will now be taken by students admitted to the HIT program during their first semester; *Revised Prerequisites:* Admission to the Health Information Technology Program; *Effective Date:* Fall 2014 (201510).

It was determined that a CCM was not needed since this course does not currently have any prerequisites. Due to this, no action was taken on Proposal 1314-327.

1314-328   Cardiopulmonary Sciences, B.S. Degree, CPM...........................Sharon Shenton
Purpose: Remove Polysomnography Concentration from degree; this will continue as an Advanced Technical Certificate; *Effective Date:* Fall 2014 (201510).

Proposal 1314-328 was approved by consensus.

1314-329   PSG 4000L   Polysomnographic Technology III Lab., CCM........Sharon Shenton
Purpose: Lab Fee being added, submitted for approval, but not included in previous CCM; *Revised Lab Fee:* $55.00 (previously: None); *Effective Date:* Fall 2014 (201510).

1314-330   PSG 4001L   Polysomnographic Technology IV Lab., CCM ....Sharon Shenton
Purpose: Lab Fee being added, submitted for approval, but not included in previous CCM; *Revised Lab Fee:* $24.00 (previously: None); *Effective Date:* Fall 2014 (201510).

1314-331 (A/B)   RET 4440C   Cardiac Ultrasound I, CCM..........................Sharon Shenton
Purpose: Remove RET 4942L as a co-requisite because it can be taken prior to the clinical course. Also, addition of lab fee, previously approved but not entered into COB; *Revised Co-requisites:* None (previously: RET 4942L); *Lab Fee:* $25.00 (no change); *Effective Date:* Fall 2014 (201510).

1314-332 (A/B)   RET 4441C   Cardiac Ultrasound II, CCM.........................Sharon Shenton
Purpose: Remove 4943L as a co-requisite because the clinical course may be taken in a subsequent semester. Also, addition of lab fee per student, previously approved, but not included in COB; *Revised Co-requisites:* None (previously: RET 4943L); *Lab Fee:* $25.00 (no change); *Effective Date:* Fall 2014 (201510).

1314-333   RET 4524   Community Health, CCM....................................Sharon Shenton
Purpose: HSC 4500 listed as co-requisite; does not have to be completed concurrently with Community Health; *Revised Co-requisites:* None (previously: HSC 4500); *Effective Date:* Fall 2014 (201510).

1314-334   RET 4941L   Internship, CCM...Sharon Shenton
Purpose: Add RET 4524 Community Health course as a prerequisite/co-requisite; *Revised Prerequisites:* Admission into the Cardiopulmonary Program and Community Health Track; RET 4524 (previously: Admission into the Cardiopulmonary Program and Community Health Track; *Revised Co-requisites:* RET 4524 (pre- or co-requisite) (previously: RET 4034); *Effective Date:* Fall 2014 (201510).

1314-335   RET 4942L   Cardiac Ultrasound Clinical Practice I, CCM ....Sharon Shenton
Purpose: RET 4440C may be either a prerequisite or a co-requisite; *Revised Prerequisites:* Admission into the B.S. degree program in Cardiopulmonary Sciences and Non-Invasive Cardiology Track; RET 4440C (previously: Admission to the B.S. degree program in Cardiopulmonary Sciences and Non-Invasive Cardiology Track); *Revised Co-requisites:* RET 4440C (pre- or co-requisite) (previously: RET 4440C); *Effective Date:* Fall 2014 (201510).

1314-336   RET 4943L   Cardiac Ultrasound Clinical Practice II, CCM .... Sharon Shenton
Purpose: RET 4441C may be either a prerequisite or a co-requisite; *Revised Prerequisites:* Admission into the B.S. degree program in Cardiopulmonary Sciences and Non-Invasive Cardiology Track; RET 4441C (previously: Admission to the B.S. degree program in Cardiopulmonary Sciences and Non-Invasive Cardiology Track); *Revised Co-requisites:* RET 4441C (pre- or co-requisite) (previously: RET 4441C); *Effective Date:* Fall 2014 (201510).

Proposals 1314-329 through 1314-336 were approved by consensus.

1314-337   ACG 2021   Principles of Financial Accounting, CCM .... Laurie Larson
Purpose: Lab fee designation, add lab hours, and revise lab fee; *Revised Official Course Title:* ACG 2021C (previously: ACG 2021); *Revised Credit/Class (Lecture)/Lab Hours:* 3/3/1 (previously: 3/3/0); *Revised Lab Fee:* $20.00 (previously: $22.00); *Effective Date:* Fall 2014 (201510).

1314-338   ACG 2071   Principles of Managerial Accounting, CCM .... Laurie Larson
Purpose: Lab fee designation, add lab hours, and revise lab fee; *Revised Official Course Title:* ACG 2071C (previously: ACG 2071); *Revised Credit/Class (Lecture)/Lab Hours:* 3/3/1 (previously: 3/3/0); *Revised Lab Fee:* $20.00 (previously: $22.00); *Effective Date:* Fall 2014 (201510).

1314-339   ACG 2100   Intermediate Accounting I, CCM .... Laurie Larson
Purpose: Lab fee designation; add lab hours; *Revised Official Course Title:* ACG 2100C (previously: ACG 2100); *Revised Credit/Class (Lecture)/Lab Hours:* 3/3/1 (previously: 3/3/0); *Effective Date:* Fall 2014 (201510).

1314-340   ACG 2110   Intermediate Accounting II, CCM .... Laurie Larson
Purpose: Lab fee designation; add lab hours; *Revised Official Course Title:* ACG 2110C (previously: ACG 2110); *Revised Credit/Class (Lecture)/Lab Hours:* 3/3/1 (previously: 3/3/0); *Effective Date:* Fall 2014 (201510).

1314-341   ACG 2360   Cost Accounting, CCM   .... Laurie Larson
Purpose: Lab fee designation, add lab hours, and revise lab fee; *Revised Official Course Title:* ACG 2360C (previously: ACG 2360); *Revised Credit/Class (Lecture)/Lab Hours:* 3/3/1 (previously: 3/3/0); *Revised Lab Fee:* $20.00 (previously: $22.00); *Effective Date:* Fall 2014 (201510).

1314-342   ACG 2450   Computer Accounting I, CCM   .... Laurie Larson
Purpose: Lab fee designation, add lab hours, and revise lab fee; *Revised Official Course Title:* ACG 2450C (previously: ACG 2450); *Revised Credit/Class (Lecture)/Lab Hours:* 3/3/3 (previously: 3/3/0); *Revised Lab Fee:* $20.00 (previously: $22.00); *Effective Date:* Fall 2014 (201510).

1314-343   ACG 2460   Computer Accounting II, CCM   .... Laurie Larson
Purpose: Lab fee designation, add lab hours, and revise lab fee; *Revised Official Course Title:* ACG 2460C (previously: ACG 2460); *Revised Credit/Class (Lecture)/Lab Hours:* 3/3/3 (previously: 3/3/0); *Revised Lab Fee:* $20.00 (previously: $22.00); *Effective Date:* Fall 2014 (201510).

1314-344   APA 1111   Basic Accounting, CCM .... **Laurie Larson**
Purpose: Lab fee designation, add lab hours, and revise lab fee; *Revised Official Course Title:* APA 1111C (previously: APA 1111); *Revised Credit/Class (Lecture)/Lab Hours:* 3/3/1 (previously: 3/3/0); *Revised Lab Fee:* $20.00 (previously: $22.00); *Effective Date:* Fall 2014 (201510).

1314-345   TAX 2000   Federal Income Tax, CCM .... **Laurie Larson**
Purpose: Lab fee designation, add lab hours, and revise lab fee; *Revised Official Course Title:* TAX 2000C (previously: TAX 2000); *Revised Credit/Class (Lecture)/Lab Hours:* 3/3/2 (previously: 3/3/0); *Revised Lab Fee:* $20.00 (previously: $22.00); *Effective Date:* Fall 2014 (201510).

Proposals 1314-337 through 1314-345 were approved by consensus.

1314-346   OST VAR   Lab Fee Revisions for Various OST Courses............ Betty Wanielista
Purpose: Revise lab fees per attached forms, add lab hours where needed, and add the "C" designation where appropriate (*Note: some courses are only adding the "C" designation/lab hours; other courses are revising lab fee); *Effective Date:* Fall 2014 (201510).

Proposal 1314-346 was approved by consensus.

1314-347   OST 2450   ICD-9 Coding, CCM   .... Betty Wanielista
Purpose: Industry has changed coding from ICD-9 to ICD-10. The course name has been changed to a generic one, so industry changes will not affect course. Also, revise hours to add a lab and add the "C" designation; *Revised Official Course Number:* OST 2450C (previously: OST 2450); *Revised Official Course Title:* ICD Coding I (previously: ICD-9 Coding); *Revised Credit/Class (Lecture)/Lab Hours:* 3/3/1 (previously: 3/3/0); *Effective Date:* Fall 2014 (201510).

Proposal 1314-347 was approved by consensus.

1314-348   OST 2943   Internship in Medical Office, CCM........................... Barbara Frazier
Purpose: Update the prerequisites; *Revised Prerequisites:* Satisfactory completion of all mandated courses in reading, mathematics, English, and EAP; 12 credits, including OST 1611 OR OST 2453 OR OST 2854; *Effective Date:* Fall 2014 (201510).

Proposal 1314-348 was approved by consensus.

1314-349   GEB 2941   Internship Exploration In Business, CCM .... Barbara Frazier
Purpose: To provide new students with an opportunity to connect with an industry mentor at the front door of their academic experience; *Revised Official Course Title:* Introship in Business (previously: Internship Exploration in Business); *Revised Prerequisites:* SLS 1122 or NSE course; or a career/educational plan (previously: Satisfactory completion of all mandated courses in Reading, Mathematics, English and English for Academic Purposes; a minimum 2.0 institutional or overall GPA; and 12 credits, including GEB 1011 or ACG 2021 or BUL 2241); *Revised Catalog Course Description:* This course is designed to provide students with an opportunity to connect with an industry mentor to implement strategies in their educational/career plan. The activities may include: job shadowing, industry-specific seminars, field trips, industry/company-specific research, and completion of a report/portfolio. The Program Director/Program Chair/Program

Coordinator or Internship Workforce Services has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses. Each earned credit requires a minimum of 15 clock hours of work. (Internship Fee: $10.00); *Revised Credit/Class (Lecture)/Lab Hours:* 1/1/0 (previously: 1-4 Variable); *Effective Date:* Fall 2014 (201510).

Several of the CCC members brought issues to light with the course, as it's currently structured. Cheryl Robinson pointed out that there is no way to program the prerequisite that states the student must have a career/educational plan. It was recommended that students go to the program director so that person can give department approval, which will confirm that they have done their plan. Cheryl also noted that the 80 clock hours required in a standard internship is a huge difference from what is being required for this class, which is 15 hours. Barbara Frazier pointed out that this course is not repeatable, whereas other internships normally are repeatable.

Also, Carin Gordon has an issue with the prefix of the course being GEB. The GEB prefix is reserved for business courses associated with the Business Administration A.S. to B.S. degree. John Niss suggested tabling this course until it can be re-worked into a viable course for students, to which the Committee agreed.

1314-350 POS 2940 Internship in Civic Leadership, CCM .... Barbara Frazier
Purpose: Update the prerequisites; *Revised Prerequisites:* Satisfactory completion of mandated courses in reading, mathematics, English, and EAP; 2.5 institutional or overall GPA; 12 credits including completion of any 2000 level course (preferably an INR or POS course); *Effective Date:* Fall 2014 (201510).

Cheryl Robinson suggested 1000 or 2000 leveling for the prerequisite, rather than just ". . . any 2000 level course. . ." She said it would give students more options and open up the enrollment to a larger group of students who may be interested in this type of internship.

Proposal 1314-350 was approved by consensus, with the following change to the prerequisites: "…12 credits, including completion of any college-level course (preferably an INR or POS course)."

1314-351 CIS 2943 Internship in Computer Info. Tech., CCM .... Barbara Frazier
Purpose: To update the prerequisites; *Revised Prerequisites:* Satisfactory completion of all mandated courses in reading, mathematics, English and EAP; minimum 2.0 institutional or overall GPA; and 12 credits incl. CTS 1131C and CTS 1120 or CTS 1155; or Program Dir./Chair/Internship Office approval; *Revised Catalog Course Description:* This is a planned work-based experience that provides students with an opportunity to fine-tune skill sets learned in course work and enhance workplace skills through supervised practical experiences related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit up to a maximum of 4 hours, but grade forgiveness cannot be applied. (Internship Fee: $10.00); *Effective Date:* Fall 2014 (201510).

Proposal 1314-351 was approved by consensus.

**1314-352		Computer Programming and Analysis, A.S. Degree, CPM .... Colin Archibald**
Purpose: We have removed COP 2821 and 2823. It doesn't make sense that we allow COP 1332 VB Programming to be taken as the intro level course when we no longer have an advanced course; *Effective Date:* Fall 2014 (201510).

**1314-353		Computer Programming w/Spec., Technical Cert., CPM .... Colin Archibald**
Purpose: Remove COP 1332 as a choice of introductory level programming languages. There is no longer an advanced option for these students; *Effective Date:* Fall 2014 (201510).

**1314-354		Computer Programming Specialist w/Spec., T.C., CPM .... Colin Archibald**
Purpose: Remove the option of taking COP 1332 VB as the introductory language. There is no longer an advanced option. Although this TC doesn't require an advanced-level course it needs to be consistent with the 33 credit TC and the AS degree; *Effective Date:* Fall 2014 (201510).

Proposals 1314-352 through 1314-354 were approved by consensus.

**1314-355		CGS VARI		Various CGS Prefix Courses, CCM .... Joan Alexander**
Purpose: 1) For any course where a lab fee is charged, there must be a "C" designation on the course number; 2) For any course where a lab fee is charged, at least 1 hour must be designated as lab. All courses needing same will have the "C" designation added and a revision of class and lab hours to include a lab hour; *Effective Date:* Fall 2014 (201510).

**1314-356		CGS 2100		Computer Fundamentals and Apps., CCM .... Joan Alexander**
Purpose: Course is changing from 1.5 class and 1.5 lab hours TO 2 class and 1 lab hour. In addition, the "C" designation will be added, since there is a lab associated with this course; *Revised Credit/Class (Lecture)/Lab Hours:* 3/2/1 (previously: 3/1.5/1.5); *Effective Date:* Fall 2014 (201510).

**1314-357		COP VARI		Various COP Prefix Courses, CCM .... Joan Alexander**
Purpose: 1) For any course where a lab fee is charged, there must be a "C" designation on the course number; 2) For any course where a lab fee is charged, at least 1 hour must be designated as lab. All courses needing same will have the "C" designation added and a revision of class and lab hours to include a lab hour; *Effective Date:* Fall 2014 (201510).

**1314-358		COT VARI		Various COT Prefix Courses, CCM .... Joan Alexander**
Purpose: 1) For any course where a lab fee is charged, there must be a "C" designation on the course number; 2) For any course where a lab fee is charged, at least 1 hour must be designated as lab. All courses needing same will have the "C" designation added and a revision of class and lab hours to include a lab hour; *Effective Date:* Fall 2014 (201510).

**1314-359		CTS VARI		Various CTS Prefix Courses, CCM .... Joan Alexander**
Purpose: 1) For any course where a lab fee is charged, there must be a "C" designation on the course number; 2) For any course where a lab fee is charged, at least 1 hour must be designated as lab. All courses needing same will have the "C" designation added and a revision of class and lab hours to include a lab hour; *Effective Date:* Fall 2014 (201510).

1314-360   COP VARI   Various COP Prefixes (below), CCD......................Joan Alexander
Purpose: Courses are no longer taught and should not be in the Catalog, as follows: COP N001 – Oracle Build Internet App I, COP N003 – Oracle DBA Fundamentals, and COP N004 – Oracle DBA Fundamentals II; *Effective Date:* Fall 2014 (201510).

Proposals 1314-355 through 1314-360 were approved by consensus.

1314-361   SLS 1122   Student Success, CCM...Karen Borglum
Purpose: To align course with the QEP and General Education;   *Revised Official Course Title:*
New Student Experience (previously: Student Success);   *Revised Catalog Course Description:*
The New Student Experience is designed to assist students in formulating their purpose in life. Through self-discovery, students will investigate their interests, strengths and personal values that align with their educational and career goals. Emphasis is on orientation to college, integrated student success skills, and the development of an individualized education plan. Students will learn and integrate practical applications to communicate across diverse populations; *Effective Date:* Fall 2014 (201510).

Proposal 1314-361 was approved by consensus.

5. **Discussion Items**

   <u>Transfer Plans</u>: It is proposed that each Transfer Plan online will have an Overview tab with a statement regarding the recommended mathematics pathway for students following that plan via the Mathematics Pathways Flowchart (see below under "Information Items").

   Karen told the Committee that the CCC Manual states that only courses with common course prerequisites will be on Transfer Plans; however, Karen would like to change that, based upon what would be the best course for students to take if they intend to transfer for a four-year degree. She did research with other colleges, particularly UCF, to find out what math courses are required for various majors for which we have a Transfer Plan. She showed a sample of this to the group, to see what it will look like.

   Karen said this is an advising tool only. If approved by the CCC, Karen will update the Manual. The only concern expressed was Yasmeen Qadri with regard to the Education Transfer Plan. She was concerned that, due to the various degrees available to the Education major, choosing the correct math could be confusing. It was agreed to leave that tab with only the information that a math course should be chosen, along with the recommendation that the student see an advisor to determine which math course(s) they should take for their particular Education major.

   Information Items

   Math Pathways – A current/revised flowchart showing the possible Mathematics pathways is being provided, as well as a spreadsheet with the 2014-15 Math Pathways for Valencia's Transfer Plans.

Field Review – Recently, the State performed a review of the EGS prefix. The resulting changes move the prefix from Engineering-Support (EGS) to Engineering-General (EGN). The discipline continues to be Engineering General/Support. The changes recommended are listed below, and have been approved by the department:

EGS 1007	**Engineering Concepts and Methods**	*will become*	**EGN 1007**
EGS 2025	**Probability & Statistics for Engineers**	*will become*	**EGN 2440**
EGS 2310	**Engineering Analysis – Statics**	*will become*	**EGN 2312**
EGS 2321	**Engineering Analysis – Dynamics**	*will become*	**EGN 2333**
EGS 2331	**Mechanics of Material**	*will become*	**EGN 2332**
EGS 2930	**Selected Topics in Engineering**	*will become*	**EGN 2930**

As a last announcement prior to the end of the meeting, Karen said that when the Course Information Management System (CIM) training was done, she had suggested canceling the April CCC meeting; she would now like to cancel April and May, so that we can do training and testing with the new CIM system, as well as provide time to clear the use of COB. She will send an e-mail to faculty with this information.

Glenn and Karen will travel to the various campuses and do workshops beginning the week of May 5, which is when CIM should be released. John suggested using the CCC date in May to do East Campus training that would include not only the CCC, but be campus-wide. (*Note: the week of the May CCC meeting was found to be unavailable in the scheduling of a computer lab.)

The next meeting of the College Curriculum Committee is scheduled for June 11, 2014, and will be held on the West Campus, Room 6-202. *Deadline for submission of materials for the June agenda is* **May 28, 2014**.

COLLEGE CURRICULUM COMMITTEE
June 11, 2014

MINUTES

Members Present: Chris Borglum, Karen Borglum (co-chair), Suzette Dohany, John Edwards, Yolanda Gonzalez, Marie Howard?, Debra Jacobs, Suzanne Johnson, Chris Klinger, Anita Kovalsky, Lee McCain, John Niss (co-chair), Bonnie Oliver, Kristy Pennino, Pam Sandy, Lee Thomas, Ravi Varma

Ex-Officio Present: Darnell Purcell, Edwin Sanchez

Staff Present: Krissy Brissett (Recording), Glenn Ricci

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

   John Niss opened the meeting by welcoming the committee.

2. **Review of Minutes – March 19, 2014**

   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.

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

   ACG 2450C   Computer Accounting I
   ACG 2460C   Computer Accounting II-Spreadsheets

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

   There are no Two-Year Program Review Cycle outlines being presented this month.

   The consent agenda was approved by consensus.

4. **Regular Agenda**

   1314-362   GRA 2113C   Advanced Graphic Design I, CCM ....Kristy Pennino
   Purpose: Revise prerequisite and course description; ***Revised prerequisites:*** Minimum grades of C in GRA 1203C and GRA 1206C or department approval***; Revised Course Description:*** Addresses practical problems relevant to contemporary industry standards in graphic design.   Emphasis is placed on producing concept-to-execution advertising design campaigns and developing work for portfolio; ***Effective Date:*** Fall 2014 (201510).

Proposal 1314-362 was approved by consensus.

1314-363   SOP 2930   Selected Topics in Social Psychology, CCA ....Karen Borglum
Purpose: To expand Social Psychology offerings; ***Catalog Course Description:***   The course emphasizes the study of social relations in our environment. Specifically, it includes topics such as, attitudes, aggression, attributions, attraction, pro-social behavior, communication and more. It further looks at the forces of influence in our environment, whether these forces be from real people or the imagined presence of others. Lastly, this course is designed to provide students with training in both theoretically-oriented and problem-oriented applied perspectives in our social applications; ***Prerequisites:*** PSY 2012; ***Co-requisites:*** None; ***Credit/Class/Lab Hours:*** 1-3/1-3/0; ***Effective Date:*** Fall 2014 (201510).

Proposal 1314-363 was approved by consensus.

1314-364   Florida Law Enforcement Academy, CPM ....Jeff Goltz
Purpose: State mandated change to some courses as well as course deletions and additions; ***Effective Date:*** Fall 2014 (201510).

Proposal 1314-364 was approved by consensus.

1314-365   Restaurant and Food Service Management, A.S., CPM ....Lynn Desjarlais
Purpose: To add a track for students not wishing to transfer elsewhere; ***Effective Date:*** Fall 2014 (201510).

Chris Klinger asked why the Humanities are being limited, and Karen are explained that it was directly tied to the 2015/16 humanities core offering. Chris suggested that a note be added to the program that says, students must complete Gen. Ed. at Valencia before transferring or they will have to satisfy UCF's Freshman Gen. Ed. requirement, as that is what Direct Connect has been telling students. Karen stated that we need to have a conversation with Direct Connect because students should not be facing that transfer issue.

1314-366   General Education Program, CPM ....Karen Borglum
Purpose: To add OCB 1000 and GLY 2160 to the General Education program based on changes due to HB 7135; ***Effective Date:*** Fall 2015 (201610).

Karen explained that these courses will be in Gen. Ed. for the upcoming 2015/16 academic year so it makes sense to add them to Gen. Ed. now so that students that take them now will get the Gen. Ed. credit. This applies to both A.S. and A.A. degrees.

5. **Discussion Items**

   College Curriculum Committee 14/15 Manual

   Karen went over the changes that she made in the 2014/15 Curriculum Manual, and some changes were suggested by the committee. Those changes will be made and the new manual will be uploaded to the Curriculum Committee website.

Curriculum Committee Co-Chair Discussion

John's term is up on the Curriculum Committee, and John said he will step aside if anyone would like be Karen's co-chair. Karen asked that anyone with recommendations or nominations to send it to her electronically.

6. **Information Items**

   MUS 2360 – There were outdated courses in the prerequisite section that was causing students to receive prerequisite errors and have to receive overrides and as such the prerequisites for the course had to be updated. Also, a C was added to the course number to indicate that the course has a lab fee.

   Editorial Changes: Editorial changes to ENC 0025 and REA 0017 to remove the Basic Skills exit exam language.

   Nursing Program Update: The following wording has been removed from the program as it is incorrect-

   Note: If a student repeats any of the prerequisite science courses, the composite grade averages will be based upon the highest grade achieved in each science course. The science composite GPA will be factored into the determination of the minimum 3.2 average GPA for the Nursing Prerequisite for Admission Courses.

The next meeting of the College Curriculum Committee is scheduled for July 9, 2014, and will be held on the West Campus, Room 6-202. *Deadline for submission of materials for the July agenda is **June 25, 2014**.*