May 17, 2011

TO: BOARD OF TRUSTEES

Valencia Community 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 approve the Additions, Deletions or Modifications of Courses and Programs as proposed.

Sanford C. Shugart

President

COLLEGE CURRICULUM COMMITTEE April 13, 2011

Draft MINUTES

Members Present: Colin Archibald, Joe Bivins, Chris Borglum, Karen Borglum (co-chair), Diane Dalrymple, Dan Dutkofski, Robert Gessner, Celeste Henry, Jim Johnson (alternate for Betty Wanielista), Anita Kovalsky, James McDonald, John Niss (co-chair), Kristy Pennino, Pam Sandy

Ex-Officio Present: Alys Arceneaux, Krystal Cortez, Cheryl Robinson, George Ruiz, Edwin Sanchez

Staff: Kim Adams (recording)

Guests: Jamy Chulak, Valerie Burks

Karen Borglum opened the meeting by welcoming everyone. She noted that co-chair John Niss was detained, but since a quorum was present, she would step in for him and begin the meeting.

1. Review of Minutes – March 16, 2011

The minutes of the March 16, 2011 CCC meeting were approved by consensus.

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

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

HSC 4500	Epidemiology (New Course)
PSG 4000	Polysomnographic Technology III (New Course)
PSG 4000L	Polysomnographic Technology III Laboratory (New Course)
PSG 4001	Polysomnographic Technology IV (New Course)
PSG 4001L	Polysomnographic Technology IV Laboratory (New Course)
PSG 4800L	Polysomnographic Technology Clinical III Practicum (New Course)
PSG 4801L	Polysomnographic Technology Clinical IV Practicum (New Course)
RET 3284	Cardiopulmonary Diagnostics I (New Course)
RET 3354	Medical Pharmacology (New Course)
RET 3536	Cardiopulmonary Rehabilitation (New Course)
RET 3715	Neonatal Medicine (New Course)
RET 4034	Problems in Patient Management (New Course)
RET 4285	Cardiopulmonary Diagnostics II (New Course)
RET 4286	Critical Care Management (New Course)

RET 4441C	Vascular Ultrasound (New Course)
RET 4443C	Cardiac Ultrasound (New Course)
RET 4520	Community Health (New Course)
RET 4908	Research in Vascular Ultrasound (New Course)
RET 4909	Research in Cardiac Ultrasound (New Course)
RET 4914	Research Methods and Information Literacy (New Course)
RET 4941	Internship (New Course)

The following outlines are being presented as part of the Two-Year Program Review Cycle (in COB, the course number will be followed with the number 2 in parentheses [i.e., OST 1108 (2)])

MAT 0012C Pre-Algebra MAT 0024C Beginning Algebra

The Consent Agenda was approved by consensus.

3. Regular Agenda

Proposal 1011-210 was approved by consensus.

Purpose: In order to be in compliance with our accreditation agency (JRC-DMS), the following changes need to be made: JRC-DMS Finding: Only prerequisite is Anatomy & Physiology I III. RESOURCES Curriculum 1. Curriculum Requisites: The following curriculum requisites must be met prior to the beginning of the core curriculum of the diagnostic medical sonography education program; they must be included in college level courses: a. Algebra, statistics, or higher mathematics course b. General college-level physics and/or radiographic physics c. Communication skills and d. Human anatomy and physiology RESPONSE The following courses are being changed from co-requisites to prerequisites: BSC 1094C Human Anatomy and Physiology II MAC 1105 College Algebra ENC 1101 Freshman Composition I PSY 1012 General Psychology Humanities There is no change to the courses, just a change in the arrangement of the courses. Total credit hours remain at 72; Effective Date: Fall 2011 (201210).

There was some discussion that moving these courses to become program prerequisites could present a problem for students using financial aid. Courses outside of the program itself are not covered by financial aid; since five courses are moving to become prerequisites (totaling 16 credit hours), this could be a real problem.

It was noted that if students declare an A.A. degree as a secondary degree, that would be the only way that they could receive financial aid for these courses prior to being accepted into the A.S. degree program. The exceptions to this are if a student has already completed these course requirements as part of an A.A. degree program, or if they have already earned a Bachelor's degree.

This proposal was approved by consensus.

1011-212 EMS 1119 Fundamentals of Emergency Medical Technology, CCMPenny Conners

Purpose: Approval was granted at the February CCC meeting for a new program requirement for the EMT Applied Technology Diploma. The most efficient method to implement this requirement is to assign a prerequisite to the EMS 1119 course; *Revised Prerequisites:* Minimum PERT scores of 84 on reading, 90 on writing, and 96 on math or equivalent scores on other state-approved entry test; **OR** minimum grades of C in either REA 0007C or EAP 1520C, and in either ENC 0015C or EAP 1540C, and in MAT 0018C; **OR** a minimum PERT score of 96 or equivalent score on other state-approved entry test or minimum grade of C in MAT 0018C, and a minimum LOEP score of 106. (previously, there were no prerequisites); *Effective Date:* Fall 2011 (201210).

The revised prerequisite wording was discussed at some length, due to the lack of inclusion of CPT scores being specifically stated as acceptable. Although the wording states that, "... equivalent scores on other state-approved entry test(s)..." are also acceptable, some of the Committee members felt that students who had taken the CPT might be confused if it was not specifically stated.

At this time, there are no score equivalencies between the PERT and the CPT tests. Advisors need to be aware of the situation so that they know they can use the CPT scores, as well.

There was also discussion about not being able to use the PERT test for Ability to Benefit (students who earn a Certificate of Completion from high school and need federal financial aid). However, this will only impact a small number of our students.

At the end of the discussion, the decision was made to include the acceptance of CPT scores in the wording of the revised prerequisites. With that change, the proposal was approved.

B.S. Degree in Cardiopulmonary Sciences

Karen introduced Jamy Chulak, telling the Committee members that he is presenting what will become the third B.S. degree that Valencia will offer. The University of Central Florida plans to sunset their Cardiopulmonary B.S. degree this May; it is possible that Florida A&M may do the same. Valencia will be filling a gap with the establishment of this B.S. degree program.

As the State's Discipline Coordinator for Respiratory Care, Jamy worked with the SCNS and discipline committee to obtain numbers for each of the courses that will be presented. Prior to this meeting, after additional conversations with the discipline committee and SCNS, changes

were made in a couple of the numbers (the revised numbers will be reflected in these Minutes). The program will have three concentrations: Community Health; Polysomnography; and Non-Invasive Cardiology.

Several items were noted:

- All courses that <u>should</u> have lab fees will be brought back to the CCC once the details are worked out and the fees are established;
- If a course has a prerequisite that states, "A.S. Degree in Respiratory Care . . .," that will be removed, since that is a program prerequisite, not a course prerequisite;
- The following verbiage will be added to the end of each course description of the 3000 and 4000 level courses: "Minimum grade of C required if used to satisfy Cardiopulmonary Sciences, B.S. Degree requirement."
- Since an A.S. Degree in Respiratory Care is a B.S. degree program entrance requirement, all Respiratory Care 1000 and 2000 level courses will need a minimum grade of C if they are to be used for admission to the B.S. degree program. As such, Credit Course Modifications (CCM) will be submitted to make that change. Karen Borglum will work with Jamy Chulak on the wording to use for the CCM's.

A minor change in the wording of the course description was made, adding a comma and the word "with" prior to "discussions on a clinical approach . . ." Additionally, it was determined that RET 4524 (Community Health) should be a co-requisite for this course.

Karen requested a Committee vote, which was unanimous.

admission into Cardiopulmonary Science Program and Polysomnography Track; *Co-requisites:* PSG 4000L and PSG 4800L; *Credit/Class (Lecture)/Lab Hours:* 3/3/0; *Effective Date:* Fall 2012 (201310).

Proposal 1011-214 was approved by consensus, with a minor change in the Course Description. In the second sentence, the words, "... covered in the course..." will be removed.

1011-215 PSG 4000L Polysomnographic Technology III Laboratory, CCAJamy Chulak *Purpose:* This will be a new course for the Cardiopulmonary Sciences, A.S. to B.S. degree program, and will be utilized in the Polysomnography concentration; *Catalog Course Description:* Provides laboratory instruction and practical experience in polysomnographic techniques used in neonatal, pediatric and adult populations. Topics include related medical terminology, conducting of a patient sleep history, patient assessment, patient preparation, instrumentation setup and calibration, MSLT (multiple sleep latency test), recording and monitoring techniques, documentation, patient-technologist interactions. This course is an extension of Polysomnographic Technology III; *Prerequisites:* A.S. Degree in Respiratory Care and Admission into Cardiopulmonary Science Program and Polysomnography Track; *Corequisites:* PSG 4000 and PSG 4800L; *Credit/Class (Lecture)/Lab Hours:* 1/0/3; *Effective Date:* Fall 2012 (201310).

1011-217 PSG 4001L Polysomnographic Technology IV Laboratory, CCAJamy Chulak

Purpose: This will be a new course for the Cardiopulmonary Sciences, A.S. to B.S. degree program, and will be utilized in the Polysomnography concentration; Catalog Course Description: Provides laboratory instruction in advanced aspects of polysomnographic technology. Topics include: sleep scoring and event recognition, instrumentation setup and calibration, recording and monitoring techniques, documentation, therapeutic interventions, specialty sleep studies and patient-technologist interactions related to polysomnographic technology in the neonatal, pediatric and adult population. This course is an extension of Polysomnographic Technology IV; Prerequisites: Minimum grade of "C" in PSG 4000, PSG 4000L and PSG 4800L; Co-requisites: PSG 4001 and PSG 4801L; Credit/Class (Lecture)/Lab Hours: 1/0/3; Effective Date: Fall 2012 (201310).

1011-218 PSG 4800L Polysomnographic Technology Clinical III Practicum, CCAJamy Chulak

Purpose: This will be a new course for the Cardiopulmonary Sciences, A.S. to B.S. degree program, and will be utilized in the Polysomnography concentration; Catalog Course Description: An introduction to polysomnographic procedures performed in the clinical setting with neonatal, pediatric and adult patients. Students will observe, perform (under supervision), and evaluate basic sleep studies. Students will be required to master the skills of: conducting a complete sleep history, patient assessment, patient preparation and instrumentation setup, calibration and operation, recording and monitoring procedures during the test, documentation, record keeping and patient-technologist interactions; Prerequisites: A.S. Degree in Respiratory Care and admission into Cardiopulmonary Science Program and Polysomnography Track; Co-requisites: PSG 4000 and PSG 4000L; Credit/Class (Lecture)/Lab Hours: 1/0/6; Effective Date: Fall 2012 (201310).

1011-219 PSG 4801L Polysomnographic Technology Clinical IV Practicum, CCA

Purpose: This will be a new course for the Cardiopulmonary Sciences, A.S. to B.S. degree program, and will be utilized in the Polysomnography concentration; Catalog Course Description: This course is designed to continue the development of skills and concepts begun in Practicum III. Students will observe, perform (under supervision), and evaluate basic and advanced sleep studies for neonatal, pediatric and adult patients. In addition, this course will focus more on the scoring of sleep studies, therapeutic interventions used, and more advanced and specialized aspects of Polysomnography designed to prepare the student for employment in any sleep lab and to take the RPSGT and/or SDS credentialing examination. Students will be required to master the skills of: sleep scoring and event recognition, CPAP titration, therapeutic and pharmacological interventions, specialty sleep studies and patient-technologist interactions related to Polysomnographic Technology; Prerequisites: Minimum grade of "C" in PSG 4000, PSG 4000L and PSG 4800L; Co-requisites: PSG 4001 and PSG 4001L; Credit/Class (Lecture)/Lab Hours: 1/0/6; Effective Date: Fall 2012 (201310).

Proposals 1011-215 through 1011-219 were approved by consensus. For proposals 1011-218 and 1011-219, it is noted that although these courses have only lab hours, they take place out in the community and, as such, use the resources from wherever the practicum takes place, rather than using items that Valencia must purchase. For that reason, there will not be any lab fees associated with these two courses.

credential within discipline; *Co-requisites:* None; *Credit/Class (Lecture)/Lab Hours:* 3/3/0; *Effective Date:* Fall 2012 (201310).

Proposal 1011-220 was approved by consensus. The number was changed by the SCNS prior to the meeting and will be RET 3287.

Proposals 1011-221, 1011-222, and 1011-223 were approved by consensus.

facilities, long term care, outpatient centers, and homecare environments. Students will learn how to utilize the resources that support patient care with acute and chronic cardiopulmonary disease in our community; *Prerequisites:* Admission into the Cardiopulmonary Program and Community Health Track; *Co-requisites:* RET 4941; *Credit/Class (Lecture)/Lab Hours:* 3/3/0; *Effective Date:* Fall 2012 (201310).

Proposal 1011-224 was approved by consensus, with the following change – the number of the co-requisite will change **from** RET 4941 **to** RET 4942. This is based upon a number change that was made by the Curriculum Committee later in the meeting. The course number as presented, RET 4941, Internship, was numbered inconsistently with the rest of Valencia's internship courses. The 941 number is reserved for "Internship Exploration" courses, while 942 is for "Internship" courses.

Proposal 1011-225 was approved by consensus. The number was changed prior to the meeting by the SCNS and will be RET 4288.

Proposal 1011-226 was approved by consensus. The number was changed prior to the meeting by the SCNS and will be RET 4285.

practice within hemodynamic monitoring; *Catalog Course Description:* This course presents an introduction to non-invasive vascular medicine including those tests performed for the purpose of the diagnosis and treatment of vascular disease. The course is designed to introduce students to the physics of ultrasound technology, as well as medical sonography where students can apply the use of scanning vascular extremities, cerebrovascular principles and arterial procedures; *Prerequisites:* Admission into the Cardiopulmonary Program and Non-Invasive Cardiology Track; *Co-requisites:* RET 4908; *Credit/Class (Lecture)/Lab Hours:* 4/3/3; *Effective Date:* Fall 2012 (201310).

Proposal 1011-227 was approved by consensus, with changes. The prerequisite will change; "Cardiopulmonary Program," will be removed and the wording will become, "Admission into the Non-Invasive Cardiology Track." The number of the co-requisite will change, based upon the new number assigned by the SCNS. The new number is RET 4903.

Purpose: This course is essential to the learning outcome requirements for Non-Invasive Cardiology track within the B.S. degree in Cardiopulmonary Science. Non-invasive monitoring of cardiac vessels, cardiac blood flow and cardiac valves is safe, reliable, and in accordance with best practices within hemodynamic monitoring; Catalog Course Description: This course presents an introduction to non-invasive cardiology, including those tests performed for the purpose of the diagnosis and treatment of cardiovascular disease. The course is designed to introduce students to the physics of ultrasound technology, as well as medical sonography where students can apply the use of scanning cardiac circulation, cardiac valves and myocardium; Prerequisites: Admission into the Cardiopulmonary Program and Non-Invasive Cardiology Track; Co-requisites: RET 4909; Credit/Class (Lecture)/Lab Hours: 4/3/3; Effective Date: Fall 2012 (201310).

Proposal 1011-228 was approved by consensus, with changes. The course number was changed by the SCNS, and will become RET 4440C. In addition, the prerequisite will change; "Cardiopulmonary Program," will be removed and the wording will become, "Admission into the Non-Invasive Cardiology Track." The number of the co-requisite will change, based upon the new number assigned by the SCNS. The new number is RET 4904.

Proposal 1011-229 was approved by consensus, with changes. The course number was changed by the SCNS, and will become RET 4524. In addition, the co-requisite was incorrect and should be HSC 4500 (was shown as RET 4500).

Proposal 1011-230 was approved by consensus, with the following change. The course number was changed by the SCNS, and will become RET 4903. In addition, the prerequisite will change; "Cardiopulmonary Program," will be removed and the wording will become, "Admission into the Non-Invasive Cardiology Track."

Proposal 1011-231 was approved by consensus, with changes. The course number was changed by the SCNS, and will become RET 4904. The number of the co-requisite will change, based upon the new number assigned by the SCNS. The new number is RET 4440C.

1011-232 RET 4914 Research Methods and Information Literacy, CCAJamy Chulak *Purpose:* This course is essential to the core learning outcome requirements for the B.S. degree in Cardiopulmonary Science. Advanced practitioners require scholarship in research to communicate and practice evidence based medicine; *Catalog Course Description:* Research methods and information literacy are important because the health care profession is continually changing, which requires healthcare practitioners to possess new knowledge to function competently. The healthcare practitioner should contribute to the body of knowledge and be able to effectively analyze resources to promote growth in the profession. The attitude of lifelong learning enables the healthcare practitioner to stay in step with the current health care environment and be prepared to help foster the future and increase awareness of the profession in the global community. This content is geared to increase and disseminate intellectual inquiry, information literacy and the use of scholarly research methods; *Prerequisites:* A.S. Degree in Respiratory Care or A.S. Degree Cardiovascular Technology, and

state or national credential within discipline; *Co-requisites:* None; *Credit/Class (Lecture)/Lab Hours:* 3/3/0; *Effective Date:* Fall 2012 (201310).

Proposal 1011-232 was approved by consensus. The course description, at the request of the CCC, will be reviewed and revised. It was thought to be too wordy and not descriptive enough of the course itself.

Proposal 1011-233 was approved by consensus, with a change in the course number **from** RET 4941 **to** RET 4942. The course number as presented, RET 4941, Internship, was numbered inconsistently with the rest of Valencia's internship courses. The 941 number is reserved for "Internship Exploration" courses, while 942 is for "Internship" courses.

In addition, the CCC requested that Jamy and Penny have a broader conversation to include Barbara Frazier and Falecia Williams regarding the course title, description, credit hours, fees, etc. Jamy agreed to do that in the near future.

Purpose: The program purpose is to provide a career path for Respiratory Therapy and Cardiovascular Technology students to achieve a baccalaureate degree; **Effective Date:** Fall 2012 (201310).

Proposal 1011-234 was approved by consensus. There was some discussion regarding the program sheet, which underwent several revisions, including the revision of those course numbers changed by SCNS.

4. Discussion Items

There are no Discussion Items for April.

5. Information Items

EMS Courses Approved for "C" Designation – A proposal was presented and approved at the March 16, 2011 meeting to add the "C" designation to the following EMS courses:

EMS 1431	Emergency Medical Technician Clinical Practicum
EMS 2666	Paramedic I Clinical
EMS 2667	Paramedic II Clinical
EMS 2668	Paramedic III Clinical

Later, during Catalog entry, it was discovered that these courses do not currently have any class/lecture hours assigned to them. Therefore, the "C" designation will be changed to an "L" until such time as class/lecture hours are added by way of a Credit Course Modification.

Radiology Course Approved to Remove "C" Designation – At the February 9, 2011 meeting, a proposal was approved to remove the "C" designation from RTE 1418, Principles of Radiography I. The department inadvertently forgot to include the new hours for the course on the Credit Course Modification form, so the change will be made on an editorial basis. The new hours will go FROM 3/2/3 TO 3/2/0.

PERT Cut Scores for Honors Placement — The Honors Department submitted a memorandum, Catalog markup, Honors Program placement criteria, and the Minutes of the January 21, 2011, Honors Advisory Board meeting. Focus is on the new PERT implementation as it impacts Honors Program placement.

Valerie Burks, Director of the Honors Program, spoke briefly about the information provided. Due to the transition from the CPT to PERT, there was a need to develop new cut scores for Honors Placement. The documents provided describe that process and the cut scores that will be used.

Radiologic and Imaging Sciences, B.S. Degree: Changes to Practicum Prerequisites — Changes to the Radiologic and Imaging Sciences B.S. degree program sheet that were approved at the February 9, 2011 CCC meeting will affect the prerequisites for RTE 4941L in the various concentrations. As such, an editorial change will be made to the prerequisites for this course, as follows:

"A minimum grade of C in specified concentration coursework: Quality Management - RTE 4474 and RTE 3205; or Magnetic Resonance Imaging - RTE 3591 and RTE 3592; or Computed Tomography - RTE 3590 and RTE 4474"

The next meeting of the College Curriculum Committee is scheduled for May 11, 2011, and will be held on the West Campus, Room 6-202. However, if the Agenda permits, the meeting will either be held electronically or will not be held. *Deadline for submission of materials for the May Agenda is April 27, 2011.*