

AUDIT PLAN STATUS REPORT

**Valencia College
Compliance and Auditing Department
Audit Plan 2011-2012**

Financial	Scope	Status
Tuition and Fee Revenue Audit – AY2011	Reconcile tuition and fee revenue to enrollment.	Complete <i>Report No. CA2012-102</i>
Follow Up Reviews		
Florida Auditor General (FLAG) Operational Audit (Report No. 2011-025)	Review audit issues noted within the report to determine the status of corrective measures.	
Payroll Process (Report No. CA2010-104)	Review audit issues noted within the report to determine the status of corrective measures.	
Student Activity Expenditures (Report No. CA2010-105)	Review processes in place to account for financial management of student activity funds.	In-Progress
Procurement Card System (Report No. CA2010-105)	Review processes in place over the procurement card system.	Complete <i>Report No. CA2012-101</i>
Work Order Process (Report No. CA-2011-111)	Review audit issues noted within the report to determine the status of corrective measures.	
FLAG A-133 Audit (Report No. 2011-167)	Review audit issues noted within the report to determine the status of corrective measures.	
Other Services		
Unannounced Cash Counts	Perform cash counts of selective locations during the year.	In-Progress
Year-end Bookstore Inventory	Validation of bookstore inventory for financial statement purposes.	
Contingent		
Property Control Process	Review processes in place to safeguard and properly account for furniture, machinery, and equipment.	

Note: Audit plan is subject to change due to unforeseen high risk projects, whistleblower issues or special administrative projects that require internal audit resources.

VALENCIA

Procurement Card Program Audit Report No. CA2012-101

Purpose

In accordance with the District Board of Trustees approved audit plan, the Compliance and Auditing Department performed an audit of the Procurement Card Program as administered by the Procurement Department.

Objectives

Determine the effectiveness of established internal controls that relate to the Procurement Card Program.

Scope and Methodology

The audit consisted of reviewing applicable systems, processes and documentation related to the administration of the procurement card program. Samples of procurement card transactions between February 2011 and September 2011 were included in the review. To meet the objective of the audit, the Compliance and Auditing Department reviewed applicable college policy and procedure, specific program procedures, and other pertinent resources. Interviews were held with the appropriate staff to gain sufficient understanding of the procurement card program.

Background

The Procurement Card Program is an extension of the existing procurement process. The Program was established to provide the College with a streamlined method of purchasing college-related items or services, thereby reducing the volume of individual payments to suppliers. The Program allows departments to make certain transactions without having to submit a requisition for the issuance of a purchase order or a check request.

Valencia's Procurement Card Program was implemented in 2004 with less than 20 cardholders. As of September 27, 2011, the College had 194 active cardholders. The College incurred approximately \$12.4 million in net procurement card charges between February 2011 and August 2011. The Procurement Card Program is administered through JPMorgan Chase. Participating in this program allows the College to be eligible to receive rebates. Since the inception of the program, the College has received \$852,934 in rebates and bonuses.

Conclusion

Overall, internal controls were functioning as intended. The audit did not detect any significant control deficiencies. Several suggestions were provided to management of the department to enhance certain controls. The Procurement Department has made proactive strides to aid in the integrity of the Procurement Card Program. A few notable measures included incorporating frequent desk audits of cardholders and card coordinators performed by Procurement that identifies areas where additional training or guidance is needed; a revision to the transaction approval process to ensure applicable budget managers are aware of and approve procurement card transactions that are charged against their budgets, via monthly reports provided to them; and the incorporation of a process to handle program non-compliance by cardholders.

Effective measures were in place to address audit issues related to the Procurement Card Program, as noted in the Financial Investigation Report, No. CA2010-104.

January 2012

VALENCIA

Tuition and Fee Revenue Audit **Academic Year 2010-2011** **Report No. CA2012-102**

Purpose

In accordance with the audit plan approved by the District Board of Trustees, the Compliance and Auditing Department performed an audit of tuition and fee revenue.

Objective

1. Determine that certain student fees being assessed by the College have been properly proposed, approved, and implemented in accordance with the College policy and applicable state regulations.
2. Evaluate the adequacy of the College's procedures for calculating and assessing student fees.
3. Determine that tuition and fee revenue is reflective of student enrollment.
4. Determine that assessed registration fees (tuition and fees) are accurately recorded in the accounting records and are properly disclosed for financial reporting purposes.

Scope and Methodology

The audit included the review and analysis of tuition and fee revenue associated with student enrollment in College Credit and College Preparatory Credit courses for the Academic Year 2010/2011 (Fall 2010, Spring 2011, and Summer 2011). For the purpose of this audit, such revenue included tuition, out-of-state tuition, student financial aid, student activity, capital improvement and technology fees. Applicable operational systems, College policy and procedures, state regulations, and other pertinent information were reviewed. Testing was performed on various samples of course registrations, waivers and exemptions, and general ledger postings.

Background

Once a student has completed the Admissions Process and has met any applicable requirements, they are eligible to register for credit courses. Tuition and fees are assessed based on the student's residency status, course, and credit hours associated with the course. The actual fee assessment is an automated process within the Banner Operating system to include posting against the student's account and the applicable general ledger accounts.

Conclusion

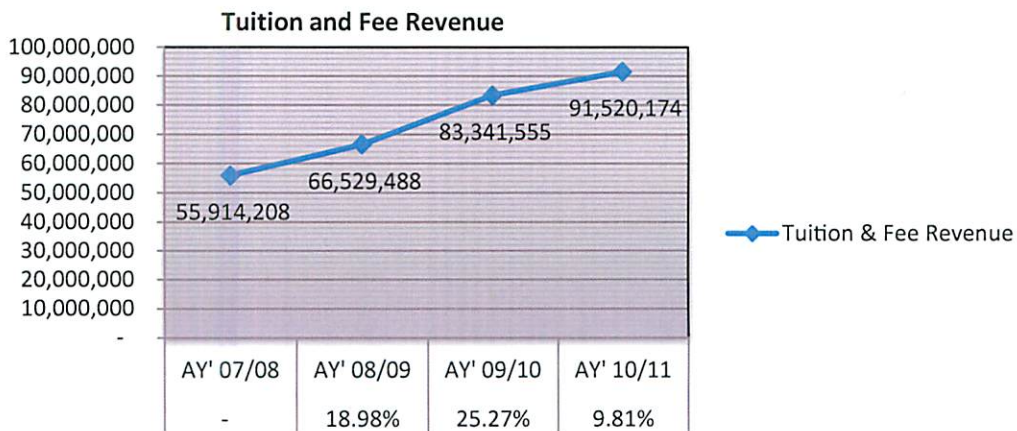
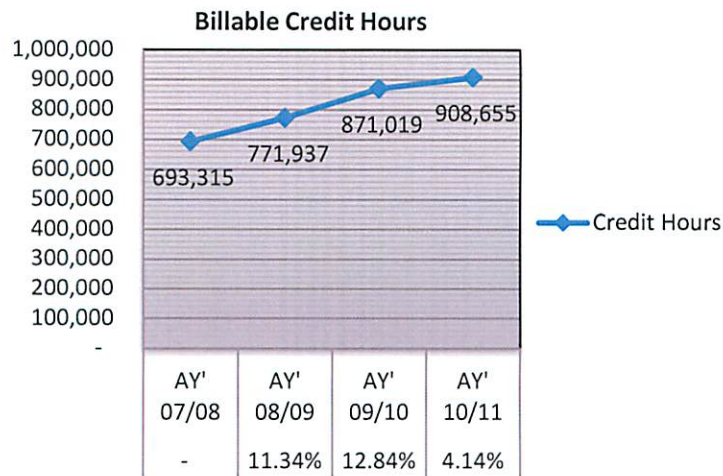
Recorded tuition and fee revenue for credit courses within the general ledger adequately reflects student enrollment for the period under review. Tuition and fees were appropriately approved by the District Board of Trustees and implemented within the Banner Operating system. The automated fee assessment process is operating as intended, without exception.

An analysis of revenue and enrollment for the period under review is attached.

Enrollment & Revenue Analysis

Academic Year 2010/2011	Total Billable Hours (credit hours) per Department Revenue Report	Total Student Semester Hours reported to the State per Student Data Base FTE Enrollment Report	Difference	Variance %
Grand Total	908,655	906,413	2,242	0.25%

Academic Year 2010/2011	Total Revenue per General Ledger	Total Revenue as calculated per Departmental Revenue Report	Difference	Variance %
Grand Total	91,520,174	91,491,969	28,205	0.03%



FACULTY COUNCIL REPORT

VALENCIA FOUNDATION REPORT

PRESIDENT'S REPORT

NEW BUSINESS

**NONBINDING LETTER OF INTENT
TO ACCEPT DONATION OF PROPERTY
IN APOPKA, FL**

February 21, 2012

TO: BOARD OF TRUSTEES
Valencia College

FROM: SANFORD C. SHUGART
President

RE: NONBINDING LETTER OF INTENT TO ACCEPT DONATION OF
PROPERTY IN APOPKA, FL

RECOMMENDED ACTION:

The President recommends that the Board of Trustees approve to accept the donation of property in Apopka, FL. This action enables the college to begin negotiations with prospective donors of property for college campus in Apopka, FL.



President

December 13, 2011

Re: Nonbinding Letter of Intent to Accept Donation of Property located at
3620 West Kelly Park Road, Apopka FL 32712

The purpose of this letter is to express the intent of The District Board of Trustees of Valencia College, Florida, a political subdivision of the State of Florida, or its designated affiliate or assignee ("Donee") to accept a donation of the above-referenced property, which shall include real and personal property and improvements related thereto ("Property") owned by Rochelle Holdings XIII, LLC, a Florida limited liability company ("Donor") subject to compliance with all of the terms and conditions of this nonbinding letter of intent ("Letter of Intent") and the terms and conditions which shall be provided for in a definitive donation agreement to be negotiated and executed by the parties (the "Donation Agreement").

1. **LEGAL DESCRIPTION OF PROPERTY.** Within five (5) days of execution of this Letter of Intent, Donor shall provide Donee with the legal description of the Property, together with copies of all appraisals, surveys and title reports, title commitments and title insurance policies related to the Property.
2. **DONATION VALUE AND TERMS.** The Donation Value of the Property shall be determined by an appraisal performed by a licensed Florida appraiser mutually agreed upon by the parties.
3. **DUE DILIGENCE PERIOD.** The period for Donee to complete its due diligence on the Property ("Due Diligence Period") shall commence with execution of a Donation Agreement and continue until the date identified in the Donation Agreement. Within five (5) days of execution of this Letter of Intent, Donor shall provide Donee with copies of all documents in its possession pertaining to the ownership, condition, operation or leasing of the Property, including without limitation, any architectural or engineering drawings, plans and specifications, CAD drawings, site plans, engineering reports, permits, approvals, licenses, certificates of occupancy, surveys, environmental reports and assessments, wetlands surveys, endangered species reports, building inspections, service contracts, leases and related agreements, and all other agreements, documents, reports, studies, development plans, governmental approvals, permits, entitlements, guarantees and warranties, title policies and all other documents related to title, and all other materials owned by or in the possession of Donor pertaining to the Property. The Donation Agreement shall provide that Donee shall have the right to conduct and make any studies, engineering tests, environmental audits, and make or conduct any other tests or studies as may be desired by Donee to make its decision concerning purchase of the Property. The Donation Agreement shall provide that Donor shall make all portions of the Property available to Donee upon reasonable prior notice and hereby grants Donee and its agents, employees and consultants the right and license to enter upon the Property during the Due Diligence Period and thereafter

until closing or termination of the Donation Agreement. All due diligence studies conducted by Donee shall be at Donee's sole cost and expense.

During the Due Diligence Period, Donor shall make available the books and records related to the operation of the Property at its principal place of business for copy, review and audit by Donee during regular business hours provided that Donee shall notify Donor at least one (1) day prior thereto.

4. **DONATION.** Donee will receive fee simple title to the land and improvements comprising the Property by general warranty deed, and to the personal property comprising the Property by bill of sale. Donor shall also deliver and assign to Donee all service contracts (if any and subject to Donee's approval) and other agreements, documents, reports, studies, development plans, governmental approvals, permits, entitlements, guarantees and warranties and all other materials owned by or in the possession of Donor pertaining to the Property, including any intangible property rights related to the Property.

5. **COSTS OF THE TRANSACTION.** Donor and Donee shall pay the fees as set forth in the Donation Agreement.

6. **DONATION AGREEMENT.** Donee and Donor agree to work diligently and in good faith to negotiate and execute the Donation Agreement within 180 days of the execution by both parties of this Letter of Intent (the "Exclusivity Period"), and Donee shall deliver to Donor a proposed Donation Agreement. In the event the parties have not executed a Donation Agreement by the expiration of the Exclusivity Period, this Letter of Intent shall be null, void and of no further effect, and neither party shall have further obligations to the other in regard to the Property.

7. **CLOSING.** The Donation Agreement shall provide for a closing to occur at the office of Donor's counsel on a date as set forth in the Donation Agreement.

8. **CLOSING CONDITIONS.** The Donation Agreement shall provide for Donee's obligation to accept, and Donor's obligation to provide, the donation of the Property and close the transaction contemplated under the Donation Agreement to be subject to the satisfaction, as of the Closing, of the following conditions (the "Closing Conditions"): Donee obtaining mutually agreed upon resolution of issues related to Title and survey matters, land use matters, infrastructure matters, development and design matters, certain governmental approvals from Donee's District Board of Trustees, the Florida State Department of Education, City, County and the Florida Legislature as may be required, and any other matters related to Donee's ownership and development of the Property for the Intended Use. For the purposes of this Agreement, Donee's "Intended Use" shall mean the establishment of a Florida college area campus servicing an ultimate student population as set forth in the Donation Agreement, and consisting of a specified number of permanent buildings of a gross square footage each as set forth in the Donation Agreement, and related parking facilities and other ancillary uses. Commencing on the execution of a Donation Agreement, Donor and Donee shall use best efforts and due diligence to satisfy the Closing Conditions.

The Donation Agreement shall also provide that in the event the Closing Conditions are not satisfied at or prior to Closing, then the party which requires the condition, may, at its sole election, either (i) terminate this Agreement by written notice to the other party on or before the Closing Date, and except for any surviving obligations, Donor and Donee shall have no further obligations, duties or liabilities, one to the other, with respect to the subject matter of the Donation Agreement and neither party shall be in default, or (ii) waive the Closing Conditions and proceed with the Closing on the Closing Date in accordance with the remaining terms of the Donation Agreement.

9. **EXCLUSIVITY.** Until the expiration of the Exclusivity Period, Donor agrees that it shall not, directly or indirectly take any actions to sell, agree to sell, or enter into or continue any discussions, negotiations or agreements with any third party in connection with the sale of the Property, or to solicit, encourage, accept or respond to any third party offers to donate or convey the Property. Donor acknowledges that Donee will incur costs and expenses in connection with its rights pursuant to this Letter of Intent and in connection with the negotiation and preparation of the Donation Agreement and that incurring such costs and expenses is sufficient consideration for Donor's agreement under this Section 9.

10. **REPRESENTATIONS AND WARRANTIES.** Donor represents and warrants that (A) Donor is the sole owner of fee simple title to the Property and has the legal right, power and authority to execute and deliver this Letter of Intent, to perform its obligations hereunder and to consummate the transactions contemplated hereby, including donation of the Property; (B) as of the date hereof, there are no approvals from any third party that are necessary for Donor to enter into this Letter of Intent or the Donation Agreement; (C) the person executing this Letter of Intent on behalf of Donor has the power and authority to do so; and (D) Donor has not granted to any person, firm or other entity any right or option to acquire the Property or any part thereof.

Donee represents and warrants that (A) the person executing this Letter of Intent on behalf of Donee has the power and authority to do so; and (B) Donee will use its best efforts to secure funding and develop the Property for the Intended Use in accordance with a timeline to be agreed upon by the parties and set forth in the Donation Agreement.

11. **BROKERAGE.** Donee and Donor represent and warrant to each other that no broker has been involved in this transaction and each agrees to indemnify the other for and against any claims for payment of brokerage fees or commissions in violation of the warranty. This agreement shall survive the termination or expiration of this letter of intent.

12. **NON-BINDING.** Except for the acknowledgments and representations in Sections 9, 10, and 11, this Letter of Intent is non-binding and is merely an expression of the parties' mutual present intent to pursue a transaction on the basis described herein. Except with respect to aforementioned provisions, neither party shall be bound by the Letter of Intent or have the obligation to pursue any negotiations or any other obligations of any kind unless and until a definitive Donation Agreement is hereafter signed and delivered by the parties. No definitive Donation Agreement will be entered into unless it is satisfactory to both Donor and Donee, in their discretion. Neither the expenditure of funds by either party in reliance on this Letter of Intent nor part performance of any provision of this Letter of Intent by either party shall alter the foregoing provisions of this paragraph.

13. COUNTERPARTS. This Letter of Intent may be executed in one or more counterparts, each of which shall be deemed to be an original copy of this Letter of Intent and all of which, when taken together, shall be deemed to constitute one and the same agreement. Acceptance by facsimile or PDF shall be deemed binding for purposes of this Section.

If you are in agreement with the terms and conditions of this Letter of Intent, please indicate in the space provided below. If this Letter of Intent is not signed by Donor and returned to Donee at 190 S. Orange Avenue, Orlando, Florida 32810, or via email at khouck1@valenciacollege.edu on or before 5:00 p.m., Orlando, Florida time on December 31, 2011, this Letter of Intent shall expire and be deemed null and void and have no further force or effect.

Sincerely,

DONOR:

Rochelle Holdings XIII, LLC

By: 

Name: James Palmer

Title: Managing Member

ACCEPTED AND AGREED TO THIS
6th DAY OF December, 2011.

DONEE:

**THE DISTRICT BOARD OF TRUSTEES
OF VALENCIA COLLEGE,
FLORIDA**

By: _____

Name: _____

Title: _____

ACCEPTED AND AGREED TO THIS
____ DAY OF _____, 2011.

ALLOCATION OF ASPEN PRIZE FUNDS

February 21, 2012

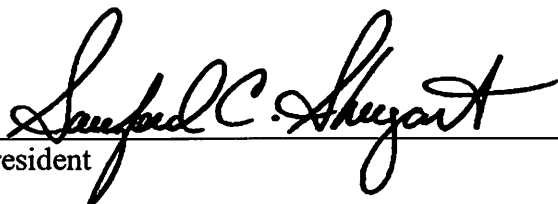
TO: BOARD OF TRUSTEES
Valencia College

FROM: SANFORD C. SHUGART
President

RE: ALLOCATION OF ASPEN PRIZE FUNDS

RECOMMENDED ACTION:

The President recommends that the Board of Trustees approve the allocation of the Aspen Prize funds as presented.



President

PROPOSAL

To: Valencia College Board of Trustees
Subject: Allocation of Aspen Prize Funds
Date: February 21, 2012

You will recall that the Aspen Prize includes a \$600,000 check with few limitations on its expenditure (no lobbying, etc.). How we employ the funds, however, will speak volumes to people deep in the college as well as the Aspen Institute and the foundations that helped underwrite the prize monies.

After much discussion, the senior staff recommends the following principles for the disbursement of the prize monies.

1. The uses of the prize money should continue to support the deep efforts in the college that produced the outcomes for which the prize was awarded – exceptional student success, completion, placement, and transfer.
2. The uses of the prize money should also support students in some direct ways, recognizing that it is their performance, ultimately, that produced prize winning results.
3. The non-recurring nature of the prize money makes it especially useful if we can leverage the funds by treating them as challenge funding to be matched by other donors through the Foundation.
4. The occasion of the Aspen Prize has already led the Foundation to commit to a new campaign.
5. Wherever possible, as the first winner of the Aspen Prize, the funds should associate Valencia with the prize for the long-term; another college will win the prize next year, but Valencia will always be the inaugural winner.

Based on these principles, the staff recommends the following disbursement of the prize monies:

1. Establish endowments by donating all \$600,000 to the Valencia Foundation to be matched and used for the following purposes:
 - a. The Aspen Fund for Innovation and Excellence – Set aside \$350,000 to be matched with \$750,000 in additional gifts to create a \$1.1 million fund, the proceeds from which will support significant team-led projects in the college to improve the outcomes for our students in learning, completion, placement in jobs, and success in transfer.
 - b. Scholarships - Set aside \$250,000 to fully match the Johnson Family Foundation challenge at Valencia (\$250,000) while raising an additional \$500,000 to be matched twice by the Johnson Family Foundation and the University of Central Florida Foundation to underwrite 2+2 scholarships consistent with the Direct Connect Program.

**ADDITIONS, DELETIONS OR
MODIFICATIONS OF
COURSES AND PROGRAMS**

February 21, 2012

TO: BOARD OF TRUSTEES
Valencia College

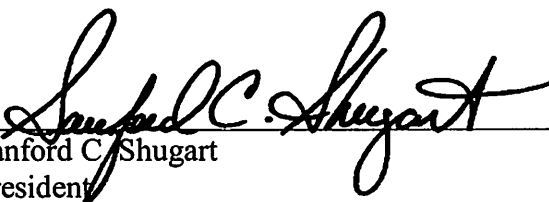
FROM: SANFORD C. SHUGART
President

RE: ADDITIONS, DELETIONS OR MODIFICATIONS OF COURSES AND PROGRAMS

The President recommends that the Board approve the additions, deletions, or modifications of courses and programs as shown on the attached listings.

RECOMMENDED ACTION:

The President recommends that the Board of Trustees approve the additions, deletions, or modifications of courses and programs as requested.



Sanford C. Shugart
President

COLLEGE CURRICULUM COMMITTEE

January 11, 2012

Draft MINUTES

Members Present: Colin Archibald, Joe Bivins, Melody Boeringer, Chris Borglum, Karen Borglum (co-chair), Ana Caldero, Paul Chapman (alternate for George Brooks), Wendy Givoglu, Celeste Henry, Suzanne Johnson, Mabel Machin, June Mair (alternate for Anita Kovalsky), Robert McCaffrey, John Niss (co-chair), Bonnie Oliver, Elizabeth Park (mathematics Alternate), Kristy Pennino, Pam Sandy, Betty Wanielista

Ex-Officio Present: Krystal Cortez, Kurt Ewen, Cheryl Robinson, Darnell Purcell, George Ruiz, Edwin Sanchez

Staff Present: Kim Adams (recording), Kari Makepeace (training)

Guests Present: Kourtney Baldwin, Jamy Chulak, Susan Gosnell, Irina Struganova

John Niss opened the meeting by welcoming everyone. He noted that there were some new faces that he didn't recognize, so he asked everyone to introduce themselves. Once this was done, he asked if everyone had an opportunity to review the minutes.

1. **Review of Minutes – November 9, 2011**

The minutes of the November 9, 2011 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:

DES 1051	Dental Pain Control and Local Anesthesia
GRA 1109	History of Graphic Design
GRA 2225C	Advanced Typography
GRA 2425	Business and Ethics of Graphic Design
GRA 2755C	Web Development for Designers
MAN 2300	Introduction to Human Resources management
REE 1000	Real Estate Principles and Practices
REE 1400	Florida Real Estate Law

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

There are no outlines being presented for approval that are part of the Two-Year Program Review Cycle for this month.

The Consent Agenda was approved by consensus.

3. Regular Agenda

1112-035 RET 4285 Critical Care Management, CCM.....Jamy Chulak
Purpose: One credit was deleted from this course to satisfy upper division requirements for total credits to 60; **Revised Credit/Class (Lecture)/Lab Hours:** 2/2/0 (previously 3/3/0); **Effective Date:** Fall 2012 (201310).

1112-036 Cardiopulmonary Science, B.S. Degree, CPMJamy Chulak
Purpose: 1) Addition of HSA 4184 Leadership in Healthcare to enhance student learning outcomes described by advisory committee and community partners as necessary within the discipline; and 2) Reduction of credit hours in RET 4285 to bring curriculum to required 60 hours; **Effective Date:** Fall 2012 (201310).

Proposals 1112-035 and 1112-036 were approved by consensus.

1112-037 Articulated Pre-Major: Architecture (UCF), A.A. Degree, CPAAllen Watters
Purpose: This pre-major is designed for the student who plans to transfer to the University of Central Florida as a junior to complete a four year Bachelor of Design (B.Des.) degree; **Effective Date:** Fall 2012 (201310).

Proposal 1112-037 was approved by consensus.

1112-038 PSY 1012 General Psychology, CCMDavid Skinner
Purpose: The only change being recommended is that the common course number for PSY 1012 be changed to PSY 2012. The purpose of the change is to align our common course number with other colleges and universities; **Revised Course Number:** PSY 2012 (previously PSY 1012); **Effective Date:** Fall 2012 (201310).

1112-039 PSY 1012H General Psychology-Honors, CCMDavid Skinner
Purpose: The only change being recommended is that the common course number for PSY 1012 be changed to PSY 2012. The purpose of the change is to align our common course number with other colleges and universities; **Revised Course Number:** PSY 2012H (previously PSY 1012H); **Effective Date:** Fall 2012 (201310).

Proposals 1112-038 and 1112-039 were approved by consensus.

1112-040 PHY 2049C General Physics with Calculus II, CCMIrina Struganova
Purpose: Add MAC 2312 to the prerequisites; **Revised Prerequisites:** MAC 2312 and a minimum grade of "C" in PHY 2048C (Previously, PHY 2048C); **Effective Date:** Fall 2012 (201310).

Proposal 1112-040 was approved by consensus.

1112-041 Articulated Pre-Major: Management and Ethics (Asbury University),
A.A. Degree, CPAStorm Russo

Purpose: This program ties directly in with the articulation agreement previously established between Valencia and Asbury University, providing a specific path for A.A. degree-seeking students; **Effective Date:** Fall 2012 (201310)

*Proposal 1112-041 was approved by consensus. Several minor "editorial" changes will be made to the Program Sheet, including adding prefix(es) for the required science courses and adding *'s for courses that have prerequisite requirements. This will provide clarity for students.*

1112-042 Articulated Pre-Major: Elementary Education (Asbury University),
A.A. Degree, CPAYasmeen Qadri

Purpose: This program ties directly in with the articulation agreement previously established between Valencia and Asbury University, providing a specific path for A.A. degree-seeking students; **Effective Date:** Fall 2012 (201310).

Proposal 1112-042 was removed from the agenda at the request of the proposal initiator, who would like further departmental discussion prior to presenting. It is anticipated that this proposal will be brought to the February 8 meeting.

1112--043 HSC 4555 Pathophysiology, CCMSusan Gosnell

Purpose: To make the course applicable to both Cardiopulmonary and Radiologic and Imaging Sciences B.S. degree programs; **Revised Catalog Course Description:** A rich appreciation of the characteristics and manifestations of diseases caused by alterations or injury to the structure or function of the body are essential to the allied health science professional. The in-depth study of pathophysiology allows the professional to communicate better with other health care professionals, including physicians and scientists, as well as with the patient, for the history and physical assessment. Minimum grade of C required if used to satisfy Radiologic and Imaging Sciences B.S. degree requirement; **Revised Prerequisites:** Admission to the B.S. degree program in Radiologic & Imaging Sciences or Cardiopulmonary Sciences (Previously: None); **Effective Date:** Fall 2012 (201310).

It was noted that since this course will be shared between two different B.S. degree programs, the course description's last sentence should be revised to read, "Minimum grade of C required if used to satisfy Radiologic and Imaging Sciences or Cardiopulmonary Sciences B.S. degree requirement(s)."

With the above noted change, proposal 1112-043 was approved by consensus.

1112-044 RTE 3765 Anatomy for the Medical Imager, CCMSusan Gosnell
Purpose: Revise the last sentence of the course description to make it consistent with all other program courses; **Revised Catalog Course Description:** An advanced study of normal anatomical structures to include location, relationship to other structures, and function. Identification of anatomical structures in multiplanar sections will be achieved using diagrams and diagnostic images comparing Computed Tomography, Magnetic Resonance Imaging, and Ultrasound images, when applicable. Minimum grade of C required if used to satisfy Radiologic & Imaging Sciences B.S. degree requirements; **Effective Date:** Fall 2012 (201310).

Proposal 1112-044 was approved by consensus.

1112-045 RTE 4206 RTE Leadership, CCMSusan Gosnell
Purpose: Request to change prefix to "HSA" and the Official Course Title to "Leadership in Healthcare." This is to make the course applicable to both Cardiopulmonary and Radiologic & Imaging Sciences BS degree programs. The State (SCNS) has returned the new prefix and number as "HSA 4184;" **Revised Official Course Number:** HSA 4184 (Previously: RTE 4206); **Revised Official Course Title:** Leadership in Healthcare (Previously: RTE Leadership); **Effective Date:** Fall 2012 (201310).

It was noted again that since this course will be shared between two different B.S. degree programs, the course description's last sentence should be revised to read, "Minimum grade of C required if used to satisfy Radiologic and Imaging Sciences or Cardiopulmonary Sciences B.S. degree requirement(s)."

With the above noted change, proposal 1112-045 was approved by consensus.

1112-046 RTE 4914 Research Methods and Information Literacy, CCMSusan Gosnell
Purpose: Prefix will be changed to "HSA" and the course description will be modified in order to make the course applicable to both Cardiopulmonary and Radiologic & Imaging Sciences BS degree programs. Slight change in prerequisite, as well. (New prefix and number assigned by SCNS - HSA 4702); **Revised Official Course Number:** HSA 4702 (Previously: RTE 4914); **Revised Catalog Course Description:** Research methods and information literacy are important because the health care profession is continually changing, which requires the allied health professional to possess new knowledge to function competently. The allied health professional 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 professional 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. Minimum grade of C required if used to satisfy Radiologic and Imaging Sciences B.S. degree requirement; **Revised Prerequisites:** Minimum grade of C in STA 2023 and admission into a BS degree program in Radiologic & Imaging Sciences or Cardiopulmonary Sciences; **Effective Date:** Fall 2012 (201310).

Once again, it was noted that since this course will be shared between two different B.S. degree programs, the course description's last sentence should be revised to read, "Minimum grade of C

required if used to satisfy Radiologic and Imaging Sciences or Cardiopulmonary Sciences B.S. degree requirement(s).” In addition, the minutes are being corrected to reflect the proper prefix under “Revised Official Course Number,” which should be HSA and not HAS, an error which occurred due to the computer’s auto-correct feature.

With the above noted change, proposal 1112-046 was approved by consensus.

1112-047 RTE 4941L Practicum, CCMSusan Gosnell

Purpose: Update prerequisites; **Revised Prerequisites:** A minimum grade of C in specified concentration coursework, as follows: Quality Management – RTE 4474 and RTE 3765; or Magnetic Resonance Imaging – RTE 3591 and RTE 3765; or Computed Tomography - RTE 3590 and RTE 3765 (Previously: A minimum grade of C in specified concentration coursework, as follows: Quality Management – RTE 4474 and RTE 3205; or Magnetic Resonance Imaging – RTE 3591 and RTE 3592; or Computed Tomography - RTE 3590 and RTE 4474); ; **Effective Date:** Fall 2012 (201310).

Proposal 1112-047 was approved by consensus.

1112-048 Radiologic and Imaging Sciences, B.S. Degree, CPMSusan Gosnell

Purpose: Change program learning outcomes to: 1) Perform effective communication skills within the healthcare environment; 2) Practice professional behaviors in the healthcare setting; 3) Perform advanced level skills as described by the scope of practice for a selected clinical concentration (CT, MRI, or QM); 4) Execute safe clinical decision making in medical imaging; 5) Demonstrate information literacy. Insert statements regarding minimum GPA for Admission Requirements; and minimum grades for courses for graduation requirements; make other editorial changes shown on Catalog Markup; **Effective Date:** Fall 2012 (201310).

Proposal 1112-048 was approved by consensus.

1112-049 OST 1108 Building Keyboarding Speed and Accuracy, CCMBetty Wanielista

Purpose: Add prerequisites and statement “or department approval” so students are prepared for the course; **Revised Prerequisites:** OST 1100 and OST 1110; or department approval (previously: None); **Effective Date:** Fall 2012 (201310).

Betty Wanielista, the proposal initiator, corrected the Revised Prerequisite statement to be “OST 1100 OR OST 1110; or department approval.” The prerequisite statement in the form was ambiguous; however, Betty clarified that voting took place with the knowledge that this was an either/or situation. Therefore, an editorial change will be made with that correction.

Proposal 1112-049 was approved with the change noted above.

1112-050 OST 1110 Keyboarding and Document Processing II, CCM.....Betty Wanielista

Purpose: Add prerequisite and statement “or department approval” so students are prepared for the course; **Revised Prerequisites:** OST 1100; or department approval (previously: None); **Effective Date:** Fall 2012 (201310).

Proposal 1112-050 was approved by consensus.

1112-051 OST 1461 Medical Office Simulation, CCM.....Betty Wanielista
Purpose: Add prerequisite and statement “minimum grades of C in;” **Revised Prerequisite:** Minimum grades of C in OST 1611 and OST 2612 (previously: OST 1611); **Effective Date:** Fall 2012 (201310).

Proposal 1112-051 was approved by consensus.

1112-052 OST 1467 Introduction to Body Systems for OST, CCM.....Betty Wanielista
Purpose: Add statement “minimum grade of C in” to prerequisites; **Revised Prerequisites:** Minimum grade of C in OST 1257 or minimum grade of C in HSC 1531 (previously: OST 1257 or HSC 1531); **Effective Date:** Fall 2012 (201310).

Proposal 1112-052 was approved by consensus.

1112-053 OST 1601 Machine Transcription, CCM.....Betty Wanielista
Purpose: Add prerequisite and statement “or department approval” so students are prepared for the course; **Revised Prerequisite:** OST 1100; or department approval (previously: None); **Effective Date:** Fall 2012 (201310).

Proposal 1112-053 was approved by consensus.

1112-054 OST 2450 ICD-9 Coding, CCMBetty Wanielista
Purpose: Remove prerequisite of BSC 2093C and add statements “minimum grade of C in” and “or department approval” to prerequisite so students are prepared for the course; **Revised Prerequisite:** Minimum grade of C in OST 1467; or department approval (previously: BSC 2093C or OST 1467); **Effective Date:** Fall 2012 (201310).

Proposal 1112-053 was approved by consensus.

1112-055 OST 2452 Advanced ICD-9 Coding, CCM.....Betty Wanielista
Purpose: Add statement “minimum grade of C in” to prerequisite so students are prepared for the course; **Revised Prerequisite:** Minimum grade of C in OST 2450 (previously: OST 2450); **Effective Date:** Fall 2012 (201310).

Proposal 1112-055 was approved by consensus.

1112-056 OST 2453 CPT-4 Medical Coding, CCMBetty Wanielista
Purpose: Add statement “minimum grade of C in” to prerequisite so students are prepared for the course; **Revised Prerequisite:** Minimum grade of C in OST 2450 (previously: OST 2450); **Effective Date:** Fall 2012 (201310).

Proposal 1112-057 was approved by consensus.

1112-057 OST 2454 Advanced CPT-4 Medical Coding, CCMBetty Wanielista
Purpose: Add statement "minimum grade of C in" to prerequisite and add co-requisite so students are prepared for the course; **Revised Prerequisite:** Minimum grade of C in OST 2453 (previously: OST 2453); **Revised Co-requisite:** OST 2466 (previously: None); **Effective Date:** Fall 2012 (201310).

1112-058 OST 2466 Capstone Simulation for Coding, CCMBetty Wanielista
Purpose: Add co-requisite of OST 2454, which is currently a prerequisite; **Revised Prerequisite:** OST 2452 (previously: OST 2452 and OST 2454); **Revised Co-requisite:** OST 2454 (previously: None); **Effective Date:** Fall 2012 (201310).

There was some discussion that occurred regarding proposals numbered 1112-057 and 1112-058, due to the requested co-requisite requirement. Some members were concerned that not all students have the time or financial ability to take two classes at once, and this would put an undue burden on them. However, the department feels that the classes are necessary to take together. The problem was resolved with the addition of "or department approval" to the co-requisite, giving the department flexibility to handle unique situations that might arise.

With the above noted change, proposals numbered 1112-057 and 1112-058 were approved by consensus.

1112-059 Medical Information Coder/Biller Administration, A.S. Degree, CPMBetty Wanielista
Purpose: Change the order of taking OST 1467, Intro. to Body Systems for OST, to Intermediate Courses and put OST 2464, Medisoft, in its place in Foundation Courses. Add HSC 1531, Medical Terminology, to the allowed list of courses in the A.S. Degree to cut down on substitutions made by CPAs; **Effective Date:** Fall 2012 (201310).

Proposal 1112-059 was approved by consensus.

1112-060 Medical Information Coder/Biller Administration, Technical Certificate, CPM.....Betty Wanielista
Purpose: Add OST 1257 or HSC 1531 Medical Terminology to the allowed courses in the Medical Information Coder/Biller Administration Technical Certificates. This will cut down on substitutions made by CPAs; **Effective Date:** Fall 2012 (201310).

Proposal 1112-060 was approved by consensus.

1112-061 Medical Office Administration, A.S. Degree, CPMBetty Wanielista
Purpose: Many substitutions for courses have been made for students pursuing the Medical Office Admin., A.S. Degree, so specializations have been created. This will make it easier for students and CPAs, so they will not have substitutions. Also, add OST 1257 or HSC 1531 Medical Terminology to the allowed list of Foundation Courses in the A.S. Degree to cut down on substitutions made by CPAs; **Effective Date:** Fall 2012 (201310).

Proposal 1112-061 was approved by consensus.

1112-062 Medical Office Specialist, Technical Certificate, CPMBetty Wanielista
Purpose: Add specializations of Medical Transcription and Medical Front Office to the Medical Office Specialist Technical Certificate; **Effective Date:** Fall 2012 (201310).

Proposal 1112-062 was approved by consensus.

1112-063 Medical Office Support, Technical Certificate, CPM.....Betty Wanielista
Purpose: Add specializations of Medical Transcription and Medical Front Office to the Medical Office Specialist Technical Certificate so CPAs do not have to make substitutions in courses; **Effective Date:** Fall 2012 (201310).

Proposal 1112-063 was approved by consensus.

1112-064 DES 1051 Dental Pain Control and Local Anesthesia, CCA Pam Sandy
Purpose: Course content will be moved from other courses and content added in the techniques of local anesthesia to reflect changes to the Dental Practice Act; **Catalog Course Description:** This course covers pain control in dentistry, including topical and local anesthetics, nitrous oxide sedation, and the use of analgesics; **Prerequisites:** DES 1020 and DES 1020L; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 2/2/0; **Effective Date:** Fall 2012 (201310).

Proposal 1112-064 was approved by consensus.

1112-065 DEH 2804 Dental Hygiene III, CCM Pam Sandy
Purpose: Reduce credit hours in order to add a new course to the curriculum and stay within 88 credit hours required; **Credit/Class (Lecture)/Lab Hours:** 2/2/0 (previously 3/3/0); **Effective Date:** Fall 2012 (201310).

Proposal 1112-065 was approved by consensus.

1112-066 DEH 2504 Adv. Principals of Dental Hygiene Seminar, CCD Pam Sandy
Purpose: Hours from the course are needed to create a new course in pain control and anesthesia; current course content to be placed in other dental hygiene courses; **Effective Date:** Fall 2012 (201310).

Proposal 1112-066 was approved by consensus.

1112-067 Dental Hygiene, A.S. Degree, CPM Pam Sandy
Purpose: Addition of new course in dental pain control and local anesthesia to the dental hygiene curriculum. In order to maintain 88 program credit hours, the changes include a course deletion of DEH 2504 and course modification of DEH 2804; **Effective Date:** Fall 2012 (201310).

Proposal 1112-067 was approved by consensus.

1112-068 GRA 1109 History of Graphic Design, CCA.....Kristy Pennino
Purpose: This course is being added as a "Graphics Elective" so students have more opportunities to supplement their graphic design education while giving them additional elective options that

will transfer to institutions offering similar courses ; **Catalog Course Description:** This course explores the contemporary, historical, cultural and technological trends and advances which influence graphic design industry practices of today ; **Prerequisites:** None; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 3/3/0; **Effective Date:** Fall 2012 (201310).

Proposal 1112-068 was approved by consensus.

1112-069 GRA 2225C Advanced Typography, CCAKristy Pennino
Purpose: This course is being added as a "Graphics Elective" so students have more opportunities to supplement their graphic design education while giving them additional elective options that will transfer to institutions offering similar courses ; **Catalog Course Description:** This course provides students with the opportunity to advance their typographic understanding and application beyond the fundamental level. Students will be given the opportunity to design advanced typographic solutions for their visual portfolio; **Prerequisites:** Minimum grade of C in GRA 1206C and GRA 1413; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 3/3/1; **Effective Date:** Fall 2012 (201310).

This proposal has a lab component, but at this time the fee has not been determined. Karen and the other CCC members asked Kristy to work with her department to determine the fees, fill out the appropriate paperwork, and bring this proposal back to the February Catalog meeting. Two other proposals are impacted by the fee issue – 1112-071 and 1112-073 – and will also be brought back in February for disposition.

1112-070 GRA 2425 Business and Ethics of Graphic Design, CCA.....Kristy Pennino
Purpose: This course is being added as a "Graphics Elective" so students have more opportunities to supplement their graphic design education while giving them additional elective options that will transfer to institutions offering similar courses ; **Catalog Course Description:** This course helps students understand fundamental business operations, procedures, contracts, copyright laws, etiquette, and ethical concerns specific to the graphic design industry; **Prerequisites:** Minimum grade of C in GRA 2156C; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 3/3/0; **Effective Date:** Fall 2012 (201310).

Proposal 1112-070 was approved by consensus.

1112-071 GRA 2755C Web Development for Designers, CCAKristy Pennino
Purpose: This course is being added as a "Graphics Elective" so students have more opportunities to supplement their graphic design education while giving them additional elective options that will transfer to institutions offering similar courses ; **Catalog Course Description:** This course allows front-end web designers to further develop their skills and understanding in current industry-standard back-end web development; **Prerequisites:** Minimum grades of C in GRA 2143C and GRA 2132C; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 3/3/1; **Effective Date:** Fall 2012 (201310).

Proposal 1112-071 will be brought back to the February Catalog meeting (see notes under Proposal 1112-069).

1112-072 GRA 2160C Computer Animation, CCMKristy Pennino
Purpose: Credit/classroom/lab hours on course outline did not match what was in the Catalog. The hours should be 3/3/1 and not 3/2/2. This mismatch was merely an oversight; **Credit/Class (Lecture)/Lab Hours:** 3/3/1 (previously 3/2/2); **Effective Date:** Fall 2012 (201310).

Proposal 1112-072 was approved by consensus.

1112-073 Graphics Technology with Specializations: Graphic Design and Interactive Design, A.S. Degree, CPMKristy Pennino

Purpose: 1) Change program name from "Graphics Technology" to instead be "Graphic & Interactive Design". This change is to provide clarity amongst current and prospective students regarding the program focus and to remove dated/redundant terminology (the term "technology" is a given and causes one to assume the program focus is merely on the technology used within the industry to execute visual solutions); 2) Add 4 new graphics courses to the pre-approved "Graphic Design Electives" list of courses (GRA 1109 History of Graphic Design, GRA 2225C Advanced Typography, GRA 2755C Web Development for Designers, GRA 2425 Business and Ethics of Graphic Design). These new courses give students more options to supplement their graphic design education while also providing more course transfer possibilities; 3) Allow Graphics AS Degree seekers to select either POS 2041 US Government or SPC 1017 Interpersonal Communication as a general education requirement. Graphics majors are already required to take a social science, meeting the social science general education requirement, and it has been determined Graphics graduates would benefit a GREAT deal from taking SPC 1017 Interpersonal Communication considering the degree to which the industry requires they use these skills (daily); **Effective Date:** Fall 2012 (201310).

Proposal 1112-073 will be brought back to the February Catalog meeting (see notes under Proposal 1112-069).

1112-074 MGF 1106 College Mathematics, CCM Karen Borglum

Purpose: To make a clear path for students in Statway needing a second Gordon Rule, non-algebraic math course; **Revised Prerequisites:** Minimum grade of C in MAT 1033C; or MAC 1105; or STA 2023; or satisfactory score on an approved assessment; or department approval (Previously, Minimum grade of C in MAT 1033C or MAC 1102 or MAC 1104 or MAC 1105 or appropriate score on an approved assessment or department approval); **Effective Date:** Fall 2012 (201310).

1112-075 MGF 1107 Mathematics for the Liberal Arts, CCM..... Karen Borglum

Purpose: To make a clear path for students in Statway needing a second Gordon Rule math course; **Revised Prerequisites:** Minimum grade of C in MAT 1033C; or MAC 1105; or STA 2023; or appropriate score on an approved assessment (Previously, Minimum grade of C in MAT 1033C or MAC 1102 or MAC 1104 or MAC 1105 or appropriate score on an approved assessment); **Effective Date:** Fall 2012 (201310).

Proposals numbered 1112-074 and 1112-075 were approved by consensus. The wording for the prerequisites will have a minor editorial change to "Minimum grades. . ." instead of "Minimum grade," to clarify that the minimum grade of C is required for all prerequisites.

4. Discussion Items

- **A.A. Program Review** – Valencia is required to conduct a review of its A.A. Program every five years. The “blueprint” for the process has been sent to the campus presidents, who approved of the plan; Faculty Council has been informed of their approval via an agenda information item at their last meeting. The blueprint consists of 1) the Team; 2) the Template; and 3) the Timetable. A representative group from the Curriculum Committee has been invited to become the Team for this work, due to their knowledge of and involvement in general education.

As the lead for this effort, Karen Borglum will discuss the role of the College Curriculum Committee in this process and facilitate discussion.

The upcoming A.A. Program Review is a repeat of the review that was done in 2007. That review was led by Karen and Kurt Ewen – the Curriculum Committee was involved, as was the College Operations Council, the Student Affairs Leadership Team, the Faculty Council, the College Learning Council, and the College Planning Council.

The tool – revised in 2005 and utilized in 2007 - asked multiple questions in the areas of SACS Core Requirements and Comprehensive Standards. Since we are looking towards SACS reaffirmation of accreditation, we will look at data to substantiate if the College has met the Core Requirements and Comprehensive Standards.

The first meeting will be held the end of January, and consists of representatives from Curriculum and General Education, along with one dean from each campus. Robert McCaffrey and Bob Gessner will represent the Faculty Council; Cheryl Robinson will represent Student Affairs; and Kurt Ewen will again lead with regard to Assessment. A representative was still needed for the area of Social Sciences, and Bonnie Oliver volunteered for that position.

Meetings will be held monthly from January through November, 2012. The first meeting will consist of reviewing the history and statutes, as well as laying out a plan for the process. Updates will be brought to the CCC each month, with the exception of February (Catalog deadline meeting).

5. Information Items

- **Radiography Courses** – A statement will be added to the Catalog on the course description page for Radiography courses regarding the requirements to register for upper division courses, as follows:

“To register for any upper division Radiologic and Imaging Sciences courses, you must apply and be accepted to the Bachelor’s degree program in Radiologic and Imaging Sciences or Cardiopulmonary Sciences.”

- **Modification of Specific Transfer Plans** – The following transfer plans will be modified in order to reflect changes in common course prerequisites.
 - Marine Biology
 - Computer Science
 - Engineering
 - Horticultural Science
 - Political Science and Government
 - Public Administration

Karen said that there is no longer an Engineering (General) plan, but the common course prerequisites are shared by a number of other specific engineering programs that students can transfer to.

*Colin made a comment with regard to the Transfer Plan: Computer Science. The Plan currently has a markup with an intended addition under "Additional Common Prerequisites." The addition is to revise the current common prerequisite of COP 2220 **TO** COP 2220 OR COP 2224 OR COP 2800, thus covering all possible programming languages that may be required by the upper division institution. Colin said that he would like to find a way to guide students so that they don't take the wrong course for their intended transfer institution. The FACTS guide, note (1), second sentence states, "Choose programming language required by the university to which the student wishes to transfer." Karen suggested that an advising note could be added to the Transfer Plan with this statement, which everyone agreed upon.*

The next meeting of the College Curriculum Committee is scheduled for *February 8, 2012, and will be held on the East Campus, Room 3-113.

***PLEASE NOTE!!** *The deadline for submission of agenda items and related materials for the February Catalog meeting (the last one to submit to in order to have your additions, modifications, and deletions in the 2012-13 Catalog) is January 18, 2012. Agenda materials will not be accepted after this date. Unfortunately, due to the extremely heavy load during this time, no exceptions will be made.*