

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

COLLEGE CURRICULUM COMMITTEE

January 9, 2013

Minutes

Members Present: Colin Archibald, Melody Boeringer, Chris Borglum, Karen Borglum (Co-Chair), Deidre Holmes Dubois, Wendy Givoglu, Suzanne Johnson, Anita Kovalsky, Adrian Manley, John Niss (Co-Chair), Kristy Pennino, Pam Sandy, Jackie Starren, Lee Thomas, Betty Wanielista, Martha Williams

Alternates Present:

Ex-Officio Present: Krystal Cortez, Darnell Purcell, Cheryl Robinson, Edwin Sanchez

Staff Present: Krissy Brissett

Guests Present: Valerie Burks, James Inglis, Lisa Macon, Joe Palentino, Elizabeth Renn, Storm Russo, Becca Shevlin, Irina Struganova, Raul Valery, Wael Yousif

1. Welcome to Committee Members and Visitors

John Niss opened the meeting with a welcome. He also introduced Martha Williams, the new Ex-Officio Member representing Diversity and Inclusion.

2. Review of Minutes – November 14, 2012

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:

CET 2881C	Digital Forensics II
EEC 2001	Early Childhood Education
EGS 2331	Mechanics of Materials
FSS 2242C	International and Regional Foods
HLP 2550C	Concepts of Personal Training
IDH 2912	Honors Project
LIT 2190	Survey of Caribbean Literature
PHY 2049H	General Physics with Calculus II Honors

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.

Some of the consent agenda items were removed to be reviewed to ensure that the outlines were newly completed.

4. Regular Agenda

1213-016 HLP 2550C Concepts of Personal Training, CCA.....Tammy Sabourin

Purpose: To provide an opportunity for our students to complete a course to prepare them to get certified as a personal trainer from a national accredited organization; **Catalog Course**

Description: This course is designed to prepare students for the National Council on Strength and Fitness (NCSF) Certified Personal Training Exam. Students will learn goal-specific program design and gain the knowledge to assess, motivate, educate and train clients regarding their health and fitness needs. This class also provides hands on practical experience in a fitness setting. Completion of the NCSF personal training certification exam is optional. (Special Fee: \$20.00); **Prerequisites:** None; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 3/2/2; **Effective Date:** Spring 2013 (201320). **(Lab fee form attached)**

There was some discussion about changes that need to be made to the wording of the catalog course description. The last sentence was changed to "At the conclusion of the course, students will be prepared to take the NCSF Certified Personal Training Exam." A lab fee form was submitted with this proposal, but it did not have the required approval. The committee agreed to approve the proposal based on the campus president's approval of the lab fee form.

Proposal 1213-016 was approved by consensus with the above changes.

1213-021 Foreign Language Proficiency Requirement for A.A. Degree, CPM

.....Karen Borglum

Purpose: Request to add ARA 1120 and ARA 1121 to the Foreign Language Proficiency Requirement for A.A. Degree; **Effective Date:** Fall 2013 (201410). **(Catalog mark-up attached)**

Proposal 1213-021 was approved by consensus.

1213-022 EGS 2331 Mechanics of Material, CCA.....Hank Regis

Purpose: Course being added to the articulated agreement with UCF; **Catalog Course**

Description: Concepts of stress, strain, strength, deflection of axial force members, shafts in torsion, beams in flexure, combined stress, stability of columns, and design of simple elements; **Prerequisites:** EGS 2310; **Co-requisites:** MAP 2302; **Credit/Class (Lecture)/Lab Hours:** 3/3/0; **Effective Date:** Fall 2013 (201410).

Proposal 1213-022 was approved by consensus.

1213-023 Articulated Pre-Major: Engineering (University of Central Florida) A.A. Degree, CPM.....Hank Regis
Purpose: Adding Mechanics of Materials (EGS 2331) as an elective course for the Articulated Pre major in Engineering. Effective Date: Fall 2013 (201410). *(Catalog mark-up attached)*

Proposal 1213-023 was approved by consensus.

1213-024 IDH 2912 Honors Project, CCA.....Keith Malmos
Purpose: The new Undergraduate Research Track of the new James M. and Dayle L. Seneff Honors College has two track specific courses. This is the ultimate registration of Research Track students. It is the special case of registering for research credit with a professor mentor to satisfy track requirements. A new course is essential at Valencia College for students to obtain this experience; **Catalog Course Description:** This course provides the framework through which students in the Undergraduate Research Track of the Seneff Honors College, under the guidance of an Honors Research mentor, will produce and present a capstone research project; **Prerequisites:** Admission to the James M. and Dayle L. Seneff Honors College and IDH 2911; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 1/0/0; **Effective Date:** Summer 2013 (201330).

There was some discussion about adding IDH 2911 as a prerequisite, but upon further review it was discovered that the prerequisite, IDH 2911, was already voted on.

Proposal 1213-024 was approved by consensus.

1213-025 LIT 2190 Survey of Caribbean Literature, CCA.....Becca Shevlin
Purpose: To increase and introduce more diverse literature offerings; **Catalog Course Description:** Representative works of Caribbean poets, novelists, short story writers, dramatists, and non-fiction writers throughout Caribbean history. Emphasis on issues and ideas related to present and future of Caribbean society and culture. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple writing assignments; **Prerequisites:** Minimum grade of C in ENC 1101 or ENC 1101H or IDH 1110; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 3/3/0; **Effective Date:** Fall 2013 (201410).

There was some discussion about whether or not the course should be designated as a Gordon Rule course. The committee questioned if it would be in the best interest of the students to do so at this time, since there are changes forthcoming from the State. The committee decided it should not be a Gordon Rule course. The last sentence of the course description will be removed.

Proposal 1213-025 was approved by unanimous vote with the above change.

1213-026 PHY 2049H General Physics with Calculus II Honors, CCA.....Irina Struganova
Purpose: Request from honors students, the department, and honors program; to provide STEM students with a broader choice of honors courses; **Catalog Course Description:** Fundamental principles of electricity, magnetism, optics, and waves. For physics, mathematics, chemistry, and engineering majors. Lab component is inquiry-based and students have an option to perform an advanced level undergraduate physics experiment and/or work on a research project of their interest (Special Fee: TBD); **Prerequisites:** Minimum grade of C in PHY 2048C or PHY 2048H AND MAC 2312; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 4/3/3; **Effective Date:** Fall 2013 (201410).

The committee noted that the wording of the catalog description should follow the standard for the honors section of other courses already in the catalog. The committee also added the honors section of MAC 2312 to the prerequisites. The prerequisites should now read: "Minimum grade of C in PHY 2048C/2048H and MAC 2312/MAC 2312H." The effective date should also be changed to Fall 2013 (201410).

Proposal 1213-026 was approved by consensus with the above changes.

1213-027 PHY 1007C Physics, CCM.....Irina Struganova
Purpose: This is a request to change the course title from "Physics" to "Physics with Medical Applications." The reason for this is so that students and advisors will not face confusion regarding the course content; **Revised Course Title:** Physics with Medical Applications; **Effective Date:** Fall 2013 (201410).

Proposal 1213-027 was approved by consensus.

1213-028 General Education for A.A./A.S./A.A.S. Degree, CPM.....Irina Struganova
Purpose: To add PHY 2049H as a general education course. The course is equivalent to PHY 2049C (Physics with Calculus II), but with an honors outcome. The outlines have been developed and passed the vote on December 9th, 2012. The CCA form was generated and sent for review on December 10th, 2012; **Effective Date:** Fall 2013 (201410). **(Catalog mark-up attached)**

Proposal 1213-028 was approved by consensus.

1213-029 JOU 2200 Editing and Makeup, CCM.....Kenneth Carpenter
Purpose: Changes the course title from "Editing & Makeup" to "Editing & Design." The word "makeup" is an obsolete term in journalism, referring to physically pasting stories and photos onto boards, and as such was confusing to students. The word "design" is already in the course description, and it makes the title more clear to students considering the course; **Revised Course Title:** Editing and Design; **Effective Date:** Fall 2013 (201410).

Proposal 1213-029 was approved by consensus.

1213-030 MUM 2720 Business of Music, CCM.....Raul Valery
Purpose: Increase Contact hours from 3 to 4. Although this is still a 3 CH course, without an official lab, the activities conducted in class require 4 contact hours per week; **Revised Credit/Class (Lecture)/Lab Hours:** 3/2/2; **Effective Date:** Fall 2013 (201410).

Proposal 1213-030 was approved by consensus.

1213-031 MUM 2607C Soundtrack Development, CCD.....Raul Valery

Purpose: This course has been replaced within the A.S. in Sound & Music Technology by DIG 2282C Visual Media for Audio Professionals. MUM 2607C Soundtrack Development was only offered within the A.S. in Sound & Music Technology and was never open to the general student population; **Effective date:** Fall 2013 (201410).

Proposal 1213-031 was approved by consensus.

1213-032 Business Management, Marketing, and Administration, A.S. Degree, CPD

.....Storm Russo

Purpose: Alignment under the Business Administration Associate in Science Degree based on the State; **Effective Date:** Fall 2013 (201410). **(Teach out memo attached)**

<http://net4.valenciacollege.edu/forms/CPD/cpdprint.cfm?ID=49>

Proposal 1213-032 was approved by consensus.

1213-033 Business Administration, Articulated A.S. to B.A./B.S. Career Path and Certificate Program, CPM.....Storm Russo

Purpose: To align with State requirements; **Revised Program Title:** Business Administration with Specializations in: Finance, Human Resources Management, International Business, Management, Marketing, Property and Casualty Insurance Management, Real Estate Management, Small Business Management, Articulated A.S. to B.S./B.A. Career Path in General Business Administration; **Effective Date:** Fall 2013 (201410). **(Modified program description attached)**

<http://net4.valenciacollege.edu/forms/CPM/cpmprint.cfm?ID=539>

Proposal 1213-033 was approved by consensus.

1213-034 Hospitality and Tourism Management, A.A.S. Degree, CPD.....Jim Inglis

Purpose: Change in State rules; redundant program with AS; **Effective Date:** Fall 2012 (201310). **(Teach out memo attached)**

<http://net4.valenciacollege.edu/forms/CPD/cpdprint.cfm?ID=48>

Proposal 1213-034 was approved by consensus.

1213-035 Medical Information Coder/Biller Administration, A.S. Degree, CPD

.....Betty Wanielista

Purpose: Program has been deleted from the OST State Frameworks and added to the State Allied Health Frameworks; **Effective Date:** Fall 2013 (201410). **(Teach out memo attached)**

<http://net4.valenciacollege.edu/forms/CPD/cpdprint.cfm?ID=39>

Proposal 1213-035 was approved by consensus.

1213-036 Medical Information Coder/Biller Administration Technical Certificate, CPD
.....**Betty Wanielista**

Purpose: State has removed this technical certificate from the OST Frameworks; **Effective Date:** Fall 2013 (201410). **(Teach out memo attached)**

<http://net4.valenciacollege.edu/forms/CPD/cpdprint.cfm?ID=45>

Proposal 1213-036 was approved by consensus.

1213-037 CET 2881C Digital Forensics II, CCA.....Wael Yousif

Purpose: Continuation of Digital Forensics I; **Catalog Course Description:** Digital Forensics II builds upon the foundational knowledge learned in Digital Forensics I. Students will utilize industry standard tools to conduct examinations of various digital media and document their findings. Devices to be studied include computers (server, desktop, laptop), mobile devices (tablets, cellphones, smartphones, MP3 players, GPS), and devices such as DVRs and routers. Emphasis will be placed upon real-world digital forensics scenarios and the investigative thought process. At the conclusion of the class, students will be prepared to take the AccessData Certified Examiner (ACE) examination. (Special fee: \$38); **Prerequisites:** CET 2880C; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 3/2/2; **Effective Date:** Fall 2013 (201410). **(Lab fee form attached)**

A lab fee form was submitted with this proposal, but it did not have the required approval. The committee agreed to approve the proposal based on the campus president's approval of the lab fee form.

Proposal 1213-037 was approved by consensus with the above change.

1213-038 CET 2620C Cisco Projects in Routing Design and Administration, CCM
.....**Wael Yousif**

Purpose: Credit hour change- This course has always had a lab component, and had the appropriate "C" designation. However, there are no lab hours in the Catalog, and the proper credit and contact hours should be 3/2/2; **Revised Credit/Class (Lecture)/Lab Hours:** 3/2/2 – previously 4/4/0; **Effective Date:** Fall 2013 (201410).

Proposal 1213-038 was approved by consensus.

1213-039 CET 2660C Cyber Security Fundamentals, CCM.....Wael Yousif

Purpose: Course title change and course description change; **Revised Course Title:** Linux Networking and Security; **Revised Catalog Course Description:** This course provides an essential foundation for students requiring the Linux operating system to perform cyber security related operations. The course engages the student with numerous network security and digital forensics-related labs designed to introduce concepts and develop techniques essential for success in cyber security field. Students will engage in numerous interactive activities and hands-on exercises. Emphasis is made in the use of both open-source software and security-related utilities. (Special Fee: \$38.00); **Effective Date:** Fall 2013 (201410).

Proposal 1213-039 was approved by consensus.

1213-040 CET 2675C Voice Over IP, CCM.....Wael Yousif
Purpose: Prerequisite change; **Revised Prerequisites:** CET 1610C; **Effective Date:** Fall 2013 (201410).

Proposal 1213-040 was approved by consensus.

1213-041 CET 2793C Microsoft Windows Server Administration, CCM.....Wael Yousif
Purpose: Credit hour change; **Revised Credit/Class (Lecture)/Lab Hours:** 3/2/2-previously 4/2/2; **Effective Date:** Fall 2013 (201410).

Proposal 1213-041 was approved by consensus.

1213-042 CET 2830C Information Assurance, CCM.....Wael Yousif
Purpose: Course title change; **Revised Course Title:** Information Security; **Effective Date:** Fall 2013 (201410).

Proposal 1213-042 was approved by consensus.

1213-043 CET 2880C Computer Forensics, CCM.....Wael Yousif
Purpose: Course title change and credit hour change; **Revised Course Title:** Digital Forensics I; **Revised Credit/Class (Lecture)/Lab Hours:** 3/2/2-previously 4/2/2; **Effective Date:** Fall 2013 (201410).

Proposal 1213-043 was approved by consensus.

1213-044 CET 2890C Cyber Security, CCM.....Wael Yousif
Purpose: Course title change and catalog course description change; **Revised Course Title:** Network Infrastructure Security; **Revised Catalog Course Description:** A proper network security posture must be comprised of multiple layers. This course provides a comprehensive analysis of a wide breadth of network security technologies that could be deployed to harden a network infrastructure against various attacks. The course covers the installation, and security configurations of various network devices including switches, access points, routers, proxy servers, firewalls, intrusion detection systems, intrusion prevention systems and other security and network appliances at different layers of the OSI model. The National Security Agency (NSA) and the Committee on National Security Systems (CNSS) has recognized this course for meeting the CNSS 4011 training standard. (Special fee: \$38); **Effective Date:** Fall 2013 (201410).

Proposal 1213-044 was approved by consensus.

1213-045 CET 2892C Advanced Cyber Security, CCM.....Wael Yousif
Purpose: Course title change, prerequisite change and catalog course description change;
Revised Course Title: Ethical Hacking; **Revised Catalog Course Description:** The overarching objective of this course is to arm the student with the practical knowledge necessary to integrate the defense-in-depth strategy, as detailed by the National Security Agency (NSA), in deploying, hardening, monitoring, and defending critical information infrastructure. The National Security Agency (NSA) and the Committee on National Security Systems (CNSS) has recognized this course for meeting the CNSS 4013 training standard (Special Fee: \$38.00); **Revised prerequisites:** CET 2830C; **Effective Date:** Fall 2013 (201410).

Proposal 1213-045 was approved by consensus.

1213-046 CET 2894C Projects in Cyber Security: Capstone Course, CCM.....Wael Yousif
Purpose: Prerequisite change; **Revised Prerequisites:** CET 2890C and CET 2892C or department approval-previously CET 2892C and CET 2880C or department approval; **Effective Date:** Fall 2013 (201410).

Proposal 1213-046 was approved by consensus.

1213-047 Advanced Network Administration, CPA.....Wael Yousif
Purpose: New state-approved technical certificate program to meet the workforce demands for advanced network systems administrators; **Total Program Hours:** 29; **Effective Date:** Fall 2013 (201410).

1213-048 Advanced Network Infrastructure, CPA.....Wael Yousif
Purpose: New state-approved technical certificate program to meet the workforce demands for advanced network infrastructure specialists; **Total Program Hours:** 28; **Effective Date:** Fall 2013 (201410).

1213-049 Cyber Security, CPA.....Wael Yousif
Purpose: New state-approved technical certificate program to meet the workforce demands for systems and information security specialists; **Total Program Hours:** 30; **Effective Date:** Fall 2013 (201410).

1213-050 Digital Forensics, CPA.....Wael Yousif
Purpose: New state-approved technical certificate program to meet workforce demands for digital forensics investigators; **Total Program Hours:** 32; **Effective Date:** Fall 2013 (201410).

1213-051 Network Administration, CPA.....Wael Yousif
Purpose: New state-approved technical certificate program to meet the workforce demands for systems administrators; **Total Program Hours:** 24; **Effective Date:** Fall 2013 (201410).

1213-052 Network Infrastructure, CPA.....Wael Yousif
Purpose: New state-approved technical certificate program to meet the workforce demand for network infrastructure specialists; **Total Program Hours:** 21; **Effective Date:** Fall 2013 (201410).

1213-053 Network Support, CPA.....Wael Yousif
Purpose: New state-approved technical certificate program to meet the workforce demands for computer network technicians; **Total Program Hours:** 21; **Effective Date:** Fall 2013 (201410).

1213-054 Computer Engineering Technology (Networking), CPM.....Wael Yousif
Purpose: Changes to the program frameworks and addition of new specializations; **Revised Program Title:** Network Engineering Technology; **Revised Program Hours:** 63; **Effective Date:** Fall 2013 (201410). **(Catalog mark-up, updated program and technical certificate descriptions attached)**

Due to the unavailability of the curriculum frameworks, from the State, for proposals 1213-047 to 1213-054, the committee was reluctant to give their approval. It was agreed that these proposals would all be tabled until the next Curriculum Committee meeting, and that the committee would receive a mock-up of what the frameworks would look like before the upcoming meeting.

Proposals 1213-047 to 1213-054 were tabled until February, 2013.

1213-055 Cisco Network Associate (CCNA), CPD.....Wael Yousif
Purpose: The Florida Department of Education has daggered the program for deletion; **Effective Date:** Fall 2013 (201410).

Proposal 1213-055 was approved by consensus.

1213-056 Microcomputer Repairer/Installer Technical Certificate, CPD.....Wael Yousif
Purpose: The Florida Department of Education has daggered the program for deletion; **Effective Date:** Fall 2013 (201410).

Proposal 1213-056 was approved by consensus.

1213-057 Microsoft Server Administrator, CPD.....Wael Yousif
Purpose: The Florida Department of Education has daggered the program for deletion; **Effective Date:** Fall 2013 (201410).

Proposal 1213-057 was approved by consensus.

5. Discussion Items

- **Courses for Provisional Students** – During the November meeting, Karen Borglum requested that the committee members continue to review the list of courses, by department, in order to see if any courses on the list should be removed or if any courses not on the list should be added. Committee members were asked to bring their recommendations to the January meeting. **(Provisional course lists attached)**

Prior to the meeting, Karen went through the list and noted any courses that she thought should be removed from the list. She also made recommendations for those courses that she thought should be added to the list. Committee members recommended the addition of CTS 1131, HLP 2550C and MUT 1241C to the list of provisional courses. Karen said that the College Learning Council was interested in viewing the list of courses, and that she would do some more work before taking it to the College Learning Council. Edwin Sanchez asked the committee how would course substitutions within technical certificates be handled, and Karen Borglum noted that she would consult with the deans prior to doing any advising regarding that.

6. Information Items

There are no Information Items for the November Agenda.

The next meeting of the College Curriculum Committee is scheduled for February, and will be held on the East Campus, Room 3-113. *Deadline for submission of materials for the February agenda is **January 23, 2012.***

COLLEGE CURRICULUM COMMITTEE

February 13, 2013

Minutes

Members Present: Colin Archibald, Melody Boeringer, Chris Borglum, Ana Caldero, Deidre Holmes Dubois, Wendy Givoglu, Suzanne Johnson, Anita Kovalsky, Adrian Manley, John Niss (Co-Chair), Kristy Pennino, Pam Sandy, Jackie Starren, Lee Thomas, Betty Wanielista

Alternates Present: Lisa Gray

Ex-Officio Present: Alys Arceneaux, Krystal Cortez, Nasser Hedayat, Darnell Purcell, Edwin Sanchez

Staff Present: Kim Adams, Krissy Brissett (Recording)

Guests Present: Valerie Burks, Barbara Fickley, James Inglis, Lesena Jones, Lisa Macon, James McDonald, Steve Myers, Ali Notash, Paula Pritchard, Michael Savage, Michael Shugg, Wael Yousif

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

John Niss opened the meeting with a welcome.

2. **Review of Minutes – January 9, 2013**

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 2100	Intermediate Accounting I
ACG 2110	Intermediate Accounting II
CCJ 2053	Ethics in Criminal Justice
CCJ 2358	Criminal Justice Report Writing
CJE 2062	Peach, Conflict and the Police
EEC 2001	Early Childhood Education
EET 4390C	Acoustics and Audio Technology
EET 4391C	Audio Electronics
EET 4392C	Digital Audio Signal Processing
EET 4397C	Audio Software and Programming Application
FSS 2242C	International and Regional Foods
FFP 0010	Firefighting I
FFP 0020	Firefighting II
FFP 0360	Fire Apparatus Operator

FFP 0363	Emergency Vehicle Operator
FFP 1000	Introduction to Fire Science
FFP 1109	Fire Department Occupational Safety and Health
FFP 1111	Fire Chemistry
FFP 2521	Blueprint Reading and Plans Review
FFP 2541	Private Fire Protections Systems II
FFP 2610	Fire Cause and Origin Determination
FFP 2706	Public Information Officer
FFP 2720	Company Officer
FFP 2741	Fire Service Course Design
FFP 2770	Ethical and Legal Considerations for the Fire Service
FFP 2780	Fire Administration
HIM 1000	Introduction to Health Information Management
HIM 1110	Health Data Concepts
HIM 1211	Health Information Technologies
HIM 1430	Principles of Disease
HIM 1800	Professional Practice Experience I
HIM 2012	Legal Aspects of Health Information Management
HIM 2214	Health Care Statistics and Research
HIM 2222C	Basic ICD Coding
HIM 2234C	Advanced ICD Coding and Reimbursement
HIM 2253	Basic CPT Coding
HIM 2283	Advanced CPT Coding and Reimbursement
HIM 2500	Supervision, Organization, and Management
HIM 2510	Quality and Performance Improvement
HIM 2810	Professional Practice Experience II
HIM 2820	Professional Practice Experience III
HSA 1100	Health Care Delivery Systems
HSC 1149	General Pharmacology for Health Professionals
IDH 2028	Honors Capstone
SLS 1501H	Honors Seminar
WOH 2003	A History of Genocide

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.

1213-058 Transfer Plan: Biomedical Sciences – Preprofessional Concentration, A.A. Degree.....Karen Borglum
Purpose: To create a transfer plan to the University of Central Florida for a Bachelor’s degree in Biomedical Sciences; **Effective Date:** Fall 2013 (201410).

1213-059 Nursing, Generic Track, A.S. Degree.....Anita Kovalsky
Purpose: The 2010 Nursing Program Outcomes have been revised - (currently on pg. 189 in 2012-2013 Valencia College Catalog); **Effective Date:** Fall 2013 (201410).
The Consent Agenda was approved by consensus.

4. Regular Agenda

1213-047 Advanced Network Administration, CPA.....Wael Yousif
Purpose: New state-approved technical certificate program to meet the workforce demands for advanced network systems administrators; **Total Program Hours:** 29; **Effective Date:** Fall 2013 (201410).

Proposal 1213-047 was approved by consensus.

1213-048 Advanced Network Infrastructure, CPA.....Wael Yousif
Purpose: New state-approved technical certificate program to meet the workforce demands for advanced network infrastructure specialists; **Total Program Hours:** 28; **Effective Date:** Fall 2013 (201410).

Proposal 1213-048 was approved by consensus.

1213-049 Cyber Security, CPA.....Wael Yousif
Purpose: New state-approved technical certificate program to meet the workforce demands for systems and information security specialists; **Total Program Hours:** 30; **Effective Date:** Fall 2013 (201410).

Proposal 1213-049 was approved by consensus.

1213-050 Digital Forensics, CPA.....Wael Yousif
Purpose: New state-approved technical certificate program to meet workforce demands for digital forensics investigators; **Total Program Hours:** 32; **Effective Date:** Fall 2013 (201410).

Proposal 1213-050 was approved by consensus.

1213-051 Network Administration, CPA.....Wael Yousif
Purpose: New state-approved technical certificate program to meet the workforce demands for systems administrators; **Total Program Hours:** 24; **Effective Date:** Fall 2013 (201410).

Proposal 1213-051 was approved by consensus.

1213-052 Network Infrastructure, CPA.....Wael Yousif
Purpose: New state-approved technical certificate program to meet the workforce demand for network infrastructure specialists; **Total Program Hours:** 21; **Effective Date:** Fall 2013 (201410).

Proposal 1213-052 was approved by consensus.

1213-053 Network Support, CPA.....Wael Yousif
Purpose: New state-approved technical certificate program to meet the workforce demands for computer network technicians; **Total Program Hours:** 21; **Effective Date:** Fall 2013 (201410).

Proposal 1213-053 was approved by consensus.

1213-054 Computer Engineering Technology (Networking), CPM.....Wael Yousif
Purpose: Changes to the program frameworks and addition of new specializations; **Revised Program Title:** Network Engineering Technology; **Revised Program Hours:** 63; **Effective Date:** Fall 2013 (201410).

Proposal 1213-054 was approved by voting.

A vote was requested by one of the members; all voted "Yes" with one dissenting vote. In addition, Colin Archibald requested that Karen Borglum place on a future agenda an item to discuss and address issues with regard to engineering (networking) and information technology course voting.

1213-060 WOH 2003 A History of Genocide, CCA.....Michael Savage
Purpose: To move this course from a special topic in history to a curriculum offered permanent course. Course title-A History of Genocide; **Catalog Course Description:** The primary focus of the course is to define genocide in all of its forms, expose the flaws in current pedagogy and reappraise in order to address the complexities of the topic. The course has its foundation in the peculiarities of the Holocaust, but in order to emphasize the dichotomous nature of liberal society, it will necessarily investigate domestic genocides - those internal to a society. Case studies will cover a wide range of genocide in its many forms: religious, racial, ethnic, on colonization and decolonization, in struggles for power, against defenseless groups as scapegoats and against assimilated urban populations. It will address bureaucratic mechanized genocide as well as the more spontaneous and pre industrial; **Prerequisites:** None; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 3/3/0; **Effective Date:** Fall 2013 (201410).

There was some discussion about the catalog course description. It was felt that changes were needed in order for the course to have broad appeal to the students. The course description was changed to "The primary focus of the course is to define genocide in all of its forms, expose the flaws in current pedagogy and reappraise in order to address the complexities of the topic. It will address bureaucratic mechanized genocide as well as the more spontaneous and pre-industrial."

Proposal 1213-060 was approved with the above changes.

1213-061 EGS 1007 Engineering Concepts and Methods, CCM.....Henry Regis
Purpose: The emphasis of this course has changed to covering more MathLAB which is a more math intensive subject. Students need a higher math base to be successful; **Revised Prerequisites:** MAC 1105; **Effective Date:** Fall 2013 (201410).

After some discussion it was agreed that the prerequisite should indicate MAC 1105 or higher.

Proposal 1213-061 was approved with the above change.

1213-062 MAT 1033C Intermediate Algebra, CCM.....Russell Takashima
Purpose: To include new courses MAT0055 or MAT0056; **Revised Prerequisites:** Minimum grade of C in MAT 0022C or MAT 0028C or MAT0055 or MAT0056 or appropriate score on an approved assessment; **Effective Date:** Fall 2013 (201410).

Proposal 1213-062 was approved by consensus.

1213-063 BSC 2366 Neotropical Ecology, CCM.....Steve Myers
Purpose: To change the pre and co-requisites; **Revised Prerequisites:** PCB 2350; **Revised Co-requisites:** PCB 2350; **Effective Date:** Fall 2013 (201410).

The committee felt it was important to clarify that PCB 2350 is a prerequisite or a co-requisite for BSC 2366. The prerequisite and co-requisite should be indicated in the catalog as "Prerequisite or co-requisite: PCB 2350."

Proposal 1213-063 was approved by consensus.

1213-064 STA 2023 Statistical Methods, CCM.....Maryke Lee
Purpose: We need to add a prerequisite of MAT0029 to accommodate STATWAY and 1106 and 1107 because we felt these students would be prepared enough to take statistics; **Revised Prerequisites:** Minimum grade of C in MAT 0029 or MAC 1102 or MAC 1104 or MAC 1105 or MGF 1106 or MGF 1107 or satisfactory score on an approved assessment; **Effective Date:** Fall 2013 (201410).

Proposal 1213-064 was approved by consensus.

**1213-065 Articulated Pre-Major: Information Technology (University of South Florida), CPM
.....Joan Alexander**
Purpose: Clarification of course substitution; **Effective Date:** Fall 2013 (201410).

Proposal 1213-065 was approved by consensus.

**1213-066 Business Administration Associate in Science Degree with Specializations,
CPM.....Storm Russo**
Purpose: The State is setting the Business Administration AS degree to 60 credit hours; **Revised Program Hours:** 60 (previously 64); **Effective Date:** Fall 2013 (201410).

Proposal 1213-066 was approved by consensus.

1213-067 Hospitality and Tourism Management, A.S .to B.S., CPM.....James Inglis
Purpose: Change in OST requirement for degree and addition of specialization track; **Effective Date:** Fall 2013 (201410).

Proposal 1213-067 was approved by consensus.

1213-068 TPA 2221C Intermediate Stage Lighting, CCM.....Michael Shugg
Purpose: This class has been made the requirement for the Entertainment Design and Technology program. The credit hours have been increased. Please note: This is a combined class and lab course; **Revised Credit/Class (Lecture)/Lab Hours:** 4/2/3 (previously 3/2/2); **Effective Date:** Fall 2013 (201410).

Proposal 1213-068 was approved by consensus.

1213-069 TPA 2222C Advanced Stage Lighting, CCM.....Michael Shugg
Purpose: This course has been changed to reflect the addition of TPA 2221C as a prerequisite for the course. It is no longer the required course, it is now an elective. The number of credits hours has been reduced. This course is a combined class and lab course; **Revised Prerequisites:** TPA 2220C, TPA 2221C; **Revised Credit/Class (Lecture)/Lab Hours:** 3/2/3 (previously 4/3/2); **Effective Date:** Fall 2013 (201410).

Proposal 1213-069 was approved by consensus.

1213-070 TPA 2290C Technical Theater Production, CCM.....Michael Shugg
Purpose: Prerequisite and co-requisite change; **Revised Prerequisites:** TPA 1200C; **Revised Co-requisites:** TPA 1200C; **Effective Date:** Fall 2013 (201410).

The committee felt it was important to clarify that TPA 1200C is a prerequisite or a co-requisite for TPA 2290C. The prerequisite and co-requisite should be indicated in the catalog as "Prerequisite or co-requisite: TPA 1200C."

Proposal 1213-070 was approved with the above clarification.

1213-071 Entertainment Design and Technology Associate in Science Degree with Specializations, CPM.....Michael Shugg
Purpose: Clean up sequencing of lighting by moving TPA 2221C to requirement and TPA 2222C to elective; **Effective Date:** Fall 2013 (201410).

Proposal 1213-071 was approved by consensus.

1213-072 IDH 2028 Honors Capstone, CCA.....Valerie Burks
Purpose: This course is a required course for students in the Jeffersonian track of the James M. and Dayle L. Seneff Honors College; **Catalog Course Description:** This course is designed to provide perspective to students at the conclusion of their curricular and co-curricular work in the Jeffersonian Track of the James M. and Dayle L. Seneff Honors College. Students in the course will present their honors portfolios to fellow students, faculty, and staff. This course will also provide opportunities for discussion and reflection about students' experiences in the honors learning community; **Prerequisites:** SLS 1501H; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 1/1/0; **Effective Date:** Fall 2013 (201410).

Proposal 1213-072 was approved by consensus.

1213-073 James M. and Dayle L. Seneff Honors College, CPM.....Valerie Burks
Purpose: Limit program admission to AA students; **Effective Date:** Fall 2013 (201410).

Proposal 1213-073 was approved by consensus.

1213-074 CCI 2358 Criminal Justice Report Writing, CCA.....Deborah Jacobs

Purpose: Communication skills in the criminal justice profession are of vital importance. Members of the profession must possess the ability to communicate internally and externally with competence. The ability to communicate effectively using both oral and written means is also paramount because of the impact of what can be done by not accurately or completely conveying what has happened in a situation (for example, a criminal matter). Also worth noting, documents prepared by members in the profession become permanent record; clarity and accuracy of content is essential. The Criminal Justice (CJ) Advisory board continually addresses the need for CJ students to be able to write and orally communicate effectively upon being employed. We are making an effort to meet the needs of the workforce through this course;

Catalog Course Description: This course provides an overview of basic principles of effective communication, written, verbal, and digital for students pursuing a career in a criminal justice profession. Students will be exposed to criminal justice report writing, drafting correspondence, and preparing written summaries. Students will learn to research statistics, as well as the write and edit documents common to the criminal justice system. Students will also be exposed to and participate in group discussions and prepare and deliver short oral presentations. Basic computer skills for communication and research in criminal justice will be covered as well;

Prerequisites: Minimum grade of C in CCI1020 and ENC1101. Satisfactory completion of all mandated courses in Reading, English, and English for Academic Purposes; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 3/3/0; **Effective Date:** Fall 2013 (201410).

The Committee noted that there were a number of grammatical issues with the course description. Suggestions for changes were made with John Niss saying that when the courses are input into the Catalog, the grammatical issues will be addressed. In addition, it was suggested that the description does not need to begin with, "This course;" however, it was later noted that in the current Catalog, that is the way a majority of course descriptions begin. The catalog course description was changed to "An overview of the basic principles of effective communication-written, verbal, and digital for students pursuing a career in a criminal justice profession. Students will be introduced to criminal justice report writing, drafting correspondence, and preparing written summaries. Students will learn to research statistics, as well as write and edit documents common to the criminal justice system. Students will also prepare and deliver short oral presentation. Basic computer skills for communication and research in criminal justice will be covered as well."

Proposal 1213-074 was approved with the above changes.

1213-075 CCI 2053 Ethics in Criminal Justice, CCA..... James McDonald

Purpose: This course maps directly to one of the program's learning outcomes. Furthermore, it fills a huge void in the program curriculum by focusing exclusively on ethical issues impacting criminal justice professionals. This course will build on the ethical lessons students receive in the other C.J. courses in the program; **Catalog Course Description:** This course will provide the student with theories and practices of ethics and professionalism in criminal justice. Areas of concentration will be police, courts, and corrections. This course will require the student to exercise critical thinking skills to solve issues that test the morals and ethics of criminal justice professionals on a daily basis;

Prerequisites: Minimum of C in CCJ 1020 and satisfactory completion of all mandated courses in Reading, English, and English for Academic Purposes; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 3/3/0; **Effective Date:** Fall 2013 (201410).

Proposal 1213-075 was approved by consensus.

1213-076 CJE 2062 Peace, Conflict and the Police, CCA.....James McDonald
Purpose: This course is being added as an elective. The course fills a need in the program curriculum that focuses on alternative approaches toward dealing with conflict in policing in ways that emphasize non-violence and human rights; **Catalog Course Description:** In this course, students will learn the meaning of peace and investigate the philosophical and religious theories that underlie peace studies. In addition, students will investigate causes of war and violence from the individual level to international level and evaluate the paradox of the police as instruments of both peace and conflict. Students will investigate the police role in nonviolent movements and learn about occupational and organizational factors that influence police behavior. Finally, students will learn about the history of non-violent movements and the means used to end conflict or injustice peaceably. Finally, students will be expected to devise an alternative framework for the police that emphasize peacekeeping strategies rather than coercive means; **Prerequisites:** Minimum of C in ENC 1101; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 3/3/0; **Effective Date:** Fall 2013 (201410).

Proposal 1213-076 was approved by consensus.

1213-077 CCJ 1020 Introduction to Criminal Justice, CCM.....James McDonald
Purpose: A change in the course description was made that reflects the addition of a new major student learning outcome; **Revised Catalog Course Description:** This course will be an introduction overview of the history, philosophy and operations of criminal justice system. In addition, students will be exposed to different career choices within the criminal justice field and will be expected to a research a criminal justice occupation of their choice; **Effective Date:** Fall 2013 (201410).

Proposal 1213-077 was approved by consensus.

1213-078 Criminal Justice Technology A.S. Degree, CPM.....James McDonald
Purpose: Several courses are being added to the program and a couple of courses are being reclassified as electives. SLS 1122 is being added as a program elective. ENC 1102 is being added as a required course, but not as an added GenEd course; **Effective Date:** Fall 2013 (201410).

Proposal 1213-078 was approved by consensus.

1213-079 HIM 1000 Introduction to Health Information Management, CCA

..... Penny Conners

Purpose: Implementation of new HIT Program; **Catalog Course Description:** This course teaches an introduction to health information management including the healthcare environment, healthcare data, and health information analysis. The history, evolution of health care in the United States, and the health information management professional are studied. Ambulatory care, long term care, mental health, and acute care health records are introduced. Forms design, filing methods, and types of numbering systems are covered; **Prerequisites:** Admission to the Health Information Technology program; **Co-requisites:** HIM 1430, HIM 2222C, HSA 1100; **Credit/Class (Lecture)/Lab Hours:** 2/2/0; **Effective Date:** Fall 2013 (201410).

The catalog course description had minor editorial issues and was changed to “An introduction to health information management including the healthcare environment, healthcare data, and health information analysis.”

Proposal 1213-079 was approved with the above change.

1213-080 HIM 1110 Health Data Concepts, CCA.....Penny Conners

Purpose: Implementation of new HIT Program; **Catalog Course Description:** This course provides an introduction to the basic concepts and techniques for managing and maintaining health record systems. Topics include: record content, format and uses of healthcare data, record systems: storage and retrieval, quantitative analysis of health data, forms design and control, release of information, function of indexes and registers, accreditation, certification and licensure standards applicable to healthcare facilities. Through the virtual healthcare systems lab, students will be given access to work on a variety of healthcare electronic system enhancing their technology skills and knowledge such as: Athens/Cerner electronic health records, Quadramed MPI, Quadramed Smart ID, Quadramed Encoder, and McKesson Horizons; **Prerequisites:** Minimum grade of C in HIM 1000, HIM 1430, HIM 2222C, HSA 1100; **Co-requisites:** HIM 2012, HIM 2214, HIM 2234C; **Credit/Class (Lecture)/Lab Hours:** 3/3/0; **Effective Date:** Fall 2013 (201410).

The catalog course description had minor editorial issues and the first two sentences were changed to “An introduction to the basic concepts and techniques for managing and maintaining health record systems. Topics include record content, format and uses of healthcare data, record systems: storage and retrieval, quantitative analysis of health data, forms design and control, release of information, function of indexes and registers, accreditation, certification and licensure standards applicable to healthcare facilities.”

Proposal 1213-080 was approved with the above change.

1213-081 HIM 1211 Health Information Technologies, CCA.....Penny Conners
Purpose: Implementation of new HIT Program; **Catalog Course Description:** This course will review the evolution of information systems in healthcare, the major types of healthcare information system applications, the common hardware configuration, major types of databases, structured and unstructured data, decision support systems, confidentiality, privacy and security and emerging technologies; **Prerequisites:** Minimum grade of C in HIM 1110, HIM 2012, HIM 2214, HIM 2234C; **Co-requisites:** HIM 1800; **Credit/Class (Lecture)/Lab Hours:** 2/2/0; **Effective Date:** Fall 2013 (201410).

The catalog course description had minor editorial issues and was changed to “This course is a review of the evolution of information systems in healthcare, the major types of healthcare information system applications, the common hardware configuration, major types of databases, structured and unstructured data, decision support systems, confidentiality, privacy and security and emerging technologies.”

Proposal 1213-081 was approved with the above change.

Proposals 1213-080 and 1213-081 were discussed with regard to the use of higher level courses as prerequisites. In addition, some basic courses are numbered at the 2000 level. It was noted that the first number of a course – the level – is at the discretion of the department. The need for strict co-requisites was also questioned. The department representative explained that the co-requisites are intentional. The program is limited-access and a cohort group will go through it together. It is a concentrated program and it is necessary for some of the courses to be taken at the same time.

1213-082 HIM 1430 Principles of Disease, CCA.....Penny Conners
Purpose: Implementation of new HIT Program; **Catalog Course Description:** This course introduces the student to important concepts related to human diseases. The most common diseases and disorders of each body system are presented along with a review of the anatomy and physiology pertinent to the content. Additionally, the effects of aging on the system and the relationship of aging to disease are presented; **Prerequisites:** Admission to the Health Information Technology program; **Co-requisites:** HIM 1000, HIM 2222C, HSA 1100; **Credit/Class (Lecture)/Lab Hours:** 3/3/0; **Effective Date:** Fall 2013 (201410).

The catalog course description had minor editorial issues and the first sentence was changed to “An introduction to important concepts related to human diseases.”

Proposal 1213-082 was approved with the above change.

1213-083 HIM 1800L Professional Practice Experience I, CCA.....Penny Conners
Purpose: Implementation of new HIT Program; **Catalog Course Description:** This is an introductory level course giving the students their initial supervised professional practice experience in the health information management department. Emphasis is on record assembly, analysis, filing, admission and discharge procedures. Basic doing will be addressed. Upon completion, the student shall have an understanding of the daily functional operations of a health information management department;

Prerequisites: Minimum grade of C in HIM 1110, HIM 2012, HIM 2214, HIM 2234C; **Co-requisites:** HIM 1211; **Credit/Class (Lecture)/Lab Hours:** 2/0/6; **Effective Date:** Fall 2013 (201410).

Proposal 1213-083 was approved by consensus.

1213-084 HIM 2012 Legal Aspects of Health Information Management, CCA..... Penny Conners

Purpose: Implementation of new HIT Program; **Catalog Course Description:** This course provides basic knowledge of the United States of America court system and the interconnection between the health care system and the federal government. The student will learn concepts relating to health insurance portability accountability act (HIPAA, ethics, release of health information, record retention, and the legalities of electronic health records; **Prerequisites:** Minimum grade of C in HIM 1000, HIM 1430, HIM 2222C, HSA 1100; **Co-requisites:** HIM 1110, HIM 2214, HIM 2234C; **Credit/Class (Lecture)/Lab Hours:** 3/3/0; **Effective Date:** Fall 2013 (201410).

The catalog course description had minor editorial issues and the first sentence was changed to "This course was designed to provide basic knowledge of the United States of America court system and the interconnection between the health care system and the federal government."

Proposal 1213-084 was approved with the above change.

1213-085 HIM 2214 Health Care Statistics and Research, CCA..... Penny Conners

Purpose: Implementation of new HIT Program; **Catalog Course Description:** This course provides an introduction to the terms, definitions, and formulas used in computing healthcare statistics. In addition, the course will include vital statistics data and rates; basic statistical terminology and computations, including frequency distribution, measures of central tendency and measures of variation; techniques for presenting data via computer technology; and basic research terminology and methodologies; **Prerequisites:** Minimum grade of C in HIM 1000, HIM 1430, HIM 2222C, HSA 1100; **Co-requisites:** HIM 1110, HIM 2012, HIM 2234C; **Credit/Class (Lecture)/Lab Hours:** 2/2/0; **Effective Date:** Fall 2013 (201410).

The catalog course description had minor editorial issues and the first sentence was changed to "An introduction to the terms, definitions, and formulas used in computing healthcare statistics."

Proposal 1213-085 was approved with the above change.

1213-086 HIM 2222C Basic ICD Coding, CCA..... Penny Conners

Purpose: Implementation of new HIT Program; **Catalog Course Description:** This course will cover the basic guidelines and coding conventions in the most current ICD coding system. This course will focus on the professional (outpatient) guidelines. The proper diagnostic assignment based on documentation will be discussed, as well as, the proper use of multiple codes, 3 digit, 4 digit, and 5 digit specificity; **Prerequisites:** Admission to the Health Information Technology program; **Co-requisites:** HIM 1000, HIM 1430, HSA 1100; **Credit/Class (Lecture)/Lab Hours:** 3/2/3; **Effective Date:** Fall 2013 (201410).

The catalog course description had minor editorial issues and the first sentence was changed to "A study of the basic guidelines and coding conventions in the most current ICD coding system."

Proposal 1213-086 was approved with the above change.

1213-087 HIM 2234C Advanced ICD Coding and Reimbursement, CCA.....Penny Conners
Purpose: Implementation of new HIT Program; **Catalog Course Description:** This advanced coding course is designed to enhance the student's quality of coding by introducing chart application and DRG logic through practical application. Manual and automated coding and grouping and will be practiced. The prospective payment system, case mix analysis, and billing systems will also be discussed; **Prerequisites:** Minimum grade of C in HIM 1000, HIM 1430, HIM 2222C, HSA 1100; **Co-requisites:** HIM 1110, HIM 2012; HIM 2214; **Credit/Class (Lecture)/Lab Hours:** 4/3/3; **Effective Date:** Fall 2013 (201410).

Proposal 1213-087 was approved by consensus.

1213-088 HIM 2253 Basic CPT Coding, CCA.....Penny Conners
Purpose: Implementation of new HIT Program; **Catalog Course Description:** Introduces basic coding principles, characteristics, and conventions of coding, using physicians' current procedural terminology (CPT). Focuses on evaluation and management coding, unbundling, starred procedures, separate procedures, global period, modifiers; **Prerequisites:** Minimum grade of C in HIM 1211, HIM 1800; **Co-requisites:** HIM 2500, HIM 2810; **Credit/Class (Lecture)/Lab Hours:** 3/3/0; **Effective Date:** Fall 2013 (201410).

Proposal 1213-088 was approved by consensus.

1213-089 HIM 2283 Advanced CPT Coding and Reimbursement, CCA.....Penny Conners
Purpose: Implementation of new HIT Program; **Catalog Course Description:** This course will apply coding principles from an outpatient coding perspective. It will utilize both international classification of disease (ICD) and current procedural terminology (CPT) coding classifications. The course will prepare the student to work with reimbursement methodologies and issues, such as ambulatory payment classifications (APCS) and resource-based relative value scale (RBRVS); **Prerequisites:** Minimum grade of C in HIM 2253, HIM 2500, HIM 2810; **Co-requisites:** HIM 2510, HIM 2820; **Credit/Class (Lecture)/Lab Hours:** 3/3/0; **Effective Date:** Fall 2013 (201410).

The catalog course description had minor editorial issues and was changed to "An application of coding principles from an outpatient coding perspective. It will utilize both international classification of disease (ICD) and current procedural terminology (CPT) coding classifications. Prepares the student to work with reimbursement methodologies and issues, such as ambulatory payment classifications (APCS) and resource-based relative value scale (RBRVS)."

Proposal 1213-089 was approved with the above changes.

1213-090 HIM 2500 Supervision, Organization and Management, CCA.....Penny Conners
Purpose: Implementation of new HIT Program; **Catalog Course Description:** This course is an introduction to supervisory management, human resources, personnel and financial management. Included are employment skills, budgeting, human relations, and methods for analyzing and improving systems; **Prerequisites:** Minimum grade of C in HIM 1211, HIM 1800; **Co-requisites:** HIM 2253, HIM 2810; **Credit/Class (Lecture)/Lab Hours:** 3/3/0; **Effective Date:** Fall 2013 (201410).

The catalog course description had minor editorial issues and the first sentence was changed to "An introduction to supervisory management, human resources, personnel and financial management."

Proposal 1213-090 was approved with the above change.

1213-091 HIM 2510 Quality and Performance Improvement, CCA.....Penny Conners
Purpose: Implementation of new HIT Program; **Catalog Course Description:** This course is an introduction to health care quality and performance improvement, utilization management, risk management, and credentialing. An introduction is also provided in basic health care research methodology, epidemiology, as well as statistical analysis, reporting and interpretation; **Prerequisites:** Minimum grade of C in HIM 2253, HIM 2500, HIM 2810; **Co-requisites:** HIM 2283, HIM 2820; **Credit/Class (Lecture)/Lab Hours:** 3/3/0; **Effective Date:** Fall 2013 (201410).

The catalog course description had minor editorial issues and the first sentence was changed to "An introduction to health care quality and performance improvement, utilization management, risk management, and credentialing."

Proposal 1213-091 was approved with the above change.

1213-092 HIM 2810L Professional Practice Experience II, CCA.....Penny Conners
Purpose: Implementation of new HIT Program; **Catalog Course Description:** Students will apply knowledge and skills for coding patient records using the international classification of diseases (ICD) and/or the current procedural terminology (CPT) coding systems; **Prerequisites:** Minimum grade of C in HIM 1211, HIM 1800; **Co-requisites:** HIM 2253, HIM 2500; **Credit/Class (Lecture)/Lab Hours:** 2/0/6; **Effective Date:** Fall 2013 (201410).

Proposal 1213-092 was approved by consensus.

1213-093 HIM 2820L Professional Practice Experience III, CCA.....Penny Conners
Purpose: Implementation of new HIT Program; **Catalog Course Description:** This is an advanced level clinical practice which allows the Health Information A.S. degree student to participate in health information (medical record) management functions in either an acute care or other health record setting. Topics addressed include various organization and supervision activities. The student will become familiar with and utilize various types of equipment, systems and processes used in health information departments; **Prerequisites:** Minimum grade of C in HIM 2253, HIM 2500, HIM 2810; **Co-requisites:** HIM 2283, HIM 2520; **Credit/Class (Lecture)/Lab Hours:** 2/0/6; **Effective Date:** Fall 2013 (201410).

Proposal 1213-093 was approved by consensus.

1213-094 HSA 1100 Health Care Delivery Systems, CCA.....Penny Conners

Purpose: Implementation of new HIT Program; **Catalog Course Description:** This course is an introduction to health care facilities and health delivery systems including their purpose, organization, general functions and staffing. Facilities such as hospitals, nursing and rehabilitation centers, health maintenance organizations, private and public outpatient clinics and health care centers are analyzed and discussed. Additional topics include an overview of accreditation standards; licensure agencies; reimbursement systems; legal/ethical issues; healthcare computerization; documentation, quality, compliance, and regulatory requirements; **Prerequisites:** Admission to the Health Information Technology program; **Co-requisites:** HIM 1000, HIM 1430, HIM 2222C; **Credit/Class (Lecture)/Lab Hours:** 3/3/0; **Effective Date:** Fall 2013 (201410).

The catalog course description had minor editorial issues and the first sentence was changed to "An introduction to health care facilities and health delivery systems including their purpose, organization, general functions and staffing."

Proposal 1213-094 was approved with the above change.

**1213-095 HSC 1149 General Pharmacology for Health Professionals, CCA
.....Penny Conners**

Purpose: Implementation of new HIT Program; **Catalog Course Description:** Overview of the basic concepts of the pharmacological treatment of various diseases affecting the major body systems; **Prerequisites:** None; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 1/1/0; **Effective Date:** Fall 2013 (201410).

Proposal 1213-095 was approved by consensus. A typo was corrected in the course title for the minutes.

1213-096 Health Information Technology, A.S. Degree, CPA.....Penny Conners

Purpose: State realignment of medical coder biller program to the Health Information Technology cluster; **Effective Date:** Fall 2013 (201410).

Proposal 1213-096 was approved by consensus. It was noted that program outcomes were not provided. The approval is conditional, based upon the outcomes being brought to the March meeting.

1213-097 EET 4390C Acoustics and Audio Technology, CCA.....Ali Notash

Purpose: New Audio Engineering Concentration under the BSECET Program; **Catalog Course Description:** This course introduces the principles of Acoustics and its applications in Audio Technology, with emphasis of Physical Acoustics and Electroacoustical Transducers. (Special Fee: \$55.00); **Prerequisites:** PHY 2049C or PHY 2054C and EGN 3428; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 4/2/2; **Effective Date:** Fall 2013 (201410).

The catalog course description had minor editorial issues and was changed to "A study of the principles of Acoustics and its applications in Audio Technology, with emphasis of Physical Acoustics and Electroacoustical Transducers. (Special Fee: \$55.00)

Proposal 1213-097 was approved with the above change.

1213-098 EET 4391C Audio Electronics, CCA.....Ali Notash

Purpose: New Audio Engineering Concentration under the BSECET Program; **Catalog Course Description:** This course covers specialized electronic circuitry for Audio applications, and the application of several electronic components including vacuum tubes, FETs and optocouplers in audio signal processing devices and networks. (Special Fee: \$50.00); **Prerequisites:** EET 3086C and EET 3716; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 3/2/2; **Effective Date:** Fall 2013 (201410).

The catalog course description had minor editorial issues and was changed to "A study of specialized electronic circuitry for Audio applications, and the application of several electronic components including vacuum tubes, FETs and optocouplers in audio signal processing devices and networks. (Special Fee: \$50.00)"

Proposal 1213-098 was approved with the above change.

1213-099 EET 4392C Digital Audio Signal Processing, CCA.....Ali Notash

Purpose: New Audio Engineering Concentration under the BSECET Program; **Catalog Course Description:** This course discusses the audio applications of Digital Signal Processing. Topics include discussion of different analog-to-digital and digital-to-analog procedures, audio equalizers and filters, room simulation and dynamic range control for the audio signals, and different digital audio formats. Computer exercises, MATLAB-based projects, and implementation of algorithms and applications applied to audio processing are emphasized. (Special Fee: \$52.00); **Prerequisites:** EET 4190C; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 4/2/2; **Effective Date:** Fall 2013 (201410).

The catalog course description had minor editorial issues and the first sentence was changed to "A study of the audio applications of Digital Signal Processing."

Proposal 1213-099 was approved with the above change.

1213-100 EET 4397C Audio Software and Programming Applications, CCA.....Ali Notash

Purpose: New Audio Engineering Concentration under the BSECET Program; **Catalog Course Description:** An introduction and projects based course using the latest Digital Audio Workstations editing programs and MIDI programming to develop original projects for recording, editing, mixing, and mastering. Audio streams, digital audio file formats, time and frequency domain programming, algorithmic sound synthesis, user interface design principles and good software development practices are emphasized. (Special Fee: \$55.00); **Prerequisites:** CET 3464; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 3/2/1; **Effective Date:** Fall 2013 (201410).

Proposal 1213-100 was approved by consensus.

1213-101 EET 1036C Fundamentals of DC and AC Circuits, CCM.....Ali Notash

Purpose: Prerequisite and credit hour modification; **Revised Prerequisites:** EET 1214C and MTB 1329C or MAC 1105; **Revised Credit/Class (Lecture)/Lab Hours:** 6/3/3 (previously 5/3/2);
Effective Date: Fall 2013 (201410).

There was some discussion among the committee members regarding the wording of the prerequisites. The prerequisites section was changed to "EET 1214C and either MTB 1329C or MAC 1105."

Proposal 1213-101 was approved with the above changes.

1213-102 EET 3086C Circuit Analysis, CCM.....Ali Notash

Purpose: To better transition into the advanced ECET courses. Prerequisite change, co-requisite change; **Revised Prerequisites:** EET 1025C or EET 1036C; **Revised Co-requisites:** EGN 3428;
Effective Date: Fall 2013 (201410).

There was some discussion among the committee members regarding the course co-requisite. It was agreed upon by the committee members that the co-requisite EGN 3428 should also be a prerequisite. The prerequisite and co-requisite should be indicated in the catalog as "Prerequisites: EET 1025C or EET 1036C; Prerequisite or co-requisite: EGN 3428."

Proposal 1213-102 was approved with the above changes.

1213-103 ETS 2673C Programmable Logic Controllers, CCM.....Ali Notash

Purpose: Title change; **Revised course title:** Programmable Logic Controllers I; **Effective Date:** Fall 2013 (201410).

Proposal 1213-103 was approved by consensus.

1213-104 MTB 1329C Mathematics for Electronics, CCM.....Ali Notash

Purpose: Title and catalog course description change; **Revised Course Title:** Mathematics for Engineering Technology; **Revised Catalog Course Description:** An introductory and essentials course of mathematical concepts and techniques applied to circuit analysis. Topics include: Basic arithmetic operations, number notation and operation, engineering quantities and units of measurement, algebra fundamentals, and solving equations. With emphasize on mathematical techniques used in DC/AC circuit analysis, circuit simplifications and solution techniques for more complex configurations. Trigonometry and Phasors and their application in AC circuits will also be covered. Selected applications will be demonstrated to students via a lab environment. No prior electronics background is required; **Effective Date:** Fall 2013 (201410).

There were some minor changes suggested by the committee. The catalog course description was changed to "An introductory and essentials course of mathematical concepts and techniques applied to circuit analysis. Topics include basic arithmetic operations, number notation and operation, engineering quantities and units of measurement, algebra fundamentals, and solving equations. Emphasizes mathematical techniques used in DC/AC circuit analysis, circuit simplifications and solution techniques for more complex configurations. Trigonometry and Phasors and their application in AC circuits will also be covered. Selected applications will be demonstrated to students via a lab environment. No prior electronics background is required."

In addition to the above edits, a typo that omitted the "C" from the course number was added back in for the minutes.

Proposal 1213-104 was approved with the above changes.

1213-105 Wireless and IP Communication Technician Technical Certificate, CPD

.....**Ali Notash**

Purpose: The certificate program has been deleted by State; **Effective Date:** Fall 2013 (201410).

Proposal 1213-105 was approved by consensus. When asked by the Committee, the proposal initiator said that the students will have a way to completion through the Technical Certificate.

1213-106 Transfer Plan: Health Information Management (Medical Coder/Biller), CPD

.....**Betty Wanielista**

Purpose: The Medical Information Coder/Biller Administration AS degree and technical certificate have been deleted for the 13/14 catalog; **Effective Date:** Fall 2013 (201410).

Proposal 1213-106 was approved by consensus.

1213-107 Articulated Pre-Major in Art, Studio/Fine Art; Articulated to the B.F.A. in Fine Arts program at Ringling College of Art & Design, CPA.....Wendy Givoglu

Purpose: To create a pathway for students to transfer to Ringling College as a junior in their BFA in Fine Arts program; **Effective Date:** Fall 2013 (201410).

There was some discussion about the length of time it normally takes for an articulation agreement to be completed. The committee expressed concern about approving this proposal to be included in the catalog, because they were unsure if the articulation agreement had been signed by both college presidents. The committee agreed to go forward with this proposal pending full approval from both college presidents.

Proposal 1213-107 was approved by consensus.

1213-108 Nursing, Generic Track, A.S. Degree, CPM.....Anita Kovalsky

Purpose: The FT Nursing Faculty reviewed aggregated data from the past 6 terms which was compiled by Dr. Paula Pritchard. This data indicated that success in the program (i.e. graduating with an Associate in Science Degree in Nursing) was higher for students who had grades of a "B" or above in the pre-requisite science courses: MCB 2010C Microbiology, BSC 2093C A&P1 and BSC 2094C A& P II. The Microbiology grade was the most significant predictor of success. An overall GPA of 3.2 or higher was also a significant predictor of student success in graduating from the nursing program; **Effective Date:** Fall 2013 (201410).

There were some questions about the possibility of having a higher GPA for the required science courses, but accepting a lower overall GPA. It was explained that there was some data collection that indicates that the students who are excelling are students who have a high GPA in both their prerequisite science courses, and in their overall GPA.

Proposal 1213-108 was approved by consensus.

1213-109 FFP 0010 Firefighting I, CCA.....Nasser Hedayat

Purpose: New Fire Science Technology curriculum; **Catalog Course Description:** This course of study is the first of two parts, which prepares the student with the fundamental knowledge and skills necessary to safely and dependably perform fire-rescue duties as a firefighter. This course is co-requisite with FFP 0020 for those desiring to become state certified firefighters; **Prerequisites:** None; **Co-requisites:** FFP 0020; **PSAV/Contact/Lab:** 6.867/206/0; **Effective Date:** Fall 2013 (201410).

Proposal 1213-109 was approved by consensus.

1213-110 FFP 0020 Firefighting II, CCA.....Nasser Hedayat

Purpose: New Fire Science Technology curriculum; **Catalog Course Description:** This co-requisite course with FFP 0010 is the second of the two-part series, which prepares the student for participating in the state certification examinations administered by the Bureau of Fire Standards and Training for obtaining a state of Florida Firefighter Certificate of Compliance. Students must have successfully completed all aspects of FFP 0010 in order to participate in this course; **Prerequisites:** FFP 0010; **Co-requisites:** FFP 0010; **PSAV/Contact/Lab:** 6.4/192/0; **Effective Date:** Fall 2013 (201410).

There was some discussion about the wording of the catalog course description. It was agreed upon by committee to remove the prerequisite of FFP 0010 for more clarity.

Proposal 1213-110 was approved with the above change.

1213-111 FFP 0360 Fire Apparatus Operator, CCA.....Nasser Hedayat

Purpose: New Fire Science Technology curriculum; **Catalog Course Description:** The curriculum covers the laws, rules and driving techniques for emergency vehicles, as well as a review of fire service hydraulics. Fireground evolutions and a driving course make up the practical part of the course. The evolution portion of the course includes the use of pre-connected lines, tandem pumping, drafting, relays and master streams.

The student should have a basic understanding of fire stream hydraulics prior to entering this course. Students must bring gloves and proper attire for water pumping exercises; **Prerequisites:** None; **Co-requisites:** None; **PSAV/Contact/Lab:** 2.667/80/0; **Effective Date:** Fall 2013 (201410).

Proposal 1213-111 was approved by consensus.

1213-112 FFP 0363 Emergency Vehicle Operator, CCA.....Nasser Hedayat

Purpose: New Fire Science Technology curriculum; **Catalog Course Description:** This course teaches the emergency vehicle operator proper driving techniques, the mental and physical aspects of the driving task, to identify physical forces, legal aspects, vehicle inspection, safe driving techniques, and the long-term impact of an accident on the operator, the emergency service organization, and the community when an emergency vehicle is involved in an accident ; **Prerequisites:** None; **Co-requisites:** None ; **PSAV/Contact/Lab:** 2.667/20/0; **Effective Date:** Fall 2013 (201410).

The correct PSAV/Contact/Lab hours are “.667/20/0.”

The catalog course description had minor editorial issues and was changed to “This course covers the emergency vehicle operator proper driving techniques, the mental and physical aspects of the driving task, to identify physical forces, legal aspects, vehicle inspection, safe driving techniques, and the long-term impact of an accident on the operator, the emergency service organization, and the community when an emergency vehicle is involved in an accident.”

Proposal 1213-112 was approved with the above changes.

1213-113 FFP 1000 Introduction to Fire Science, CCA.....Nasser Hedayat

Purpose: New Fire Science Technology curriculum; **Catalog Course Description:** This course is a study of the philosophical and historical backgrounds of fire protection services including the organization and function of federal, state, county and private fire protection agencies, a review of municipal fire defenses, fire prevention principles, techniques of fire control, codes and ordinances, the problems for the fire administrator, and an overview of professional fire protection career opportunities; **Prerequisites:** None ; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 3/3/0; **Effective Date:** Fall 2013 (201410).

The catalog course description had minor editorial issues and was changed to “A study of the philosophical and historical backgrounds of fire protection services including the organization and function of federal, state, county and private fire protection agencies, a review of municipal fire defenses, fire prevention principles, techniques of fire control, codes and ordinances, the problems for the fire administrator, and an overview of professional fire protection career opportunities.”

Proposal 1213-113 was approved with the above change.

1213-114 FFP 1109 Fire Department Occupational Safety and Health, CCA.....Nasser Hedayat

Purpose: New Fire Science Technology curriculum; **Catalog Course Description:** This course is a study of the guidelines for establishing an occupational safety and health program for a fire department, plus safety procedures for members involved in rescue, fire suppression, and related activities. Emphasis is placed on performance objectives, and not a single correct way to achieve compliance. The guidelines discussed in the course are flexible, so students can customize an occupational safety and health program that will meet their specific needs; **Prerequisites:** None; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 3/3/0; **Effective Date:** Fall 2013 (201410).

The catalog course description had minor editorial issues and was changed to “A study of the guidelines for establishing an occupational safety and health program for a fire department, plus safety procedures for members involved in rescue, fire suppression, and related activities. Emphasis is placed on performance objectives, and not a single correct way to achieve compliance. The guidelines discussed in the course are flexible, so students can customize an occupational safety and health program that will meet their specific needs.”

Proposal 1213-114 was approved with the above change.

1213-115 FFP 1111 Fire Chemistry, CCA.....Nasser Hedayat

Purpose: New Fire Science Technology curriculum; **Catalog Course Description:** This course is a study of basic physical and chemical properties of materials applicable to the chemistry of fire. Emphasis is on emergency situations and the most favorable methods of handling incidents involving hazardous material; **Prerequisites:** None; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 3/3/0; **Effective Date:** Fall 2013 (201410).

The catalog course description had minor editorial issues and was changed to “A study of basic physical and chemical properties of materials applicable to the chemistry of fire. Emphasis is on emergency situations and the most favorable methods of handling incidents involving hazardous material.”

Proposal 1213-115 was approved with the above change.

1213-116 FFP 2521 Blueprint Reading and Plans Review, CCA.....Nasser Hedayat

Purpose: New Fire Science Technology curriculum; **Catalog Course Description:** This course is a comprehensive study of building construction blueprints and plans. The course will teach the student how to assimilate information contained in construction working drawings, specifications, interpreting conventional graphic communications, and accepted standards and conventions related to fire protection and prevention inspections; **Prerequisites:** None; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 3/3/0; **Effective Date:** Fall 2013 (201410).

The catalog course description had minor editorial issues and was changed to “A comprehensive study of building construction blueprints and plans.

The course will teach the student how to assimilate information contained in construction working drawings, specifications, interpreting conventional graphic communications, and accepted standards and conventions related to fire protection and prevention inspections."

Proposal 1213-116 was approved with the above change.

1213-117 FFP 2541 Private Fire Protection Systems II, CCA.....Nasser Hedayat
Purpose: New Fire Science Technology curriculum; **Catalog Course Description:** This is a survey of pre-engineered and portable systems, extinguishing agents, inspection procedures for code compliance and enforcement, and alarm systems; **Prerequisites:** None; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 3/3/0; **Effective Date:** Fall 2013 (201410).

The catalog course description had minor editorial issues and was changed to "A study of pre-engineered and portable systems, extinguishing agents, inspection procedures for code compliance and enforcement, and alarm systems."

Proposal 1213-117 was approved with the above change.

1213-118 FFP 2610 Fire Cause and Origin Determination, CCA.....Nasser Hedayat
Purpose: New Fire Science Technology curriculum; **Catalog Course Description:** This course is a study of an arson investigator's responsibility in determining the point of origin, cause and development of a fire; motives of fire setters; methods used to determine the accidental or intentional nature of a fire; correct procedures of investigation, evaluation of evidence and prosecution; **Prerequisites:** None; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 3/3/0; **Effective Date:** Fall 2013 (201410).

The catalog course description had minor editorial issues and was changed to "A study of an arson investigator's responsibility in determining the point of origin, cause and development of a fire; motives of fire setters; methods used to determine the accidental or intentional nature of a fire; correct procedures of investigation, evaluation of evidence and prosecution."

Proposal 1213-118 was approved with the above change.

1213-119 FFP 2706 Fire Service Public Information Officer, CCA.....Nasser Hedayat
Purpose: New Fire Science Technology curriculum; **Catalog Course Description:** This course prepares the student to serve effectively as an organizational spokesperson, according to the current practices in the profession of public relations in relationship to the Fire Service. Particular emphasis will be placed on case studies in crisis communications and the role of the Public Information Officer (PIO) in the Incident Management System (IMS); **Prerequisites:** None; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 3/3/0; **Effective Date:** Fall 2013 (201410).

The catalog course description had minor editorial issues and the first sentence was changed to "The student will be prepared to serve effectively as an organizational spokesperson, according to the current practices in the profession of public relations in relationship to the Fire Service."

Proposal 1213-119 was approved with the above change.

1213-120 FFP 2720 Company Officer, CCA.....Nasser Hedayat
Purpose: New Fire Science Technology curriculum; **Catalog Course Description:** This course is a study of the basic concepts of fire company leadership, including the human skills, leadership tools, problem solving, and goal achievement of a company officer. Emphasis will be placed on the role of the officer in the setting of the fire company; **Prerequisites:** None; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 3/3/0; **Effective Date:** Fall 2013 (201410).

The catalog course description had minor editorial issues and the first sentence was changed to "A study of the basic concepts of fire company leadership, including the human skills, leadership tools, problem solving, and goal achievement of a company officer."

Proposal 1213-120 was approved with the above change.

1213-121 FFP 2741 Fire Service Course Design, CCA.....Nasser Hedayat
Purpose: New Fire Science Technology curriculum; **Catalog Course Description:** This is a course of study of how to develop courses based on nationally applicable performance standards for uniformed fire service personnel and to provide the knowledge, skill, and ability to develop a training curriculum; **Prerequisites:** None; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 3/3/0; **Effective Date:** Fall 2013 (201410).

The catalog course description had minor editorial issues and was changed to "A study of how to develop courses based on nationally applicable performance standards for uniformed fire service personnel and to provide the knowledge, skill, and ability to develop a training curriculum."

Proposal 1213-121 was approved with the above change.

1213-122 FFP 2770 Ethical and Legal Issues for the Fire Service, CCA
.....Nasser Hedayat
Purpose: New Fire Science Technology curriculum; **Catalog Course Description:** This course introduces the federal, state, and local laws that regulate emergency services, national standards influencing emergency services, standard of care, tort, liability, and a review of relevant court cases; **Prerequisites:** None; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 3/3/0; **Effective Date:** Fall 2013 (201410).

The catalog course description had minor editorial issues and was changed to "An introduction to the federal, state, and local laws that regulate emergency services, national standards influencing emergency services, standard of care, tort, liability, and a review of relevant court cases."

Proposal 1213-122 was approved with the above change.

1213-123 FFP 2780 Fire Administration, CCA.....Nasser Hedayat
Purpose: New Fire Science Technology curriculum; **Catalog Course Description:** This course covers the principles of organization and administration in fire protection service;

the structure and function of the department, battalion and company as components of municipal organization; duties and responsibilities of the fire officer; a study of fire personnel management, training, budgeting, records, reports and other relations; **Prerequisites:** None; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 3/3/0; **Effective Date:** Fall 2013 (201410).

The catalog course description had minor editorial issues and was changed to "An in-depth review of the principles of organization and administration in fire protection service; the structure and function of the department, battalion and company as components of municipal organization; duties and responsibilities of the fire officer; a study of fire personnel management, training, budgeting, records, reports and other relations."

Proposal 1213-123 was approved with the above change.

1213-124 FFP 1505 Fire Prevention, CCM.....Nasser Hedayat
Purpose: Change in the course description; **Revised Catalog Course Description:** This course is a survey of the principles of fire prevention and investigation. It includes a study of fire hazards in various occupancies; a review of fire prevention codes; a study of procedures and techniques of fire prevention inspection, public relations, methods of determining the area of fire origin, fire cause, fire spread and location and preservation of evidence; **Effective Date:** Fall 2013 (201410).

The catalog course description had minor editorial issues and the first sentence was changed to "A study of the principles of fire prevention and investigation."

There was some discussion among the committee members about agenda items 1213-113 to 1213-123. The committee members were concerned that students might be able to sign up for these classes without being admitted to the Fire Science Technology Program. They would like the admission process to be addressed so that students who are not admitted to the program are not eligible to sign up for those classes or select that program as their major.

Proposal 1213-124 was approved with the above change.

1213-125 FFP 1825 Intermediate Incident Management System, CCM.....N. Hedayat
Purpose: Change in the prerequisites; **Revised Prerequisites:** FFP 1825; **Effective Date:** Fall 2013 (201410).

Proposal 1213-125 was removed from the agenda, since it was determined that there were actually no modifications being made to the course.

1213-126 FFP 2740 Fire Service Course Delivery, CCM.....Nasser Hedayat
Purpose: Change in the course description; **Revised Catalog Course Description:** This course is a study of the instructor's responsibility for communication, learning and teaching concepts, job analysis, teaching objectives and instructional aids use. This course is required to become eligible to sit for the Florida State Fire Officer certification exam; **Effective Date:** Fall 2013 (201410).

The catalog course description had minor editorial issues and the first sentence was changed to "A study of the instructor's responsibility for communication, learning and teaching concepts, job analysis, teaching objectives and instructional aids use."

Proposal 1213-126 was approved with the above change.

1213-127 FFP 1780 Company Officer, CCD.....Nasser Hedayat
Purpose: FFP 2720 Company Officer will be replacing this course; **Effective Date:** Fall 2013 (201410).

Proposal 1213-127 was approved by consensus.

1213-128 Fire Science Technology, A.S. Degree, CPA.....Nasser Hedayat
Purpose: This program will be responsive to the workforce needs of Orange/Osceola counties Fire agencies. The Fire Service agencies requested Valencia to address these higher education needs; **Effective Date:** Fall 2013 (201410).

Proposal 1213-128 was approved by consensus.

1213-129 Fire Officer I Technical Certificate, CPA.....Nasser Hedayat
Purpose: This program will be responsive to the workforce needs of Orange/Osceola counties Fire agencies. The Fire Service agencies requested Valencia to address these higher education needs; **Effective Date:** Fall 2013 (201410).

The committee agreed to approve the proposal based on approval by the State.

Proposal 1213-129 was approved by consensus.

1213-130 Fire Officer II Technical Certificate, CPA.....Nasser Hedayat
Purpose: This program will be responsive to the workforce needs of Orange/Osceola counties Fire agencies. The Fire Service agencies requested Valencia to address these higher education needs; **Effective Date:** Fall 2013 (201410).

The committee agreed to approve the proposal based on approval by the State.

Proposal 1213-130 was approved by consensus.

1213-131 Firesafety Inspector I Technical Certificate, CPA.....Nasser Hedayat
Purpose: This program will be responsive to the workforce needs of Orange/Osceola counties Fire agencies. The Fire Service agencies requested Valencia to address these higher education needs; **Effective Date:** Fall 2013 (201410).

The committee agreed to approve the proposal based on approval by the State.

Proposal 1213-131 was approved by consensus.

1213-132 Firesafety Inspector II Technical Certificate, CPA.....Nasser Hedayat
Purpose: This program will be responsive to the workforce needs of Orange/Osceola counties Fire agencies. The Fire Service agencies requested Valencia to address these higher education needs; **Effective Date:** Fall 2013 (201410).

The committee agreed to approve the proposal based on approval by the State.

Proposal 1213-132 was approved by consensus.

1213-133 Fire Investigator I Technical Certificate, CPA.....Nasser Hedayat
Purpose: This program will be responsive to the workforce needs of Orange/Osceola counties Fire agencies. The Fire Service agencies requested Valencia to address these higher education needs; **Effective Date:** Fall 2013 (201410).

The committee agreed to approve the proposal based on approval by the State.

Proposal 1213-133 was approved by consensus.

1213-134 Fire Instructor Technical Certificate, CPA.....Nasser Hedayat
Purpose: This program will be responsive to the workforce needs of Orange/Osceola counties Fire agencies. The Fire Service agencies requested Valencia to address these higher education needs; **Effective Date:** Fall 2013 (201410).

The committee agreed to approve the proposal based on approval by the State.

Proposal 1213-134 was approved by consensus.

1213-135 Fire Fighter Career Certificate, CPA.....Nasser Hedayat
Purpose: This program will be responsive to the workforce needs of Orange/Osceola counties Fire agencies. The Fire Service agencies requested Valencia to address these higher education needs; **Effective Date:** Fall 2013 (201410).

The committee agreed to approve the proposal based on approval by the State.

Proposal 1213-135 was approved by consensus.

1213-136 Fire Apparatus Operator Career Certificate, CPA.....Nasser Hedayat
Purpose: This program will be responsive to the workforce needs of Orange/Osceola counties Fire agencies. The Fire Service agencies requested Valencia to address these higher education needs; **Effective Date:** Fall 2013 (201410).

The committee agreed to approve the proposal based on approval by the State.

Proposal 1213-136 was approved by consensus.

Students will only be admitted to the Fire Science Technology A.S. Degree Program with an advisor's approval. No individual courses can be taken without being admitted to the program. This requirement caused some Committee discussion about exactly 'how' to prevent students from registering for the individual courses. Alys Arceneaux pointed out that once a student applies at Valencia and chooses a major, i.e., Fire Science Technology, that student is automatically associated with that degree and would be permitted – by the system – to take courses associated with that degree. The issues associated with the admission requirement will need to be addressed, perhaps in the form of program prerequisites.

1213-137 SLS 1501H Honors Seminar, CCA.....Karen Borglum

Purpose: To provide an overview of the Jeffersonian Track of the Seneff Honors College; **Catalog**

Course Description: This seminar will introduce students to a variety of academic topics. The seminar is designed to allow students to explore issues important to self-discovery and intellectual growth, and to understand their role and responsibility in the educational process.

This seminar is the required foundation course for students in the Jeffersonian Track of the

James M. and Dayle L. Seneff Honors College; **Prerequisites:** None; **Co-requisites:** None;

Credit/Class (Lecture)/Lab Hours: 1/1/0; **Effective Date:** Fall 2013 (201410).

Proposal 1213-137 was approved by consensus.

1213-138 CET 2546 VMware Infrastructure Architecture, CCD.....Karen Borglum

Purpose: According to Florida Stature 1007.24(8), courses that have not been taught in five years must be removed from our catalog; **Effective Date:** Fall 2013 (201410).

Proposal 1213-138 was approved by consensus.

1213-139 CET 2625 Building Scalable Cisco Internets, CCD.....Karen Borglum

Purpose: According to Florida Stature 1007.24(8), courses that have not been taught in five years must be removed from our catalog; **Effective Date:** Fall 2013 (201410).

Proposal 1213-139 was approved by consensus.

1213-140 CET 2784 Wide Area Networks, CCD.....Karen Borglum

Purpose: According to Florida Stature 1007.24(8), courses that have not been taught in five years must be removed from our catalog; **Effective Date:** Fall 2013 (201410).

Proposal 1213-140 was approved by consensus.

1213-141 CTS 1156 Help Desk Tools and Technologies, CCD.....Karen Borglum

Purpose: According to Florida Stature 1007.24(8), courses that have not been taught in five years must be removed from our catalog; **Effective Date:** Fall 2013 (201410).

Proposal 1213-141 was approved by consensus.

1213-142 DEP 2402 Adult Development and Aging, CCD.....Karen Borglum
Purpose: According to Florida Stature 1007.24(8), courses that have not been taught in five years must be removed from our catalog; **Effective Date:** Fall 2013 (201410).

Proposal 1213-142 was approved by consensus.

1213-143 EAP 1600 Adv. Speech for Non-Native Speakers, CCD.....Karen Borglum
Purpose: According to Florida Stature 1007.24(8), courses that have not been taught in five years must be removed from our catalog; **Effective Date:** Fall 2013 (201410).

Proposal 1213-143 was approved by consensus.

1213-144 ETD 1328C Intro to Microstation, CCD.....Karen Borglum
Purpose: According to Florida Stature 1007.24(8), courses that have not been taught in five years must be removed from our catalog; **Effective Date:** Fall 2013 (201410).

Proposal 1213-144 was approved by consensus.

1213-145 ETD 2332 Customizing and Directories -CADD, CCD.....Karen Borglum
Purpose: According to Florida Stature 1007.24(8), courses that have not been taught in five years must be removed from our catalog; **Effective Date:** Fall 2013 (201410).

Proposal 1213-145 was approved by consensus.

**1213-146 EVS 2941 Internship/Exploration Environmental Science, CCD
.....Karen Borglum**
Purpose: According to Florida Stature 1007.24(8), courses that have not been taught in five years must be removed from our catalog; **Effective Date:** Fall 2013 (201410).

Proposal 1213-146 was approved by consensus.

1213-147 FRC 2211L Citrus Culture, CCD.....Karen Borglum
Purpose: According to Florida Stature 1007.24(8), courses that have not been taught in five years must be removed from our catalog; **Effective Date:** Fall 2013 (201410).

Proposal 1213-147 was approved by consensus.

1213-148 GEB 1138 E-Business Law and Ethics, CCD.....Karen Borglum
Purpose: According to Florida Stature 1007.24(8), courses that have not been taught in five years must be removed from our catalog; **Effective Date:** Fall 2013 (201410).

Proposal 1213-148 was approved by consensus.

1213-149 HIS 2206 Recent/Contemporary History, CCD.....Karen Borglum
Purpose: According to Florida Statute 1007.24(8), courses that have not been taught in five years must be removed from our catalog; **Effective Date:** Fall 2013 (201410).

Proposal 1213-149 was approved by consensus.

1213-150 LIS 2004 Intro to Internet Research, CCD.....Karen Borglum
Purpose: According to Florida Statute 1007.24(8), courses that have not been taught in five years must be removed from our catalog; **Effective Date:** Fall 2013 (201410).

Proposal 1213-150 was approved by consensus.

1213-151 MHF 2300H Logic and Proof in Mathematics - Honors, CCD.....Karen Borglum
Purpose: According to Florida Statute 1007.24(8), courses that have not been taught in five years must be removed from our catalog; **Effective Date:** Fall 2013 (201410).

Proposal 1213-151 was approved by consensus.

1213-152 MTB 1304 Modern Computational Methods, CCD.....Karen Borglum
Purpose: According to Florida Statute 1007.24(8), courses that have not been taught in five years must be removed from our catalog; **Effective Date:** Fall 2013 (201410).

Proposal 1213-152 was approved by consensus.

1213-153 MTG 2204 Informational Geometry, CCD.....Karen Borglum
Purpose: According to Florida Statute 1007.24(8), courses that have not been taught in five years must be removed from our catalog; **Effective Date:** Fall 2013 (201410).

Proposal 1213-153 was approved by consensus.

1213-154 ORH 2230C Horticulture Equipment, CCD.....Karen Borglum
Purpose: According to Florida Statute 1007.24(8), courses that have not been taught in five years must be removed from our catalog; **Effective Date:** Fall 2013 (201410).

Proposal 1213-154 was approved by consensus.

1213-155 ORH 2262C Flori-Crop Production and Use, CCD.....Karen Borglum
Purpose: According to Florida Statute 1007.24(8), courses that have not been taught in five years must be removed from our catalog; **Effective Date:** Fall 2013 (201410).

Proposal 1213-155 was approved by consensus.

1213-156 ORH 2277C Commercial Foliage Plant Production, CCD.....Karen Borglum
Purpose: According to Florida Statute 1007.24(8), courses that have not been taught in five years must be removed from our catalog; **Effective Date:** Fall 2013 (201410).

Proposal 1213-156 was approved by consensus.

1213-157 OST 1305 Proofreading, CCD.....Karen Borglum
Purpose: According to Florida Stature 1007.24(8), courses that have not been taught in five years must be removed from our catalog; **Effective Date:** Fall 2013 (201410).

Proposal 1213-157 was approved by consensus.

1213-158 OST 1330 Business Grammar, CCD.....Karen Borglum
Purpose: According to Florida Stature 1007.24(8), courses that have not been taught in five years must be removed from our catalog; **Effective Date:** Fall 2013 (201410).

Proposal 1213-158 was approved by consensus.

1213-159 PLA 2602 Wills, Trusts and Estate Administration II, CCD.....Karen Borglum
Purpose: According to Florida Stature 1007.24(8), courses that have not been taught in five years must be removed from our catalog; **Effective Date:** Fall 2013 (201410).

Proposal 1213-159 was approved by consensus.

1213-160 REA 1205 Reading Techniques, CCD.....Karen Borglum
Purpose: According to Florida Stature 1007.24(8), courses that have not been taught in five years must be removed from our catalog; **Effective Date:** Fall 2013 (201410).

Proposal 1213-160 was approved by consensus.

1213-161 RMI 1523 Commercial Insurance, CCD.....Karen Borglum
Purpose: According to Florida Stature 1007.24(8), courses that have not been taught in five years must be removed from our catalog; **Effective Date:** Fall 2013 (201410).

Proposal 1213-161 was approved by consensus.

1213-162 RMI 1612 Principles of Casualty Insurance and Surety Bonding, CCD
.....Karen Borglum
Purpose: According to Florida Stature 1007.24(8), courses that have not been taught in five years must be removed from our catalog; **Effective Date:** Fall 2013 (201410).

Proposal 1213-162 was approved by consensus.

1213-163 RMI 1613 Principles of Property Insurance, CCD.....Karen Borglum
Purpose: According to Florida Stature 1007.24(8), courses that have not been taught in five years must be removed from our catalog; **Effective Date:** Fall 2013 (201410).

Proposal 1213-163 was approved by consensus.

1213-164 RMI 2524 Essentials of Risk Management, CCD.....Karen Borglum
Purpose: According to Florida Stature 1007.24(8), courses that have not been taught in five years must be removed from our catalog; **Effective Date:** Fall 2013 (201410).

Proposal 1213-164 was approved by consensus.

1213-165 VEC 1201C Intro to Vegetable Gardening, CCD.....Karen Borglum
Purpose: According to Florida Stature 1007.24(8), courses that have not been taught in five years must be removed from our catalog; **Effective Date:** Fall 2013 (201410).

Proposal 1213-165 was approved by consensus.

5. Discussion Items

There are no Discussion Items for the February Agenda.

6. Information Items

- 1213-023- Proposal 1213-023 will not be going forward based on further discussions with the University of Central Florida.
- The OTH part of term is used in conjunction with our UCF partners. It is set up the same as part of term 1 with all the rules that follow that part of the term. In other special circumstances, OTH may be used with open ended (various) beginning and end dates within the full term. Under these conditions, financial aid has determined that they will refrain from payouts to students registered in part of term OTH.

The next meeting of the College Curriculum Committee is scheduled for March, and will be held on the East Campus, Room 5-112. *Deadline for submission of materials for the March agenda is February 27, 2013.*

**CONTINUING EDUCATION
COURSES AND FEES**



April 16, 2013

TO: DISTRICT BOARD OF TRUSTEES
of Valencia College

FROM: SANFORD C. SHUGART
President

RE: CONTINUING EDUCATION COURSES AND FEES

The President recommends that the Board of Trustees approve the following Continuing Education courses and fees for April 2013:

Center for Financial Services and Accounting

Course Area	Course Number	Course Title	Fee
CNB	5564	Financial Strategies for Successful Retirement	\$99.00
CNB	5565	Savvy Social Security Planning for Boomers	\$29.00
CNB	5566	Medicare Opportunities - Be Prepared to Choose Wisely!	\$29.00

Center for Global Languages

Course Area	Course Number	Course Title	Fee
CNE	55555	Intensive English Program Tuition Deposit	\$2,000.00

Center for Leadership Development

Course Area	Course Number	Course Title	Fee
CNB	5567	Leading Virtually: A Framework for Results	\$139.00

Center for Office Administration

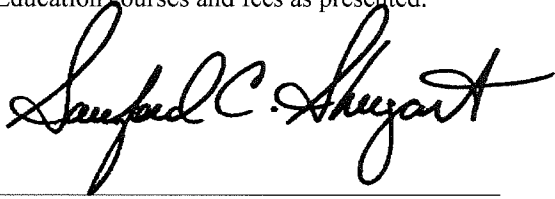
Course Area	Course Number	Course Title	Fee
CNB	5568	Email/Electronic Communication Etiquette	\$69.00
CNB	5569	Telephone/Cell Phone Etiquette	\$69.00

Center for Technology and Certification

Course Area	Course Number	Course Title	Fee
CNT	5938	Microsoft OneNote 2010	\$159.00

RECOMMENDED ACTION:

The President recommends that the District Board of Trustees of Valencia College approve the Continuing Education courses and fees as presented.



Sanford C. Shugart
President

HUMAN RESOURCES AGENDA

Agenda for Human Resources



Valencia College

District Board of Trustees

April 16, 2013

Valencia College

Agenda for Human Resources

Executive/Administrative Personnel

Employee Name	Position Title	Effective Date	End Date	Notes
Internal Changes				
Sarrubbo, Jr., Joseph M.	Dean of Students – East	02/25/13		
Separations				
Stone, Stanley H.	VP, Human Resources/Diversity	06/30/13		4.
Williams, Martha W.	Asst VP, Diversity & Inclusion	12/31/13		4.

Instructional Personnel – Tenure Earning/Tenured

Employee Name	Position Title	Effective Date	End Date	Notes
Appointments				
Powers, Sarah E.	Professor, Cardio Technology	03/11/13		
Leave of Absence				
Machin, Mabel M.	Professor, Business	01/20/13		
Separations				
Britton, Jennifer T.	Professor, ESL	06/18/13		4.
Calton, Daniel E.	Professor, Accounting	03/28/13		
Gagne, Julia A.	Prof/Artistic Dir, Theater	04/29/13		4.
Lane, Eric D.	Professor, English	08/01/13		
Mair, June	Professor, Nursing	04/30/13		4.
Pasfield, Terry L.	Professor, Humanities	07/31/13		4.
Royer, Nicole	Professor, Sociology	08/01/13		

Instructional Personnel – Non-Tenure Earning

Employee Name	Position Title	Effective Date	End Date	Notes
Separations				
Hallberg, Anthony J.	Instructor, Mathematics	06/18/13		

Notes:

1. Grant Funded; 2. Internal Administrative Leave From Tenured Position; 3. Eligible and Recommended For Tenure; 4. Retirement

Valencia College

Agenda for Human Resources

Professional Personnel

Employee Name	Position Title	Effective Date	End Date	Notes
<i>Appointments</i>				
Bivens, Tamika S.	Asst Dir, Financial Aid Svcs	03/18/13		
Flaherty, Michael C.	Coord, Benefits	01/28/13		
<i>Internal Changes</i>				
Becker, Andrew J.	Coord, Testing & Assessment	01/02/13		
Brighton, Robyn M.	Dir, Curriculum Initiatives	04/01/13		
Compte, Roman D.	Coord, Benefits	03/18/13		
Danser, Jeff	Web/Portal Developer	03/01/13		
Harris, Derek S.	Coord, Conf & College Events	01/22/13		
Stilke, Lisa D.	Dir, Atlas Information Systems	03/11/13		
<i>Separations</i>				
Barcalow, Gordon E.	Admin Mgr, Client Service Cntr	06/30/13		4.
Cain, Gordon C.	Technical Support Specialist	06/30/13		
Cerrato, Cynthia D.	Director, Standardized Testing	04/30/13		
Fedell, Kathy A.	Coord, Career Prgm Advis, E	04/12/13		4.
Flaherty, Michael C.	Coord, Benefits	03/01/13		
Higgins, Kevin	Technical Support Specialist	06/30/13		
Jakubcin, Debora J.	Coord, Wellness Program	12/31/13		4.
Kincaid, Aimee P.	Admin Mgr, Professional Prog	06/30/13		
Pablos, Lisa A.	Mgr, Student Computer Labs	02/01/13		
Parani, Roger E.	Technical Support Specialist	06/30/13		
Vilela, Claudia F.T.	Admin Mgr, Int'l Program	03/27/13		
Ward, Arthur K.	IT Mgr, Classroom Tech Svcs	06/28/13		4.
Wells, James E.	Mgr, Instructional Tech	06/30/13		

Professional Personnel - Temporary

Employee Name	Position Title	Effective Date	End Date	Notes
<i>Appointments</i>				
Brandolini, Nicoleta D.	Director, Budget/Analysis	07/01/13	09/30/13	
Camacho Jr., Lazaro	Coord, Student Develop, West	07/01/13	09/30/13	
Collins, Ayanna A.	Coord, Career Prgm Advis, Bus	01/28/13	06/30/13	1.
Skipper, Bethany J.	Functional IS Support Spec	03/25/13	06/30/13	1.

Notes:

1. Grant Funded; 2. Internal Administrative Leave From Tenured Position; 3. Eligible and Recommended For Tenure; 4. Retirement

Valencia College

Agenda for Human Resources

Career Service Personnel

Employee Name	Position Title	Effective Date	End Date	Notes
<i>Appointments</i>				
Alemnka, Boris L.	Technical Document Specialist	01/22/13		
Anderson, Lauren N.	Student Activity Acctng Spec	03/11/13		
Calderon, Hector L.	Custodian	02/25/13		
Canar, Owen R.	Maintenance Assistant	02/25/13		
Colon, Nicholas	Technical Document Specialist	01/28/13		
Coney, Marsha W.	Custodian	02/04/13		
Delp, Austin K.	Groundskeeper	03/18/13		
Diaz Santana, Gabriel	Maintenance Technician	03/18/13		
Downs, Amy K.	Instructional Assistant, Sr	03/25/13		
Jimenez Nunez, Angy F.	Student Activity Acctng Spec	02/25/13		
Leadbeater, Leslie A.	Administrative Assistant	03/11/13		
Marshall, Latasha D.	Administrative Assistant	01/22/13		
Martinez, Aldo M.	Custodian	03/11/13		
Martinez Adrover, Raul E.	Custodial Services Supervisor	01/22/13		
Mertune, Sandra M.	Technical Document Specialist	01/22/13		
Moliere, Anne V.	Student Activity Acctng Spec	03/11/13		
Noel, Elton	Technical Document Specialist	03/25/13		
Perez, Anderson A.	Student Services Advisor	01/22/13		
Roman Toro, Sarai E.	Security Clerk	02/11/13		
Rosa Jr., Victor	Learning Support Tech Spec	03/25/13		
<i>Internal Changes</i>				
Chang, Pauline P.	Bookstore Accounting Spec	03/11/13		
Criner, Josephine R.	Administrative Assistant	03/11/13		
DeJesus Alvira, Dino	Assessment Specialist	01/02/13		
Martinez Rios, Luis A.	Maintenance Technician	02/04/13		
McOwen, Kathleen S.	Instructional Assistant, Sr	03/25/13		
Noel, Gwendolyn	Staff Assistant II	03/18/13		
Parrales, Angelica M.	Financial Aid Specialist	02/18/13		
Rittenberry, Joshua J.	Lead Groundskeeper	02/11/13		
Sebastian, Pat H.	Technical Document Spec, Sr.	03/25/13		
<i>Leave of Absence</i>				
Hamilton, Emily J.	Security Clerk	03/11/13	09/06/13	
<i>Separations</i>				
Awan, Seher	Accounts Payable Coordinator	05/06/13		
Batas, Terry	Lead Custodian	04/30/13		4.
Bird, Winsome A.	Student Services Advisor	04/30/13		4.

Notes:

1. Grant Funded; 2. Internal Administrative Leave From Tenured Position; 3. Eligible and Recommended For Tenure; 4. Retirement

Valencia College

Agenda for Human Resources

Employee Name	Position Title	Effective Date	End Date	Notes
Bouddy, Alex V.	Custodian	03/22/13		
Garcia, Peter R.	Security Officer	03/31/13		
Gaston II, Kevin S.	Lead Custodian	03/21/13		
Hilton, David J.	Security Field Supervisor	02/15/13		
McCullom, Stephen R.	Shipping/Receiving Clerk	03/07/13		4.
Parangan, Benjamin P.	Custodian	04/05/13		
Rogers, Denice R.	Administrative Assistant	04/02/13		
Smith, Gerald R.	Maintenance Technician	04/30/13		4.
Teumer, Phyllis A.	Staff Assistant II	02/08/13		
Walker, Irene	Administrative Assistant	03/15/13		
Williams Stokeley, Tanisha A.	Enrollment Services Advisor	03/22/13		

Career Service Personnel - Temporary

Employee Name	Position Title	Effective Date	End Date	Notes
<i>Appointments</i>				
Hurt, Laura L.	Perkins Records Specialist	01/28/13	06/30/13	1.
Ortiz, Maria	Custodian	01/28/13	04/01/13	
Wesley, Pierline B.	Security Clerk	03/11/13	09/06/13	

Part-time Hourly Personnel

Employee Name	Position Title	Effective Date	End Date	Notes
<i>Appointments</i>				
Babilonia, Joany	Laboratory Assistant II			
Bankson, Benjamin J.	Entertainment Specialist I			
Blake Little, Nichole R.	Learning Assistant I			
Borghini, Annette B.	Learning Assistant I			
Bracero, Ray	Film Production Driver			
Branch, Kelvin V.	Security Officer			
Briggs, Paul M.	Learning Assistant I			
Ciniello, Gregory S.	Film Production Driver			
Colon, Christopher F.	Film Production Driver			
Farrell, David M.	Laboratory Assistant I			
Frances, Christian T.	Laboratory Assistant I			
Frost, Lyndsey A.	Support Specialist			
German, Lizmarie M.	Enrollment Services Advisor			
Greene-Rettig, Zachary	Security Officer			

Notes:

1. Grant Funded; 2. Internal Administrative Leave From Tenured Position; 3. Eligible and Recommended For Tenure; 4. Retirement

Valencia College

Agenda for Human Resources

Employee Name	Position Title	Effective Date	End Date	Notes
M.				
Ibanez, Jesus D.	Library Assistant			
Irizarry, Jose N.	Client Service Center Representative			
Jackson, Ryan W.	Film Production Driver			
Jordan, Jacqueline	Support Specialist II			
Kock, Kristina R.	Staff Assistant I			
Lynch, Alexander C.	Testing Assistant			
Marcano Venecia, Jesus M.	Audio Visual Specialist			
Nogueira Saiter, Pedro H.	Learning Assistant I			
Partridge, Joshua D.	Staff Assistant I			
Poll, Keenan R.	Entertainment Specialist I			
Pomales, Steven N.	Testing Center Specialist I			
Ronquillo, Jason M.	Film Production Driver			
Sanchez, Angel	Financial Aid Specialist			
Schultz, Shawn M.	Security Officer			
Velez-Cruz, Ramon J.	Support Specialist II			
Zanzeluk, Natacha	Learning Assistant I			

Part-time Instructional Personnel

Employee Name	Position Title	Effective Date	End Date	Notes
<i>Appointments</i>				
Atallah, Elie	Mathematics			
Bowman II, Glenn	Graphics Tech			
Carlson, Douglas	Mathematics			
Carter, Jennifer	English			
Delahaie Roland, Patricia	English			
Dong, Yinlin	Mathematics			
Fahringer, Geoffrey	CJI			
Gilvin, John	CJI			
Goodpaster, Amy	Culinary Arts			
Granger, John	Political Science			
Hanson, Brittany	Sociology			
Hayes, Aleshia	Speech			
Hazlewood, Christy	Intensive English			
Klingeman Plati, Stephani	Biology			
Kloko, Randall	Foreign Languages			
Layton, Mary E.	Cardiovascular Tech			
Linn, Melissa	CJI			
Lowe, Ryan A	Mathematics			

Notes:

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Valencia College

Agenda for Human Resources

Employee Name	Position Title	Effective Date	End Date	Notes
Lowen, Scott	CJI			
McConnell, Tina M.	Nursing			
Nguyen, Lieu	Nursing			
Nokaly, Jasmine	English			
Nunez, Eliezer	Respiratory Therapy			
Petrucelli, Marc A.	CJI			
Smith, Timothy	Mathematics			
Soto II, Hector L.	Radiography			
Stephen, Brittany	Mathematics			
Street, Shannon A.	Mathematics			
Tamayo, Mercedes V.	Culinary Arts			
Valenzuela, Luis R.	Hospitality & Tourism			
Weddle, Catherine	Music			
Williams, Kevin N.	CJI			

Notes:

1. Grant Funded; 2. Internal Administrative Leave From Tenured Position; 3. Eligible and Recommended For Tenure; 4. Retirement