GUARANTEED MAXIMUM PRICE (GMP), INTERIOR RENOVATIONS, BUILDING 2, OSCEOLA CAMPUS

May 21, 2013

TO: BOARD OF TRUSTEES
             of Valencia College

FROM: SANFORD C. SHUGART
             President

RE: GUARANTEED MAXIMUM PRICE (GMP)
             Interior Renovations, Building 2, Osceola Campus

At the September 18, 2012, District Board of Trustees meeting, the Board approved Johnson Laux Construction as Construction Manager at Risk for the above referenced project. On April 26, 2013, Johnson Laux Construction submitted a guaranteed maximum price of $1,995,225 for the renovation of approximately 22,000 square feet in Building 2, on the Osceola Campus, which is within the construction budget of $2 million.

RECOMMENDED ACTION:

The President recommends the Board of Trustees of Valencia College, after input from the Board, enter into a Guaranteed Maximum Price Contract for Construction Manager at Risk with Johnson Laux Construction as presented.

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President

ADVERTISING AND MARKETING CONSULTANT SERVICES REQUEST FOR

QUALIFICATIONS (RFQ 12/13-12)

May 21, 2013

TO: BOARD OF TRUSTEES
of Valencia College

FROM: SANFORD C. SHUGART
President

RE: Advertising and Marketing Consultant Services
Request for Qualifications (RFQ 12/13-12)

While Valencia is exempt from soliciting competitive offers for professional services, the decision was made to test the market for competition. The College issued a Request for Qualifications for a consultant to provide brand appropriate advertising campaign development, production, video, digital and print advertising, creative services, media analysis and planning, and market research and analysis to support the enrollment and public relations goals of Valencia College.

The following six (6) firms submitted qualifications in response to our RFQ to provide Advertising and Marketing Consultant Services:

- Engauge
- Evok
- Fry/Hammond/Barr

- Gold
- Push
- TWG Plus

A public evaluation meeting was held on Tuesday, March 19, 2013, to review the qualifications and shortlist the firms. The evaluation committee shortlisted the three highest ranked firms and scheduled them for presentations/interviews. The three firms were Engauge, Fry/Hammond/Barr, and Push.

Valencia Procurement received an e-mail from Engauge on Monday, March 25, 2013, notifying us of their desire to withdraw from the competition prior to the oral presentations.

On Thursday, March 28, 2013, a public meeting was held to evaluate the two remaining shortlisted firms' presentations/ interviews and to finalize the scoring. The master score sheet was updated to reflect the combined scores and the firms were ranked in the following order:

1. Push
2. Fry/Hammond/Barr

RECOMMENDED ACTION:

The President recommends that the Board of Trustees of Valencia College begin negotiations with the highest ranked firm, Push. Should the College not be able to negotiate a satisfactory contract with Push, then negotiations will commence with the next highest ranked firm.

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President

APPROVAL OF 2013-2014

COLLEGE CATALOG

VALENCIA COLLEGE
SIGNIFICANT CHANGES BETWEEN 2012-13 and 2013-14 CATALOGS

The catalog is now completely online in a web-based tool. The catalog has been reordered to highlight our Degrees and Certificates then go into the college overview, governance and steps to enrollment. Once approved by the District Board of Trustees, the catalog can be accessed at http://valenciacollege.edu/catalog.

1. **THROUGHOUT CATALOG**
   - Changed Academic Calendar to Important Dates and Deadlines Calendar

2. **INSIDE COVER**
   - Now the landing page for the catalog
   - EAEO policy updated to reflect include genetic information

3. **GENERAL INFORMATION/INTRODUCTION**
   - Revised statutory purpose to include bachelor's degrees

4. **ADMISSIONS, RECORDS, AND REGISTRATION**
   - Added admissions note for transfer students that high school transcripts are required for financial aid purposes if the student has not earned at least an associate's degree. There will be no grandfathering for this new requirement so we will need HS or GED transcripts for all financial aid recipients who transferred in with less than an associate's degree
   - Deleted Certificate of Completion (CPT eligible) as a financial aid eligibility requirement as the "Ability to Benefit (ATB)" category has been removed from federal and state language
   - FYI – verified with Florida College System/DOE officials that Certificate of Completion (CPT eligible) is still the correct title for W8A high school exit code with CPT eligible reflecting college placement test and not Accuplacer CPT which was replaced by PERT
   - Updated Dual Enrollment section with:
     - Application dates. DE will now only accept students for Fall and Spring terms. There will be no Summer DE admits
     - Note that students must have junior or senior class standing in their first term of enrollment unless they are a part of a special program (for example, the Collegiate Academy at Lake Nona)
   - Added Central Florida Fire Institute to the Special Admission Requirements section
   - Revised Registration entry to note students will need to update emergency contact information and mailing address prior to registering each term

5. **FINANCIAL INFORMATION AND FEES**
   - Added application fee for Central Florida Fire Institute
   - Revised Full Cost of Instruction Entry to specify how the total fee is calculated (FL resident tuition plus surcharge to equal non-FL resident rate)
   - Added $10 PERT fee for private school students (private middle school students to test for high school readiness/end of course exams
   - Added Estimated Expenses for Central Florida Fire Institute
   - Revised other Estimated Expenses as indicated by Deans
   - Removed Valencia Debit Card replacement fee for inactive cards as new Higher One contract removes this fee
   - Revised Refund of Fees section to add statement that it is the student's responsibility to ensure all classes are dropped by the Drop/Refund Deadline as listed in the Important Dates and Deadlines calendar and to refer students to valenciadebitcard.com to view the "Get Started" video to set up their refund preference

6. **FINANCIAL AID**
   - Added the requirement for transfer students to provide proof of high school completion if they have completed less than an associate's degree. This is in addition to the need for all post-secondary transcripts
   - Revised priority deadlines
   - Revised Verification entry to note students will need to provide additional documentation for review and students will be notified via Atlas e-mail or letter which documents will be needed
   - Removed Medical Information Coder/Biller as an eligible certificate as the program was deleted for 2013-14
   - Revised final SAP appeal deadlines to coincide with the Friday on the TWK part of term
   - Revised Federal Pell Grant award information
   - Revised FSEOG to remove information related to prorated disbursement for less than full time enrollment
   - FSAG and Bright Futures entries still have 2012-13 numbers as we are waiting for final 2013-14 award information

- Federal Direct Loan Programs entry was updated to remove note that Valencia reserves the right to refuse to certify additional loans if a student has defaulted on a prior loan until the load is paid in full
- Revised Veterans entry to:
  - clarify the 1st monthly payment will arrive no sooner than the 1st of the month after the term starts
  - note the payment will be made in accordance with the student's preference as noted on their application (direct deposit or mailed check)
  - state the student can appeal the academic standards requirement in Valencia's Veteran's Affairs Office
- Note: new programs were added to the college (Fire Science and Networking Engineering Technology) but the certificates have to be in existence for a year with a persistence rate of 70% and a graduation rate of 70% before they can be eligible for federal financial aid. The AS degrees are aid eligible.

7. **STUDENT AND CAMPUS SERVICES**
   - Back cover is now the landing page for this section
   - Revised Emergencies entry to note students will need to update emergency contact information and mailing address prior to registering each term
   - Revised Library section with updated holdings/collection information
   - Revised Mail entry to note students will need to update emergency contact information and mailing address prior to registering each term

8. **ENTRY TESTING AND PLACEMENT, COLLEGE-PREPARATORY COURSES, AND MANDADTORY COURSES**
   - Revised eligibility for PERT retest to:
     - Remove language that course work and test scores must be more than two years old before you can retest.
     - Clarify that if test scores are expired, and students have not begun the developmental coursework in the subject area they can retest
     - If students have expired scores but have completed developmental coursework they are not eligible for retest
   - Revised placement information to add Compass ESL Test – which will be replacing LOEP and Essay. An average of the Compass ESL Reading and Writing sections will result in placement. Students will also take Listening test and data will be collected for consideration for use in placement
   - EAP 1600 was deleted as an offering. It is no longer an option students can choose

9. **DISTANCE LEARNING WITH VALENCIA ONLINE**
   - Added e-mail address for advising@valenciacollege.edu to promote the service

10. **ALTERNATIVE WAYS TO EARN CREDIT**
    - No significant changes

11. **TRANSFER PLANS**
    - Deleted Early Childhood Education
    - Deleted Health Information Management
    - Added Biomedical Sciences to transfer to UCF (Osceola Campus initiative)

12. **EDUCATIONAL ENHANCEMENT OPPORTUNITIES**
    - Revised Bridges to Success entry with more holistic language
    - Updated Dual Enrollment section with:
      - Application dates. DE will now only accept students for Fall and Spring terms. There will be no Summer DE admits
      - Note that students must have junior or senior class standing in their first term of enrollment unless they are a part of a special program (for example, the Collegiate Academy at Lake Nona)
    - Revised Intensive English Program entry with updated information on programming

13. **TEACHER PREPARATION AND RECERTIFICATION**
    - No changes

14. **ACADEMIC POLICIES AND PROCEDURES**
    - Revised Academic Honors entry to note President's List and Deans' List recognition will be noted on the transcript for each term earned
    - Revised Governing Catalog entry to:
      - Remove continuous enrollment requirement

- o If students apply to a limited access program and the admissions requirements have changed, students will qualify for a transition plan to the new criteria as long as they were continuously enrolled
- o A student's governing catalog will be updated to the current catalog year in the first term of the student's enrollment in a limited access program
- Revised Academic Suspension entry to refer students to the Suspension Readmission packet in Atlas and to note students must comply with all terms of their readmission agreement or they will be denied future registration

15. HONORS AND INTERDISCIPLINARY STUDIES PROGRAMS
- Added Jeffersonian Track to Seneff Honors College (Winter Park Campus – Global Citizen theme)
- Limited Seneff Honors College permission to AA students

16. DEGREES
- No significant changes

17. ASSOCIATE IN ARTS (AA) DEGREE
- Added SPC 1017H to Gen Ed
- Added PHY 2049C to Gen Ed
- Added ARA 1120 and ARA 1121 to Foreign Language Proficiency options
- Added EGS 2332 as an elective course for Articulated Pre-Major in Engineering at UCF
- Clarified course substitution in math for Articulated Pre-Major in Information Technology (USF)
- Added Articulated Pre-Major in Art/Studio/Fine Art to B.F.A in Fine Arts at Ringling College of Art and Design
- Changed program outcomes in Pre-Major in Theatre
- Removed PHY 2049 from Articulated Pre-Major in Electrical and Computer Engineering Technology (Valencia)

18. ASSOCIATE IN SCIENCE (A.S.) DEGREES
CERTIFICATE PROGRAMS
APPLIED TECHNOLOGY DIPLOMA
- Added Homeland Security Specialist Technical Certificate under Criminal Justice Technology A.S. Degree
- Removed Polysomnography Technology ATC from catalog until B.S. in Cardiopulmonary degree is approved
- Moved BSC2094C into prerequisites for Radiography, and added CGS 2100 as an "either/or" option to CGS 1060
- Changed program outcomes for Radiography
- Mandated course changes in Criminal Justice Institute, Correctional Officer, Career Certificate
- Mandated course changes in Criminal Justice Institute, Crossover: Corrections to law Enforcement
- Deleted Business Management, Marketing, and Administration A.S. degree
- Deleted Hospitality and Tourism Management A.A.S degree (we no longer offer A.A.S degrees)
- Deleted Medical Coder/Biller Administration A.S. degree
- Added specializations in Finance, Human Resources Management, International Business, Management, Marketing, Property and Casualty Insurance Management, Real Estate Management, Small Business Management, and Articulated A.S. to B.S./B.A Career Path to Business Administration A.S. degree
- Reduced the number of hours in Business Administration A.S. degree to 60
- Deleted Medical Information Coder/Biller Administration Technical Certificate
- Deleted Cisco Network Associate (CCNA) Technical Certificate
- Deleted Microcomputer Repairer/Installer Technical Certificate
- Deleted Microsoft Server Administration Technical Certificate
- Revised program outcomes for Nursing, Generic Track
- Added new certificates in Advanced Network Administration, Advanced Network Infrastructure, Cyber Security, Digital Forensics, Network Administration, Network Infrastructure, Network Support under Computer Engineering Technology: Which changed its name to Networking Engineering Technology
- Changed OST requirement for degree and added specialization to Hospitality and Tourism Management A.S. degree
- Moved TPA 2221C to requirement and TPA 2222C to elective for Entertainment Design and Technology A.S. degree
- Added new courses to Criminal Justice Technology A.S. degree
- Added Health Information Technology A.S. degree
- Deleted Wireless and IP Communication Technician Technical Certificate
- Added Fire Science A.S. degree

- Added Technical Certificates in Fire Officer I, Fire Officer II, Firesafety Inspector I, Firesafety Inspector II, Fire Investigator I, Fire Instructor
- Added Fire Fighter Career Certificate and Fire Apparatus Career Certificate
- Added new course ETS 2542C to Electronics Engineering Technology, changed name of Robotics and Simulation Specialization to Robotics and Mechatronics, and reduced program electives to 5
- Changed curriculum in A.S. in Sound and Music Technology- Audio Engineering Concentration

19. BACHELORS DEGREE SECTION
- Added Audio Engineering concentration to B.S. degree in Electrical and Computer Engineering Technology, added new courses, and adjusted pre-requisites
- Removed PHY 2049C requirement from B.S.E.C.E.T degree

20. COURSE DESCRIPTIONS (ADDITIONS, MODIFICATIONS, AND DELETIONS)

Course Additions

COP 2654   iOS App Development
Catalog Course Description: Hands-on application development for iOS devices including the iPhone, iPod Touch and iPad. Apps will be written in Objective C using Xcode, and execute in an emulator. Topics include the application architecture, user interface, data persistence, graphics, multimedia, and location-based services. Advanced apps will communicate with device sensors including the accelerometer, microphone and camera. The business of app development is explored, including distributing and marketing in App Store. Owning an iOS device is not required. Use of a Macintosh computer for development is required. On-campus computers are available for students who do not own a Macintosh; **Prerequisites:** COP 2224; or COP 2360; or COP 2800; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 3/3/0

COP 2660   Android App Development
Catalog Course Description: Hands-on application development for Android devices. Native Android apps will be written in Java, and execute in an emulator. Topics include the application architecture, user interface, data persistence, graphics, multimedia, and location-based services. Advanced apps will communicate with device sensors including the accelerometer, microphone and camera. The business of app development is explored, including distributing and marketing in the Android Market. Owning an Android device is not required; **Prerequisites:** Minimum grade of C in COP 2800; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 3/3/0

CJK 0300   Introduction to Corrections
Catalog Course Description: This course provides an overview of the correctional academy program and the Criminal Justice system in Florida; **Pre- and/or Co-requisites:** None; **PSAV/Class (Lecture)/Lab Hours:** 1.067/32/0

CJK 0305   Communications
Catalog Course Description: The student will learn the report writing process from the interview, statement taking, note taking, and the final report product. Interpersonal communication skills are covered along with use of telecommunications; **Pre- and/or Co-requisites:** None; **PSAV/Class (Lecture)/Lab Hours:** 1.333/40/0

CJK 0310   Officer Safety
Catalog Course Description: This course covers potential situations that may occur in a correctional facility and which action should be taken. Topics such as location and control of contraband and facility identification policies will be discussed; **Pre- and/or Co-requisites:** None; **PSAV/Class (Lecture)/Lab Hours:** .533/16/0

CJK 0315   Facility and Equipment
Catalog Course Description: An overview of daily operations within a correctional facility. Topics include: security and hazardous equipment identification; and storage procedures; **Pre- and/or Co-requisites:** None; **PSAV/Class (Lecture)/Lab Hours:** .267/8/0

CJK 0320   Intake and Release
Catalog Course Description: This course provides instruction on topics not limited to intake procedures, fingerprinting, inmate security levels, and legal issues involved in criminal history information; **Pre- and/or Co-requisites:** None; **PSAV/Class (Lecture)/Lab Hours:** .600/18/0

CJK 0325   Supervising in a Correctional Facility
Catalog Course Description: This course is designed to provide an overview of the supervisory role within a correctional facility, including aspects of daily operations, the disciplinary process, safety, security, and treatment of inmates; **Pre- and/or Co-requisites:** None; **PSAV/Class (Lecture)/Lab Hours:** 1.333/40/0

CJK 0330   **Supervising Special Populations**
Catalog Course Description: This course is designed to provide an overview of the supervisory role in a correctional facility among inmates categorized as special population. Topics include: supervising a housing unit, officer safety and professionalism, and inmate care, custody, and control; **Pre- and/or Co-requisites:** None; **PSAV/Class (Lecture)/Lab Hours:** .667/20/0

CJK 0335   **Responding to Incidents and Emergencies**
Catalog Course Description: This course prepares students for potential types of emergency situations that may occur within a correctional facility and examines the actions that should be taken. Topics include but are not limited to: hazardous materials, riots, bomb threats, and man-made and natural disasters; **Pre- and/or Co-requisites:** None; **PSAV/Class (Lecture)/Lab Hours:** .533/16/0

SPC 1017H   **Interpersonal Communication-Honors**
Catalog Course Description: Students explore a range of communication concepts and topics from interpersonal communication, to small group communication, to public speaking. Students develop skills to put the communication principles to work; **Pre-and/or Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 3/3/0

ARA 1120   **Elementary Arabic I**
Catalog Course Description: For students without two years of recent high school Arabic completed within the last three years or department approval. An introduction to written and spoken Modern Standard Arabic (MSA). Emphasis on Modern Standard Arabic (MSA) alphabet, use of the language, integrating basic grammar, vocabulary, composition and culture through a conversational approach to Arabic. Not open to native speakers. A minimum grade of C is required to pass this course if being used to satisfy the Foreign Language Proficiency; **Prerequisites:** None; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 4/4/0

ARA 1121   **Elementary Arabic**
Catalog Course Description: Continuation of the Modern Standard Arabic, developing, speaking, reading, and writing skills. Use of Arabic is emphasized throughout course focusing on increasing vocabulary and grammatical skills. Fundamental skills in Arabic comprehension, expression, and structure. Increasing awareness and understanding of the culture. Not open to native speakers. A minimum grade of C is required to pass this course if being used to satisfy the Foreign Language Proficiency; **Prerequisites:** Min. grade of C in ARA 1120 or equivalent (two years of high school Arabic completed within the last three years and department approval); **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 4/4/0

CJK 0294   **Correctional Cross-Over to Law Enforcement Patrol II**
Catalog Course Description: This course provides the student with the skills to respond to hazardous materials incidents, bomb threats, building evacuations and weapons of mass destruction. The students are introduced to the existence and activities of criminal gangs and extremist groups; **Prerequisites:** None; **Co-requisites:** None; **PSAV/Contact:** .667/20/0

CJK 0295   **Correctional Cross-Over to Law Enforcement Officer Wellness**
Catalog Course Description: This course will prepare recruits to understand the physical demands of the duties of a law enforcement officer. They will be given information on developing a healthy lifestyle and personal fitness regimen; **Prerequisites:** None; **Co-requisites:** None; **PSAV/Contact:** 1.167/35/0

CJK 0392   **Cross-Over Handgun Transition Course**
Catalog Course Description: This course provides training and transitions a student from the use of a semiautomatic handgun to a revolver, or vice versa; **Prerequisites:** None; **Co-requisites:** None; **PSAV/Contact:** .8/24/0

CJK 0393   **Cross-Over Program Updates**
Purpose: This is a state-mandated change to the program curriculum; **Catalog Course Description:** This course is for instructors to deliver expanded or updated instruction on curriculum topics contained in this cross-over program, e.g., new techniques, high liability area or application of relevant case law; **Prerequisites:** None; **Co-requisites:** None; **PSAV/Contact:** .267/8/0

IDH 2911   **Honors Research Process**
Catalog Course Description: This honors course will introduce students to the process of research, tools, concepts, and resources necessary to search, evaluate, and use information in a variety of formats and subject disciplines. The focus will be to analyze and utilize information critically using a broad range of materials and interdisciplinary concepts needed for honors research and academic/professional success; **Prerequisites:** Admission to the James M and Dayle L. Seneff Honors College and grade of 'C' or better in ENC1101 or ENC 1101H or IDH 1110; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 2/2/0

MAT 0055   **Developmental Mathematics Module I**
Catalog Course Description: This course provides specialized instruction in developmental mathematics concepts to prepare students for MAT 1033, Intermediate Algebra. Topics include fundamental operations on polynomials, linear equations and inequalities with applications, factoring and its use in algebra, introduction to graphing linear equations, introduction to radicals and rational expressions. Upon completion of the P.E.R.T. diagnostic or a Mathematics division diagnostic, students will be assigned one or two topic modules. Students must complete each module with a grade of C. This course does not apply toward mathematics requirements in general education or toward any associate degree; **Prerequisites:** Score of 110-112 on PERT and department approval; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 1/1/0

MAT 0056   **Developmental Mathematics Module II**
Catalog Course Description: This course provides specialized instruction in developmental mathematics concepts to prepare students for MAT1033 Intermediate Algebra. Topic modules include fundamental operations on polynomials, linear equations and inequalities with applications, factoring and its use in algebra, introduction to graphing linear equations, introduction to radicals and rational expressions. Upon completion of the P.E.R.T. diagnostic or a Mathematics division diagnostic, students will be assigned three or four major topic modules. Students must complete each module with a grade of C or better. This course does not apply toward mathematics requirements in general education or toward any associate degree; **Prerequisites:** Score of 110-112 on PERT and department approval;
Co-requisites: None; **Credit/Class (Lecture)/Lab Hours:** 2/2/0

SPN 1001   **Conversational Spanish II**
Catalog Course Description: Conversational Spanish II is a communicative based course and a continuation of Conversational Spanish I. Students will continue learning basic language skills necessary for practical daily applications in different social settings. Conversation will be enhanced using speaking, listening, reading and writing skills. This course will be taught utilizing a variety of multisensory techniques that foster the development of oral proficiency in Spanish. This course does not satisfy the college foreign language proficiency requirement and is not open to native speakers;
Prerequisites: SPN 1000; or department approval; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 3/3/0

HLP 2550C   **Concepts of Personal Training**
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. At the conclusion of the course, students will be prepared to take the NCSF Certified Personal Training Exam. (Special Fee: $20.00); **Prerequisites:** None; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 3/2/2

EGS 2331   **Mechanics of Material**
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

IDH 2912   **Honors Project**
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

LIT 2190   **Survey of Caribbean Literature**
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; **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

PHY 2049H   **General Physics with Calculus II Honors**
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/2048H and MAC 2312/MAC 2312H; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 4/3/3

CET 2881C   **Digital Forensics II**
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

WOH 2003   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. 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

IDH 2028   Honors Capstone
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

CCJ 2358   Criminal Justice Report Writing
Catalog Course Description: 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; **Prerequisites:** Minimum grade of C in CCJ1020 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

CCJ 2053   Ethics in Criminal Justice
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

CJE 2062   Peace, Conflict and the Police
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

HIM 1000   Introduction to Health Information Management
Catalog Course Description: 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

HIM 1110   Health Data Concepts
Catalog Course Description: 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

HIM 1211   Health Information Technologies
Catalog Course Description: 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; **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

HIM 1430   Principles of Disease
Catalog Course Description: An introduction 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

HIM 1800L   Professional Practice Experience
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

HIM 2012   Legal Aspects of Health Information Management
Catalog Course Description: 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. 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).

HIM 2214   Health Care Statistics and Research
Catalog Course Description: 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).

HIM 2222C   Basic ICD Coding
Catalog Course Description: A study of 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

HIM 2234C   Advanced ICD Coding and Reimbursement
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

HIM 2253   Basic CPT Coding
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

HIM 2283   Advanced CPT Coding and Reimbursement
Catalog Course Description: 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); **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

HIM 2500   Supervision, Organization and Management, CCA
Catalog Course Description: 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

HIM 2510   Quality and Performance Improvement, CCA
Catalog Course Description: 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

HIM 2810L   Professional Practice Experience II, CCA
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

HIM 2820L   Professional Practice Experience III
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

HSA 1100   Health Care Delivery Systems
Catalog Course Description: 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).

HSC 1149   General Pharmacology for Health Professionals
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

EET 4390C   Acoustics and Audio Technology
Catalog Course Description: 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); **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).

EET 4391C   Audio Electronics
Catalog Course Description 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); **Prerequisites:** EET 3086C and EET 3716; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 3/2/2; **Effective Date:** Fall 2013 (201410).

EET 4392C   Digital Audio Signal Processing
Catalog Course Description: A study of 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).

EET 4397C   **Audio Software and Programming Applications**
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

FFP 0010   **Firefighting I**
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

FFP 0020   **Firefighting II,**
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:** None; **Co-requisites:** FFP 0010; **PSAV/Contact/Lab:** 6.4/192/0; **Effective Date:** Fall 2013 (201410).

FFP 0360   **Fire Apparatus Operator**
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:**

FFP 0363   **Emergency Vehicle Operator**
Catalog Course Description: 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; **Prerequisites:** None; **Co-requisites:** None ; **PSAV/Contact/Lab:** .667/20/0; **Effective Date:** Fall 2013 (201410).

FFP 1000   **Introduction to Fire Science**
Catalog Course Description: 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

FFP 1109   **Fire Department Occupational Safety and Health**   **Catalog Course Description:** 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

FFP 1111   **Fire Chemistry**
Catalog Course Description: 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

FFP 2521   **Blueprint Reading and Plans Review**
Catalog Course Description: 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

FFP 2541   **Private Fire Protection Systems II**

Catalog Course Description: A study 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

FFP 2610   Fire Cause and Origin Determination
Catalog Course Description: 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).

FFP 2706   Fire Service Public Information Officer
Catalog Course Description: 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. 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

FFP 2720   Company Officer
Catalog Course Description: 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

FFP 2741   Fire Service Course Design
Catalog Course Description: 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; **Prerequisites:** None; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 3/3/0; **Effective Date:** Fall 2013 (201410).

FFP 2770   Ethical and Legal Issues for the Fire Service
Catalog Course Description: 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; **Prerequisites:** None; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 3/3/0; **Effective Date:** Fall 2013 (201410).

FFP 2780   Fire Administration
Catalog Course Description: 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; **Prerequisites:** None; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 3/3/0

SLS 1501H   Honors Seminar
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

ETS 2544C   Programmable Logic Controllers II
Catalog Course Description: A second course in PLC instructions and advanced process control routines as used in the manufacturing process and controlled by PLC's. Open and closed loop systems will be introduced together with PID (Proportional Integral Derivative), control, including feedback and control performance. (Special Fee: $47.00); **Prerequisites:** ETS 2542C; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 3/2/2

ETS 3663   Engineering Management and Communication
Catalog Course Description: This course explores the traditional principles of management, professional ethics, and the importance of writing in the professional engineering career. Topics include project planning and design alternatives to meet cost, performance, and the user's requirements, along with legal issues, professional development, technology, and guidelines for professional engineering writing; **Prerequisites:** ENC 1101; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 3/3/0; **Effective Date:** Fall 2013 (201410).

<u>Course Modifications</u>

Various courses had minor modifications to course description and/or prerequisites as approved by faculty and Deans.
Various courses had lab fee revisions as approved by faculty, Deans and Campus Presidents.

Course Deletions
CJK 0100   Interpersonal Skills I
CJK 0101   Interpersonal Skills II
CJK 0102   Correctional Operations
CJK 0270   Criminal Justice Legal I
CJK 0285   Criminal Justice Legal II
CJK 0286   Criminal Justice Communications
CJK 0480   Emergency Preparedness
MUM 2607C   Soundtrack Development
FFP 1780   Company Officer

Courses not taught in five years that were deleted:
CET 2546   VMware Infrastructure Architecture
CET 2625   Building Scalable Cisco Internets
CET 2784   Wide Area Networks,
CTS 1156   Help Desk Tools and Technologies
DEP 2402   Adult Development and Aging,
EAP 1600   Adv. Speech for Non-Native Speakers
ETD 1328C   Intro to Microstation,
ETD 2332   Customizing and Directories -CADD,
EVS 2941   Internship/Exploration Environmental Science
FRC 2211L   Citrus Culture,
GEB 1138   E-Business Law and Ethics,
HIS 2206   Recent/Contemporary History
LIS 2004   Intro to Internet Research,
MHF 2300H   Logic and Proof in Mathematics - Honors
MTB 1304   Modern Computational Methods,
MTG 2204   Informational Geometry,
ORH 2230C   Horticulture Equipment,
ORH 2262C   Flori-Crop Production and Use,
ORH 2277C   Commercial Foliage Plant Production
OST 1305   Proofreading
OST 1330   Business Grammar
PLA 2602   Wills, Trusts and Estate Administration II
REA 1205   Reading Techniques,
RMI 1523   Commercial Insurance,
RMI 1612   Principles of Casualty Insurance and Surety Bonding
RMI 1613   Principles of Property Insurance,
RMI 2524   Essentials of Risk Management,
VEC 1201C   Intro to Vegetable Gardening

Field Reviews
The placing of ETS 2544C under the area of Programmable Logic Controls necessitated a change in one of the State courses that is in the catalog (much like a Field Review item). They changed ETS 2673C (Programmable Logic Controllers) to ETS 2542C.

Information Items
Polysomnography Technology, ATC, CPM (Jamy Chulak) - Jamy presented the Cardiopulmonary B.S. degree program to the CCC April, 2011. At that time, he obtained approval to re-level the polysomnography courses in the ATC from 1000/2000 level TO 3000/4000 level. In addition, the program sheet with the markups was included. However, the Credit Program Modification form was inadvertently left out.
Since those changes were clearly intended as evidenced by all of the related work done, the changes have already been incorporated into the 2012-13 Catalog, and the CPM form has been done as a matter of record, for the files.

Cardiopulmonary Sciences, A.S. to B.S. Degree – This program was approved April, 2011, and was scheduled to begin Fall 2012. However, due to Valencia being in the midst of its reaffirmation process, SACS will not give final approval. Therefore, the program will not be able to start, as planned, and will be moved to a later start date, to be determined.

PHY 2048H (General Physics with Calculus I) – This course was approved October, 2011, with a prerequisite of MAC 2312; however, it was later noted that the prerequisite for PHY 2048C is MAC 2311. For consistency, the prerequisite for PHY 2048H will be changed to match the non-Honors course.

Seneff Honors College – The lengthy application process for the Seneff Honors Program has been revised to facilitate the process for those students who wish to earn an Honors Certificate or take Honors Program classes without being admitted into the Seneff Honors College.

Students who have applied and have been approved to take honors classes may take up to 12 credit hours of honors work without being admitted to the James M. and Dayle L. Seneff Honors College. (Current requirements state that they may take up to 9 credit hours without being admitted.)

Students may graduate with an Honors Certificate without being admitted to the James M. and Dayle L. Seneff Honors College. (Current requirements state that they must apply and be admitted to earn an Honors Certificate.)

Medical Office Support w/Specializations, TC – This program modification was approved at the January, 2012 meeting. Previously, there was a Medical Office Support Technical Certificate, and it was determined that course substitutions were being done frequently to allow OST 1467. It was hoped that by adding these specializations, there would be no need for the course substitutions.

However, upon further examination, it was found that the same course was being used for both specializations, so there was nothing unique about them. They will not be placed in the catalog, and the department will look for another way to resolve the substitution issue.

House Bill 7135: Relating to Postsecondary Education – Karen Borglum reviewed a PowerPoint presentation from the Florida College System Webinar she attended regarding HB 7135. This bill, among other things, will change the required number of general education hours for students seeking an A.A. degree, beginning for students entering college in 2014/2015.

College Curriculum Committee Manual – The Curriculum Committee was asked to review the Curriculum Committee Manual and provide feedback by not later than June 27, which is the Agenda deadline for the July 11 CCC meeting.

College Curriculum Committee Co-Chair for 2012-2013 – John Niss, Professor of Mathematics, has served for several years as the faculty co-chair for the CCC. He has graciously offered to continue in that capacity; before accepting his offer, Karen Borglum is asking that any faculty member who would be interested in serving as the co-chair send her an e-mail. You may also nominate someone as co-chair for the CCC. The decision for the position will be made final at the July 11 meeting.

College Curriculum Committee Manual – The Curriculum Committee was asked to review the Curriculum Committee Manual and provide feedback by June 27. This feedback has been incorporated into the Manual; the final document is being presented. There may be minor changes prior to being printed, i.e., location of meetings (based on availability of requested rooms); otherwise, the Manual is in final form.

Courses for Provisional Students
Purpose: Course list for provisional students has been revised to reflect course deletions and course number and title modifications. Final approval received on revised list.

OTH - 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.

Health Information Technology - The Health Information Technology program will be put in the upcoming catalog, but the starting date for the program will be Spring 2014 versus the previous approved start date of Fall 2013.

Health Information Technology - The Health Information Technology Program was approved to start in Spring 2014, but they would like to start teaching HSC 1149 this summer, as it is a prerequisite for the program, so the effective date for HSC 1149 was changed to Summer 2013.

Nursing - The Nursing faculty members have voted to delay their new admissions policy, which was approved at the February meeting, until the 2014-2015 academic year. They will wait to apply the new admission policy until they have a

plan for the students that are already in the system. Conversations are taking place on how to implement their increased standards for the 2014-15 year. Proposed changes are:

> 3.2 overall GPA
> 3.0 GPA in science prerequisites
> 3.2 GPA in other program prerequisites

21. APPENDIX A: FLORIDA RESIDENCY FOR TUITION PURPOSES INFORMATION
- Incorporated into Admissions section for Residency

22. APPENDIX B: DRUG FREE SCHOOLS AND COMMUNITIES ACT
- New link in main catalog navigation
- No changes

23. APPENDIX C: FOREIGN CREDENTIAL EVALUATION AGENCIES
- Incorporated into Admissions section
- No changes

24. APPENDIX D: RESOLUTION OF STUDENT ISSUES CHART
- Combined with Resolution of Student Issues section from Student and Campus Services
- New link in main catalog navigation

25. GLOSSARY
- No changes

ADDITIONS, DELETIONS OR

MODIFICATIONS OF

COURSES AND PROGRAMS

COLLEGE CURRICULUM COMMITTEE
March 20, 2013

Minutes

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

Alternates Present: John Edwards, Lisa Gray

Ex-Officio Present: Cheryl Robinson

Staff Present: Krissy Brissett (Recording)

Guests Present: Carl Creasman, Rob McCaffery, Ali Notash, Jose Valery

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

    John Niss opened the meeting with a welcome.

2. **Review of Minutes – February 13, 2013**

    Collin Archibald clarified his request for a future agenda item to discuss and address issues with regard to engineering (networking) course voting. He is requesting that the discussion addresses issues regarding not only engineering, but also information technology course voting.

    This correction will be made to the minutes; no other changes were noted and 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:

BSC 2094C	Human Anatomy and Physiology II
ETS 2544C	Programmable Logic Controllers II
ETS 3663	Engineering Management and Communication
FRE 1000	Conversational French

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

    MUM 1662C   Live Sound Techniques

1213-166   Pre-Major: Theatre, A.A. Degree...Wendy Givoglu
Purpose: The Theatre program learning outcomes have been revised; Effective *Date:* Fall 2013 (201410).

1213-167   Transfer Plan: Education (Early Childhood), A.A. Degree...............Karen Borglum
Purpose: This program will be deleted from the catalog since UCF no longer offers this degree option; *Effective Date:* Fall 2013 (201410).

Proposal 1213-096 was approved at the last meeting, but the committee requested that the program outcomes be presented at the upcoming meeting.

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).

Various Courses Lab Fee Revisions, CCM..Karen Borglum
Purpose: To update the required lab fee for each course in attached spreadsheet; *Effective Date:* Fall 2013 (201410).

- *It was brought to the attention of the committee that the outline for FRE 100 had some minor grammatical errors that would be corrected.*
- *Some committee members wondered why program outcomes were now being placed on the consent agenda. Karen Borglum (Co-Chair) explained that she put them on the consent agenda, because there are instances in which we cannot change outcomes due to external accreditation agencies, and the fact that we place course outcomes in the consent agenda. She asked if this was the preferred method going forward, and the committee agreed.*
- *Karen Borglum explained that the attached lab fee sheet was not a complete list of all the courses that would have lab fee changes. She explained to the committee that she will be sending out an addendum for a special vote after all the fees are approved.*

The consent agenda was approved by consensus with the above change.

Regular Agenda

1213-168   ETS 2544C   Programmable Logic Controllers II, CCA............................Ali Notash
Purpose: A second and advanced course in PLCs; *Catalog Course Description:* A second course in PLC instructions and advanced process control routines as used in the manufacturing process and controlled by PLC's. Open and closed loop systems will be introduced together with PID (Proportional Integral Derivative), control, including feedback and control performance. (Special Fee: $47.00); *Prerequisites:* ETS 2542C; *Co-requisites:* None; *Credit/Class (Lecture)/Lab Hours:* 3/2/2; *Effective Date:* Fall 2013 (201410).

A lab fee form was not included with this proposal.

Proposal 1213-168 was approved pending the approval of the lab fee form. The lab fee template was received on March 22.

1213-169   ETS 3663   Engineering Management and Communication, CCA........Ali Notash
Purpose: A new combined course of ETS 3010 and ETS 3020; *Catalog Course Description:* This course explores the traditional principles of management, professional ethics, and the importance of writing in the professional engineering career. Topics include project planning and design alternatives to meet cost, performance, and the user along with legal issues, professional development, technology, and guidelines for professional engineering writing; *Prerequisites:* ENC 1101; *Co-requisites:* None; *Credit/Class (Lecture)/Lab Hours:* 3/3/0; *Effective Date:* Fall 2013 (201410).

The catalog course description required a minor editorial change and the second sentence of the catalog course description was changed to "Topics include project planning and design alternatives to meet cost, performance, and the user's requirements, along with legal issues, professional development, technology, and guidelines for professional engineering writing."

Proposal 1213-169 was approved with the above change.

1213-170   ETS 2604   Robotics Applications, CCM...Ali Notash
Purpose: To add a "C" designation to the course number; *Revised Course Prefix and Number:* ETS 2604C; *Effective Date:* Fall 2013 (201410).

1213-170 was approved by consensus.

1213-171   Articulated Pre-Major: Electrical & Computer Engineering Technology (Valencia College), CPM..Ali Notash
Purpose: To match State Common Prerequisites; *Effective Date:* Fall 2013 (201410).

1213-171 was approved by consensus.

1213-172   Bachelor of Science Degree in Electrical & Computer Engineering Technology, CPM
... Ali Notash
Purpose: 1) To add a new Concentration (see attached Audio Engineering documents); 2) To add new courses; 3) To meet State Common Prerequisites; 4) Adjust prerequisites; 5) Miscellaneous catalog editorial corrections (see attached ECET Catalog Changes - 2013-14 document); *Effective Date:* Fall 2013 (201410).

The committee urged that the Science departments on the various campuses be made aware of the changes.

1213-172 was approved by consensus.

1213-173   Electronics Engineering Technology, A.S. Degree, CPM.............................Ali Notash
Purpose: 1) Add new course ETS 2544C – Programmable Logic Controllers II; 2) Change ETS 2542C and MTB 1329C titles; 3) Change Robotics & Simulation Specialization title to: Robotics and Mechatronics; 4) Remove ETS 2275 and ETS 1610 and add ETS 2683C to Robotics and Mechatronics Specialization; 5) Move ETS 1210C to Intermediate Courses; 6) Change EET 1036C credit hours; 7) Under EET 1036C in the Intermediate Courses add: "Or both EET 1015C and EET 1025C"; 8) Change Intermediate Courses total credit hours to 18; 9) Reduce program electives to five (5) credit hours (all Specializations); 10) Change Advanced Courses total credit hours to 20; *Effective Date:* Fall 2013 (201410).

1213-173 was approved by consensus. Two typos were corrected for the Minutes (ETS 2683C was changed to ETS 2544C and ETS 2673C was changed to ETS 2542C).

1213-174   MUM 1662   Live Sound Techniques, CCM...Jose Valery
Purpose: To add a "C" designation to the course number; *Revised Course Prefix and Number:* MUM 1662C; *Effective Date:* Fall 2013 (201410).

1213-174 was approved by consensus.

1213-175   MUM 2600C   Sound Recording I, CCM...Jose Valery
Purpose: Updating of prerequisites and contact and credit hour change, course description change; *Revised Prerequisites:* Minimum grade of C in MUM 1620C or minimum grades of C in MUT 1112 and TPA 2260; *Revised Catalog Course Description:* This course is designed to develop recording skills through a hands-on, project oriented curriculum and in-depth classroom studies in modern recording practices. Focuses on engineering techniques for both music production and post-production including digital and analog recording as well as mixing, mastering, and signal processing. Students need to plan to spend between 6 and 10 additional hours in recording work; *Revised Credit/Class (Lecture)/Lab Hours:* 4/2/4; *Effective Date:* Fall 2013 (201410).

1213-175 was approved by consensus.

1213-176   MUM 2632   Audio Systems Design and Maintenance, CCM.................Jose Valery
Purpose: Contact and credit hour change. To add an "L" designation to the course number and change the catalog course description; *Revised Catalog Course Description:* A project-oriented course designed to develop skills in the design and maintenance of audio systems to meet industry standards. (Special fee: $36.00); *Revised Credit/Class (Lecture)/Lab Hours:* 2/0/4; *Revised Course Prefix and Number:* MUM 2632L; *Effective Date:* Fall 2013 (201410).

1213-176 was approved by consensus. The lab fee template will be in the list of fees coming to the CCC for next approval.

1213-177   MUM 2634L   The Digital Audio Workstation, CCM...................................Jose Valery
Purpose: Prerequisite change; *Revised Prerequisites:* Minimum grade of C in MUM 1620C or minimum grade of C in MUT 1112 and TPA 2260; *Effective Date:* Fall 2013 (201410).

1213-177 was approved by consensus.

1213-178   MUS 2360   MIDI Electronic Music I, CCM..Jose Valery
Purpose: Prerequisite change. To add a "C" designation to the course number; ***Revised Prerequisites:*** Minimum grade of C in MUT 1011C or MUT 1111; ***Revised Course Prefix and Number:*** MUS 2360C; ***Effective Date:*** Fall 2013 (201410).

The course outline for MUS 2360 is not fully completed. The committee had previously agreed that they would not approve any course additions or modifications for courses without completed outlines.

1213-178 was tabled and will be sent out for approval with the lab fees addendum.

1213-179   MUS 2361   MIDI Electronic Music II, CCM..Jose Valery
Purpose: To add a "C" designation to the course number; **Revised** *Course Prefix and Number:* MUS 2361C; ***Effective Date:*** Fall 2013 (201410).

1213-179 was approved by consensus.

1213-180   A.S. in Sound & Music Technology - Audio Engineering Concentration, CPM
....Jose Valery
Purpose: Changes in the Engineering Curriculum affecting this program; Effective Date: Fall 2013 (201410).

The committee would like the asterisk removed from SPC 1608, and the committee would like an asterisk added to MAC 1105 to indicate that the course has a prerequisite. The committee would also like an additional footnote included on the program sheet to say "If you are considering this bachelor degree program then it is recommended that you take EET 2325C.

1213-181   DIG 2291C   Advanced Audio Visual Technology, CCM.....................Rob McCaffrey
Purpose: We are adding TPP 1260 as a pre-requisite to allow students in the Mobile Journalism track a pathway to the Advanced AV course; ***Revised prerequisites:*** Minimum grade of C in TPA 2257 or TPP 1260; AND a minimum grade of C in DIG 2284C or TPA 2290; or department approval ; ***Effective Date:*** Fall 2013 (201410).

1213-181 was approved by consensus.

1213-182   EUH 2000   Western Civilization I, CCM..Carl Creasman
Purpose: Change of title to eliminate student confusion. Change title to Ancient and Medieval Western Civilization***; Revised Course Title:*** Ancient and Medieval Western Civilization; ***Effective Date:*** Fall 2013 (201410).

1213-182 was approved by consensus. A typo was corrected in the revised course title for the minutes to reflect "Ancient" and Medieval Western Civilization.

1213-183   EUH 2001   Western Civilization II, CCM..Carl Creasman
Purpose: We made a name change in 2010 to remove any specific dates attached to the course title. This was done for 2 reasons: to allow for more professor freedom within the course description as to how best to achieve the description and outcomes without any artificial constraints; to better match the rest of the state schools who used a "no date" description. After that change went into the catalog, our enrollment in the second course (EUH 2001: Western Civilization II) plummeted 50%. Upon investigation, it was determined that students were erroneously assuming the two courses in the series were linked, with EUH 2000 a pre-req for EUH 2001. I made several attempts to combat this understanding, including discussions with Jeff Danser about how things could be written in Atlas, working with the Dean of Students and getting Sonya Joseph's help in working with advisers....all to no avail. Enrollment still remained low for the reason listed. This name change allows us to more closely link the course with the description, avoids any artificial set of years and will hopefully remove student confusion; *Revised Course Title:* Modern Western Civilization; *Effective Date:* Fall 2013 (201410).

1213-183 was approved by consensus.

 1213-184   DEH 2806L   Clinical Dental Hygiene IV, CCM...Pam Sandy
Purpose: Course description should be changed due to last year's curriculum modification to add DES 1051 Dental Pain Control and Local Anesthesia which includes nitrous oxide sedation; *Revised Course Description:* Emphasizes improvement of time management skills and achievement of entry level competence for the dental hygiene profession. Students continue to participate in patient care at off-campus clinical sites. Time allotted for clinical seminar. (Special Fee: $310.00); *Effective Date:* Fall 2013 (201410).

1213-184 was approved by consensus.

1213-185   Business Administration, A.S. Degree, CPM.......................................Nasser Hedayat
Purpose: To change the Humanities requirement; *Effective Date:* Fall 2013 (201410).

1213-185 was approved by consensus.

1213-186   CET 2942   Internship in Networking, CCM...................................Karen Borglum
Purpose: To update prerequisites; *Revised prerequisites*: Satisfactory completion of required college prep courses, 12 credits, including CET2890C or CET 2794C or CET 2615C and CET 1610C, CET 2544C and CET 2830C; and 3.0 GPA or Program Director's/Internship Workforce Services' approval; *Effective Date:* Fall 2013 (201410).

There were some minor editorial changes suggested by the committee and the list of courses in the prerequisites section was changed to "CET 1610C and CET 2544C and CET 2830C and one of the following: CET 2890C, CET 2794C, CET 2615C, and 3.0 GPA or Program Director's/Internship Workforce Services' approval."

1213-186 was approved with the above changes.

4. **Discussion Items**

   There are no Discussion Items for the February Agenda.

5. **Information Items**

   - The Health Information Technology program will be put in the upcoming catalog, but the starting date for the program will be Spring 2014 versus the previous approved start date of Fall 2013.

   - The B.S. in Cardiopulmonary will not go into the upcoming print catalog, but once the State has given final approval it will go into the online catalog.

   - The placing of ETS 2544C under the area of Programmable Logic Controls necessitated a change in one of the State courses that is in the catalog (much like a Field Review item). They changed ETS 2673C (Programmable Logic Controllers) to ETS 2542C.

   - EAP and Student Placement PowerPoint. Karen explained the process that faculty and deans undertook to change the EAP placement tool from Accuplacer to Compass. The new system will be implemented for the 2013/2014 academic year.

The next meeting of the College Curriculum Committee is scheduled for April 10th, and will be held on the East Campus, Room 5-112. *Deadline for submission of materials for the April agenda is **March 27, 2013**.*

CONTINUING EDUCATION COURSES AND FEES

May 21, 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:

Center for Leadership Development

Course Area	Course Number	Course Title	Fee
CNA	3389	Coaching for Peak Performance	$2,580.00
CNP	101	Disney Guest Services and Marketing	$ 612.50
CNS	1093	Innovative Leadership	$4,532.50

Center for Technology and Certification

Course Area	Course Number	Course Title	Fee
CNT	5940	Making a Business Case for the Cloud	$ 129.00

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