November 2, 2016

TO: THE DISTRICT BOARD OF TRUSTEES
                OF VALENCIA COLLEGE

FROM: SANFORD C. SHUGART
                President

RE: ADDITIONS, DELETIONS OR MODIFICATIONS OF COURSES & PROGRAMS

RECOMMENDED ACTION:

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

_____
President

Minutes

Members Present: Joan Alexander, Beverly Bond, Marie Howard, Leann Hudson, Debra Jacobs, Chris Klinger, Lisa Macon, John Niss (Co-Chair), Julia Ribley, Regina Seguin

Alternates Present: Aida Diaz, Raul Valery

Ex-Officio Present: Pedro Gonzales, Ed Holmes, Selena Li, Cheryl Robinson, Pat Sebastian, Craig Simpson

Visitors Present: Colin Archibald, Danielle McKinnon, Flora Chisholm, Dave Heffernan, Steve Kelly

Staff Present: Glenn Ricci

Note: PCTCMIC: Medical Information Coder/Biller was not included on the agenda but was added at the meeting per approval by Karen Borglum and John Niss.

1. **Welcome to Committee Members and Visitors**
    a) Co-chair announcement

    John Niss was reappointed as the College Curriculum Committee co-chair.

2. **Review of Minutes May 11, 2016**
   (http://valenciacollege.edu/curriculumcommittee/Minutes.cfm)

   The minutes were accepted 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.

   a) The following course(s) have outlines in Course Information Management which may be viewed in ATLAS:

   CJK 0020   Law Enforcement Vehicle Operations
   GRA 1956C   Phoenix Design Project
   POS 2112H   State and Local Government-Honors

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

   MAC 1114, MAC 1140, MAC 1147, MAC 2233, MAC 2312, MAE 2801, MAP 2302, MAT 0055, MAT 0056, MGF 1106, MGF 1107, STA 2023

c) 2016-2017 College Curriculum Committee Manual

The changes to the General Education process were noted.

The consent agenda was approved by consensus.

4. **Regular Agenda**

 1516-187   POS 2112H   State and Local Government-Honors, CCA…………………….A. Mathews
Purpose: This course will expand the offerings to Honors students. Due to changes to gen ed, the political science faculty will likely find this course to be in greater demand by honors students than the POS 2041H that was previously offered.; *Catalog Course Description:* Same as POS 2112 with honors content. Honors program permission required; *Prerequisites:* ENC 1101 or ENC 1101H or IDH 11110; *Co-Requisites:* None; *Credit/Contact/Lab Hours:* 3/3/0; *Effective Date:* Fall 2016 (201710).

Proposal 1516-187 was approved by consensus as shown with effective date of fall 2016 so that sections can be added to schedule.

 1516-188   Associate in Arts-General Education, CPM……………………………………Karen Borglum
Purpose: To include POS 2112H; *Effective Date:* Fall 2016 (201710).

Proposal 1516-188 was approved by consensus.

 1516-189   GRA 1956C   Phoenix Design Project, CCA…………………………………Kristy Pennino
Purpose: This course has been offered more than 3 times as a selected topics course and is now must be added to the catalog. The new course outline has already been approved by all voters. This new course will need to be charging the same lab fee as all other GRA courses as it involves a lab component. A set fee is established for all GRA courses college-wide on our template to maintain consistency. A CPM will be submitted to ensure this course is added to the GRA electives list of courses students may select from as their GRA elective; *Catalog Course Description:* Students will be charged with the tasks of working with the editorial staff of the Phoenix (the college's literary magazine) to design and produce a finished layout for print. Each spring term a small group of students will work alongside Phoenix's editorial staff and faculty advisor to transform student submissions of literary work and visual artwork into a finished publication. This publication will be submitted for competition with other student literary publications; *Prerequisites:* A minimum grade of C in GRA 1142C or department approval; *Co-Requisites:* None; *Credit/Contact/Lab Hours:* 3/4/1; *Effective Date:* Fall 2016 (201710).

Presented by Raul Valery for Kristy Pennino, stated that the course has been offered 3 times already. It is an elective and may also need to be added to the program for next fall 2017. It will be programmed by Banner staff to fit the program but a CPM should still be submitted. There are not lists of electives but only a reference to electives which should be identified.

Proposal 1516-189 was approved by consensus.

1516-190   Articulated Pre-Major, Computer Science (Rollins College), CPA…………..C. Archibald
Purpose: This is a new pre-major designed for the student who plans to transfer to the Rollins College Hamilton Holt School, Winter Park, Florida, (the Holt School) as a junior to complete a four-year Bachelor's of Arts (BA) degree with a major in computer science. It is based upon, clarifies, and makes specific an articulation agreement between the Independent Colleges and Universities of Florida (ICUF) and the Division of Florida Colleges, in which both the Holt School and Valencia participate; *Effective Date:* Fall 2016 (201710).

Colin Archibald presented and referenced the $5,000 scholarship and was questioned as to how the scholarship process is set up. Lisa Macon addressed the process. It was clarified that Rollins degree is a B.A. degree and not a B.S. and the agreement effective is fall 2016.

Proposal 1516-190 was approved by consensus.

1516-191   CJK 0020   Law Enforcement Vehicle Operations, CCM………………B. Townsend
Purpose: Modify contact hours; *Revised Credit/Contact/Lab Hours:* 1.6/48/0 (previously: 1.5/48/0); *Effective Date:* Fall 2016 (201710).

Dave Heffernan stated the change was delivered by the state as a good change for Valencia.

Proposal 1516-191 was approved by consensus.

1516-192   CJK 0290   Correctional Cross-Over to Law Enforcement Intro., CCD
…………………………D. Heffernan
Purpose: Removed from FDLE Curriculum; *Effective Date:* Fall 2016 (201710).

1516-193   CJK 0291   Correctional Cross-Over to Law Enforcement Human Inter., CCD
…………………………D. Heffernan
Purpose: Deleted from FDLE Curriculum; *Effective Date:* Fall 2016 (201710).

1516-194   CJK 0292   Correctional Cross-Over to Law Enforcement Resp. to Human, CCD
…………………………D. Heffernan
Purpose: Deleted from FDLE Curriculum; *Effective Date:* Fall 2016 (201710).

1516-195   CJK 0294   Correctional Cross-Over to Law Enforcement Patrol II, CCD
…………………………D. Heffernan
Purpose: This course has been eliminated from the state mandated curriculum; *Effective Date:* Fall 2016 (201710).

1516-196   CJK 0295   Correctional Cross-Over to Law Enforcement Officer Wellness,CCD
…………………………D. Heffernan
Purpose: This course has been eliminated from the state mandated curriculum; *Effective Date:* Fall 2016 (201710).

1516-197   CJK 0392   Cross-Over to Handgun Transition Course, CCD…………B. Townsend
Purpose: This course has been eliminated from the state mandated curriculum; *Effective Date:* Fall 2016 (201710).

Proposals 1516-192 through 1516-197 were approved by consensus.

1516-198   CJI-Crossover: Corrections to Law Enforcement Career Certificate,
...
CPM, B. Townsend
Purpose: The Florida Department of Law Enforcement has mandated this change to the Correctional Officer Cross-Over Training to Florida Law Enforcement Academy Training Program instituted July 1, 2016; *Revised Program Title:* CJI-Correctional Officer Cross-Over Training to Florida Law Enforcement Academy; *Effective Date:* Fall 2016 (201710).

It was noted that the standard block courses are being used as a benefit to students.

Proposal 1516-198 was approved by consensus.

This item was added to the agenda at the meeting:

1516-199   Medical Information Coder/Biller Technical Certificate, CPM…………….D. McKinnon
Purpose: This certificate is a part of the AS/Health Information Technology program. The program is designed to prepare students for fast entry-level positions as a coder, medical record coder, coding technician, coding clerks or medical coder/billers. It will assist students with entering the work field in a shorter time than the 5 semester HIT program, and qualify for Financial Aid benefits. It will prepare the student for the CCA certification exam. It could also be marketed through the Medical Office Assistant program; *Effective Date:* Fall 2017 (201810).

The Medical Information coder/biller technical certificate PCTCMIC was presented by Danielle McKinnon for fall 2016 as path to A.S. degree. It will be a stackable certificate within the A.S. degree. The medical coder biller program will offer courses until 2018 so this technical certificate may have to be a modification to the program. This certificate is a version of the previous HIT degree. It was pointed out that a class would need to be in existence for a year and graduated before being financial aid eligible. The intake process is different for degree versus certificate seeking students.

Craig Simpson stated that if the CIP codes are different there should not be a problem with state reporting. However, there may be institutional concerns in regards to the program having the same name or possible issues with Banner setup that may need to be addressed or discussed further.

Pat noted that the only issue on the student side is that the requested title of the program is the exact same as the older Technical Certificate in Medical Information Coder/Biller that previously

existed and that Technical Certificate ended in 201410. The Banner department can create a new program code and use the same title which they believe will cause an issue, but it's something to be aware of.

Banner will work with Craig and Selina to make sure the right CIP code is used on the new program.

Proposal 1516-199 was approved by consensus.

5. **Discussion Items**

   There were no Discussion Items for this month's meeting.

   There was a question about the sign language program and SACS has not approved it yet so it is on hold presently as we have not heard back from state.

6. **Information Items**

   - New department codes for 3000 and 4000 level courses.
        BSCS: BS Cardiopulmonary Sciences
        BSRI: BS Radiologic Imaging

   A question was asked as to where these codes will be used in Banner. Pat Sebastian stated they were requested by Karen Borglum and that the programs currently have a different code so he was unsure as to how they will be used. They are not reporting codes.

   - New General Education Proposal Process and Principles presented by John Niss.

   John Niss spoke about the general education process and gave a brief background. He stated that a group met to discuss this and no rules will change but the principles of conversations will make sure that from the beginning of the process that everyone who should be in the discussion will be included in a meeting. The only thing that is changing is how items will be prepared for what comes forward to the CCC which will be the only voting group. All the functional things will remain the same, with open process and communication in considering the betterment of students for enrollment, transferability, programs, impact on other courses and programs, pre-majors, etc.

   There was question about, all stakeholders can participate rather than will be included. John Niss responded that the question being addressed was how someone will include a course into the process for consideration. The general education areas of the college belong to the CCC. For a new course in general education the faculty member or dean notifies John and Karen at the latest in early summer. A faculty member or dean may submit with the backing of a dean who is representative of the area being submitted, it was noted that this should be added and it will be looked at. The co-chairs of the CCC should be identified. John stated this was a first look to be

cleaned up as it progresses. After the portfolio is submitted there would be a face to face forum of appropriate stakeholders, with continued conversations on the CCC general education blog. Proposals would come to the November CCC meeting.

Q. Lisa Macon asked it the general education template is available online at CCC website.

Q. Lisa Macon questioned the impact assessment on enrollment and how much weight it would have on the process and decision. It should be more informational and less impactful.

Q. Lisa Macon asked if an opportunity would provide for someone outside the group to speak or answer questions with letter from outside Valencia College.

Q. Cheryl Robinson noted that reference to Gordon Rule impact and to be Gordon Rule must be in general education consideration/process.

John Niss stated there are 3 courses already in the general education process and it is not too late to put other courses in process for the Nov. 2016 meeting. Aida Diaz inquired and referred to colleagues who are not present over the summer semester. Chris Klinger noted the problems with changes to the advisors and process and catalog on how to track and deal with students who may have already completed a course which becomes a general education and/or Gordon Rule course. Aida Diaz asked if this will this become an annual process since it took 2 ½ years to get where we are now. A problem was noted that since advising is not mandatory students will have difficult time of being informed for their planning purposes in meeting general education requirements that change often. There can also be a problem for students who are transferring to a university program. It was pointed out that John's email with the general education changes may not have gone out to all A.S. deans so he will resend it and also address it at IAC meeting next week as well.

The meeting was adjourned.

The next meeting of the College Curriculum Committee is scheduled for September 14, 2016, and will be held on the West Campus. *Deadline for submission of materials for the September agenda is **August 31, 2016**.*