FA - Possible Financial Aid Action Warranted

I. **Approval of January 26, 2012 Minutes**

   Discussion:

   Data sources consulted: Minutes

   Action:

II. **For Your Information**

   CCE/Avocational Course Dictionary Actions January 20th through February 15th

New Avocational and CCE Courses	Title	Clock Hours
CWO0264	A Financial Management Overview for Small Business: Quickbooks	4
CWO0265	How to Get Free Qualified Local Business Leads from Google Places	4
CWO0266	Graphic Communications for Small Business	4
HEO0231	Intro to Computers for Early Childhood Practitioners	16
HPO0075	Introduction to ASL Interpreting 1	33
LSO0160	Home Area Network for Smart Grid Management	6
LSO0161	Integration of Renewables and Distributed Generation	6
POO0513	Crash Scene Mapping with Speed Lasers	40

Revised Avocational and CCE Courses	Title	Changes
AVO0313	Community Quilts	Change course title to *Community Art Quilt*; Change special fee from $58.88 to $68.88.
AVO0355	Flag-Football, Anyone?	Change course title to *Flag Football*; Revise course description.
AVO0482	Volcano Exploration	Change course title to *Volcanoes*; Revise course description.
AVO0586	Life of a Baller	Change course title to *Let's Play Basketball*.
AVO0594	At the Movies	Change course title to *3-2-1 Action*; Revise course description.
AVO0637	Latin Beat/Latin Feet	Revise course description.
AVO0657	Powerful PowerPoint Presentations	Revise course description.
AVO0965	Magic 101	Revise course description; Change special fee from $58.88 to $68.88.
AVO0960	Vivacious Volleyball	Change course title to *Volleyball*; Change special fee from $58.88 to $68.88.
AVO0979	Cheerleading	Change course title to *Cheerleading 101*; Change special fee from $58.88 to $68.88.
FFO0736	Strategic & Tactical Decision Making for the Company Officer	Reactivate course, change course title to *Strategy and Tactics 1*; Change clock hours from 40 to 48; Revise course description.
FFO0920	Vehicle Extrication – Operations Level	Change course title to *FLUSAR Vehicle and Machinery Rescue (VMR)*; Revise course description.
NGO0181	Pediatric Advanced Life Support Provider	Change course number to EMO0481; Change course title to *Pediatric Advanced Life Support (PALS) Provider*; Change clock hours from 14 to 14.5; Change special fee from $40 to $60.
TIO0653	Industrial Helper – Welding NCCER	Reactivate course; Change course title to *Welding NCCER*; Change clock hours from 250 to 390; Add $2,550 special fee; Update course description.

Minutes Correction

11/17/11 Minutes IV. B. OPT 2XXX (2800)L should be titled Vision Care Lab 1, OPT 2XXX (2802) L should be title Vision Care Lab 3 (these titles were inverted on the 1/26/12 minutes)

1/26/12 Minutes-IV. A. Removal of AAS Degrees. Part of the approval for this action was to simplify the General Education Area 3-Math listing for the remaining AS programs. K. Gamble contact the program managers for these programs and the following corrections were approved for the General Education math listing.

Degree Title	Degree	Current GE Area 3 Course Listing	Recommended Change
Accounting Technology	AS	MGF 1106 (Any course from Area 3)	Any course from Mathematics-Area 3
Aeronautical Science Concentrations: Operations, Professional Pilot-Airplane, Professional Pilot-Helicopter	AS	MAC 1105	Any MAC prefix course from Mathematics-Area 3
Computer Programming	AS	MAC 1105	Any MAC prefix course from Mathematics-Area 3
Criminal Justice Technology Concentrations: Corrections, Law Enforcement, Non-Sworn	AS	MGF 1106	Any course from Mathematics-Area 3
Graphic Design Technology	AS	Any from Mathematics-Area 3 (MAC 1105 rec)	Good as is
Hospitality & Tourism Management	AS	Any course from Mathematics-Area 3	Good as is
Human Services Concentrations: Human Services, Youth Development	AS	MGF 1106	Any course from Mathematics-Area 3
Internet Services Technology	AS	MGF 1106 (or any course from Area 3)	Any course from Mathematics-Area 3
Networking Administrator	AS	MGF 1106 (or any course from Area 3)	Any course from Mathematics-Area 3

III.   Old Business

Election of a Vice Chair for the Curriculum Committee (faculty position, leads Curriculum Committee meeting when Chair not available) (Tabled in January due to lack of nominee)

Discussion:

Data sources consulted: Curriculum Support Documents

Action:

IV.   New Business   **Credits/Clock Hours**

A.   Business and Office Management

Accounting Technology CCC-AS

Revised Programs: **Effective August 2012**

Current Accounting Technology CCC (6110)		Proposed Accounting Technology CCC (6110)	
Required Courses		Required Courses	
OST 1141L Keyboarding for Microcomputer	1 credit	OST 1141L Keyboarding for Microcomputer	1 credit
OST 1108 Building Typing Speed and Accuracy	1 credit	OST 1108 Building Typing Speed and Accuracy	1 credit
MTB 1103 Business Mathematics	3 credits	MTB 1103 Business Mathematics	3 credits
OST 2335 Business Communication	3 credits	GEB 2214 Business Communication	3 credits

CGS 1100 Microcomputer Application	3 credits	CGS 1100 Microcomputer Application	3 credits
APA 1111 Bookkeeping	3 credits	APA 1111 Bookkeeping	3 credits
ACG 2022 Financial Accounting	4 credits	ACG 2022 Financial Accounting	4 credits
ACG 2071 Managerial Accounting	3 credits	ACG 2071 Managerial Accounting	3 credits
ACG 2450 Microcomputer Operation Accounting	3 credits	ACG 2450 Microcomputer Operation Accounting	3 credits
TAX 2000 Federal Income Tax 1	3 credits	TAX 2000 Federal Income Tax 1	3 credits
TOTAL 27 credits		TOTAL 27 credits	

Current Accounting Technology AS 2050		Proposed Accounting Technology AS 2050	
General Education Requirements		General Education Requirements	
ENC 1101 College Composition 1	3 credits	ENC 1101 College Composition 1	3 credits
HSC 2100 Health Concepts & Strategies	3 credits	HSC 2100 Health Concepts & Strategies	3 credits
~~MGF 1106 Liberal Arts Mathematics~~		Any course from Mathematics - Area III	3 credits
(or any course from Area III)	3 credits	SPC 1017 Fundamentals of Speech Communication	3 credits
SPC 1017 Fundamentals of Speech Communication	3 credits	Any course from Humanities – Area II	3 credits
Any course from Humanities – Area II	3 credits	Any course from Social Science – Area V	3 credits
Any course from Social Science – Area V	3 credits		
		Required Courses	
Required Courses		ACG 2022 Financial Accounting	4 credits
ACG 2022 Financial Accounting	4 credits	ACG 2071 Managerial Accounting	3 credits
ACG 2071 Managerial Accounting	3 credits	ACG 2100 Intermediate Accounting	3 credits
ACG 2100 Intermediate Accounting	3 credits	ACG 2360 Cost Accounting	3 credits
ACG 2360 Cost Accounting	3 credits	ACG 2450 Microcomputer Operation – Accounting	3 credits
ACG 2450 Microcomputer Operation – Accounting	3 credits	CGS 1513 Electronic Spreadsheets	3 credits
CGS 1513 Electronic Spreadsheets	3 credits	APA 1111 Bookkeeping	3 credits
APA 1111 Bookkeeping	3 credits	APA 2172 Computerized Bookkeeping	3 credits
APA 2172 Computerized Bookkeeping	3 credits	BUL 2241 Business Law 1	
BUL 2241 Business Law 1		-or-	
-or-		GEB 1011 Introduction to Business	
GEB 1011 Introduction to Business		-or-	
-or-		MAN 2021 Principles of Management	3 credits
MAN 2021 Principles of Management	3 credits	CGS 1100 Microcomputer Applications	3 credits
CGS 1100 Microcomputer Applications	3 credits	MNA 2100 Human Relations in Business	3 credits
MNA 2100 Human Relations in Business	3 credits	GEB 2214 Business Communications	3 credits
~~OST 2335 Business Communications~~	~~3 credits~~	TAX 2000 Federal Income Tax 1	3 credits
TAX 2000 Federal Income Tax 1	3 credits	TAX 2010 Federal Income Tax 2	3 credits
TAX 2010 Federal Income Tax 2	3 credits	Electives	
Electives		Business Electives*	3 credits
Business Electives**	3 credits		
		*Business Electives: Select from courses with the prefixes BUL, CGS, ECO, GEB, MAN, MAR, MKA, MNA, OST, PLA, SBM or TAX.	
~~Students who complete the Accounting Technology College Credit Certificate (C.C.C.) can articulate that certificate into the Associate in Applied Science (A.A.S). Those planning to complete the Associate in Science (A.S.) will also need to take MGF 1106.~~			
**Business Electives: Select from courses with the prefixes BUL, CGS, ECO, GEB, MAN, MAR, MKA, MNA, OST, PLA, SBM or TAX.*			

Justification: According to Florida Office of Articulation, college credit certificates must articulate into an AS degree and the courses contained therein must be a part of that AS degree program. OST 2335 to GEB 2214- This revision is necessary since for both the Accounting Technology CCC and AS degree. In OST 2335, the emphasis is on business communications as they apply to the administrative assistant.   In GEB 2214, the emphasis will be on business communications as they apply to the business manager. Developing excellent communication skills is important to career success. Employers indicate that communication skills are critical to effective job placement, career advancement, and organizational success. This change is also required since OST 2335 was converted to GEB 2214 and will no longer be offered at Palm Beach State College.

Discussion:

Data sources consulted: Curriculum Support Documents

Action:

B. **Childcare, Human Services and Teacher Education**

   School Age Professional Certificate PSAV

Revised Program   **Effective May 2012**

Current School Age Professional Certificate PSAV 5373 REQUIRED COURSES	CLOCK HRS	Proposed School Age Professional Certificate PSAV 5373 REQUIRED COURSES	CLOCK HRS

Group A
(Both courses must be completed for DCF Certification)
HEV 0803 Part 1 – School Age Program Certification
HEV 0804 Part 2 – Foundations of Advancing Youth Development
        (AYD) Principles
	
	28
	
	12
		Group A
		(Both courses must be completed for DCF Certification)
		HEV 0803 Part 1 – School Age Program Certification
		HEV 0804 Part 2 – Foundations of Advancing Youth Development
		        (AYD) Principles
			
			28
			
			12

Group A	**Total 40**	**OR**	
Group B (Both courses must be completed for SAPC Certification) HEV 0194 School Age Professional Certificate Mod 1 HEV 0195 School Age Professional Certificate Mod 2	 40 40	**Group A** (All three courses must be completed for DCF Certification) HEV 0114 Rules & Regulations for Center Based HEV 0115 Introductory Child Care Worker Certification HEV 0198 10-Hour School Age Appropriate Practices	 6 24 10
Group B	**Total 80**	**Group A**	**Total 40**
	Program Hours 120	**Group B** (Both courses must be completed for SAPC Certification) HEV 0194 School Age Professional Certificate Mod 1 HEV 0195 School Age Professional Certificate Mod 2	 40 40
		Group B	**Total 80**
			Program Hours 120

Justification: The Department of Children and Families, as well as, the Department of Education required that afterschool practitioners complete the state-mandated 40-hour certification training as a pre-requisite to the School Age Professional Certificate (SAPC). The SAPC program is 120 clock hours; Part 1-40 hour certification training which can be fulfilled by either the 40-Hr Birth-5 Years Old certification or 40-Hr School Age certification; and 80-Hour School Age Professional Certificate modules.

The Childcare Department determined that all of the graduates for the SAPC (5373) program are not being captured accurately. When their transcript were checked was discovered that the SAPC was not annotated that the students graduated from the program. It was was discovered that the students did not complete the program according to the degree audit which lists the following courses for the program: HEV0803, HEV0804, HEV0194 & HEV0195. However, both DCF and FLDOE allow for the student to fulfill the 40-hour certification training prerequisite for this program either by completing HEV804 & HEV805 or HEV0114, HEV0115 & HEV0198, therefore, the program listing needed to be revise in the catalog and degree audit for this program accordingly. By revising the program to allow both 40-Hour certification training options the college would more accurately report the number of graduates from this program and student's transcript would be annotated that he/she successfully completed the program.

Discussion:

Data sources consulted: Curriculum Support Documents

Action:

C. **Health Care**

Health Information Management CCC-AS

New Course   **Effective August 2012**
HIM 2XXX (HIM 2659C) Applied Health Informatics (2 lecture, 2 lab contact hours, Prerequisite:
        HIM 1000C, HIM 1210C, Program code limit 2529 and new CCC, additional special fee)   3

Revised Courses   **Effective August 2012**
HIM 1000C Introduction to Health Information Management (Remove program code enrollment limitations)   3
HIM 1210C Health Information Systems (Change prereqs from CGS 1100, MAN 2012 to CGS 1100 only,
        add new CCC program code limit)   3
HIM 1800C Acute Care Professional Practice (Change title to Health Information Professional Practice,
        change credits from 3 to 2, [1 lecture, 8 lab contact hours] change prereq permission from
        program manager to department chair, update course description)   3
HIM 2222C Medical Coding 1 (Change title to Applied Inpatient Coding, update course description)   3

HIM 2253C Medical Coding 2 (Change title to Applied Outpatient Coding, change existing prerequisite
HIM 1442C, HIM 1282C to HIM 1442C, HIM 2222C, revise course description)   3

HIM 2272C Medical Reimbursement and Revenue (Add prereq of HIM 1000C, revise description)   3

HIM 2304C Health Information Department Management (Change prereq from HIM 2272C, HIM 2510C
to HIM 1210C, MAN 2021, add program code limit of 6528, revise course description)   3

HIM 2510C Healthcare Data Analysis (Change prereqs from HIM 1210C, STA 2023 to CGS 1100,
STA 2023, add program code limit of new CCC)   3

HIM 2826L Alternative Care PPE (Change title to Health Information Skills Lab, change contact hours to
0 lecture, 5 lab, change prerequisite permission from program manager to department chair, revise
description)   3

New Certificate   **FA**   **Effective August 2012**
Health Informatics Specialist CCC (CIP#0351070711)
CGS 1100 Microcomputer Applications   3
HSC 2531 Medical Terminology   3
HIM 1000C Introduction to Health Information Management   3
HIM 1210C Health Information Systems   3
HIM 2510C Healthcare Data Analysis   3
HIM 2XXXC (HIM 2659C) Applied Health Informatics   3
*Students will be required to enroll in and pass the following prerequisite courses to complete
this certificate: HIM 2652C or CGS 1100 for HIM 1000C, and STA 2023 for HIM 2510C.*

Revised Program   **FA**   **Effective August 2012**

Health Information Management AS (2529)		Health Information Technology AS (2529)	
GENERAL EDUCATION REQUIREMENTS	**CREDITS**	**GENERAL EDUCATION REQUIREMENTS**	**CREDITS**
ENC 1101 College Composition 1	3	ENC 1101 College Composition 1	3
STA 2023 Statistics	3	STA 2023 Statistics	3
BSC 2085 Anatomy and Physiology 1	3	BSC 2085 Anatomy and Physiology 1	3
BSC 2085L Anatomy and Physiology 1 Lab	1	BSC 2085L Anatomy and Physiology 1 Lab	1
BSC 2086 Anatomy and Physiology 2	3	BSC 2086 Anatomy and Physiology 2	3
BSC 2086L Anatomy and Physiology 2 Lab	1	BSC 2086L Anatomy and Physiology 2 Lab	1
PSY 2012 General Psychology	3	PSY 2012 General Psychology	3
SPC 1017 Fundamentals of Speech Communication	3	SPC 1017 Fundamentals of Speech Communication	3
Any course from Humanities – Area II	3	Any course from Humanities – Area II	3
Total Required General Education Credits	**23**	**Total Required General Education Credits**	**23**
REQUIRED COURSES		**REQUIRED COURSES**	
CGS 1100 Microcomputer Applications	3	CGS 1100 Microcomputer Applications	3
MAN 2021 Principles of Management	3	MAN 2021 Principles of Management	3
HSC 2531 Medical Terminology	3	HSC 2531 Medical Terminology	3
HIM 1000C Introduction to Health Information Management	3	HIM 1000C Introduction to Health Information Management	3
HIM 1433C Pathophysiology for Health Information Management	2	HIM 1433C Pathophysiology for Health Information Management	2
HIM 1442C Pharmacology for Health Information Management	2	HIM 1442C Pharmacology for Health Information Management	2
HIM 1282C Fundamentals of Medical Coding	3	HIM 1282C Fundamentals of Medical Coding	3
HIM 1210C Health Information System	3	HIM 1210C Health Information System	3
HIM 2222C Medical Coding 1	3	HIM 2222C Applied Inpatient Coding	3
HIM 2272C Medical Reimbursement and Revenue	3	HIM 2272C Medical Reimbursement and Revenue	3
HIM 2510C Healthcare Data Analysis	3	HIM 2510C Healthcare Data Analysis	3
HIM 1012C Health Information Law, Ethics, and Compliance	3	HIM 1012C Health Information Law, Ethics, and Compliance	3
HIM 2253C Medical Coding 2	3	HIM 2253C Applied Outpatient Coding	3
HIM 2304C Health Information Department Management	3	HIM 2XXXC Applied Health Informatics	3
HIM 1800C Acute Care Professional Practice	3	HIM 2304C Health Information Department Management	3
HIM 2810L Advanced Coding Practicum		HIM 1800C Health Information Professional Practice	2
-or-		HIM 2810L Advanced Coding Practicum	1
HIM 2826L Alternative Care Professional Practice	1	HIM 2826L Health Information Skills Lab	1
Total Required Course Credits	**44**	**Total Required Course Credits**	**47**
Total Program Credits	**67**	**Total Program Credits**	**70**

Justification: The state of Florida Department of Education frameworks for the Health Information Management A.S.
program have been revised to change the title of the program to Health Information Technology. This change will align
the program name with the certification, Registered Health Information Technician, for which the students prepare to sit
once completing the program. Additionally, the program is increasing statewide from 67 credits to 70 credits, which is
due to increased competencies in the industry. This will also allow the addition of new program, Health Informatics
Specialist College Credit Certificate. Course name changes and updates to prerequisites will better represent course
content and ensure that the additional credits added will not extend the full-time program length.

Discussion:

Data sources consulted: Curriculum Support Documents

  Action:

D. **Science and Environment**

   Landscape Horticulture Specialist CCC

   Revised Program   **Effective August 2012**

REQUIRED COURSES	CREDITS	REQUIRED COURSES	CREDITS
BOT 2000 Plant Physiology		BOT 2000 Plant Physiology	3
-or-		SWS 1102 Soils and Fertilizers	
Any course with the prefix BOT, GCO, IPM, LDE, ORH,		-or-	
PMA, SOS not used for other requirements	3	GCO 2230 Pumps and Irrigation	
SWS 1102 Soils and Fertilizers		-or-	
-or-		Any course with the prefix BOT, GCO, IPM, LDE, ORH,	
GCO 2230 Pumps and Irrigation	3	PMA, SOS not used for other requirements	3
HOS 1010 Introduction to Horticulture		HOS 1010 Introduction to Horticulture	
-or-		-or-	
ORH 2251 Florida Horticulture Professional Preparation	3	ORH 2251 Florida Horticulture Professional Preparation	3
ORH 2510 Ornamental Plant Identification 1		ORH 2510 Ornamental Plant Identification 1	
-or-		-or-	
ORH 2511 Introduction to Plants of the South Florida		ORH 2511 Introduction to Plants of the South Florida	
Ecosystems	3	Ecosystems	3
Total Program Credits	12	Total Program Credits	12

Justification: This is a certificate program that has been running well for several years. The purpose of the proposed change is to make the 6219 CCC available on-line in addition to retaining the conventional classroom approach (or allowing a mix). The change makes CCC6219 available on-line as well as in the classroom, or as a mix. There is no change to any courses or to the broader certificate requirements. It is merely a minor tweak in course selection completely within the existing framework. In the existing requirements a student may replace BOT2000 (which is offered frequently on-line and in the classroom) with an approved elective.   In the proposed new requirements the ability to use an approved elective to replace a course is switched to replacing "GCO2230 or SWS1102," neither of which are offered on-line.

   Discussion:

   Data sources consulted: Curriculum Support Documents

   Action:

E. **Motion to Dismiss**

   Discussion:

   Data sources consulted: Curriculum Support Documents

   Action:

The Curriculum agendas and documentation are at http://intranet.pbcc.edu/AcadServ/CurriculumMaterials.asp and Curriculum Minutes http://www.palmbeachstate.edu/x7024.xml are posted online.

The Curriculum Committee meetings will be held in ETA 101 in Lake Worth and will be available for members and presenters in the reserved conference rooms at the other college locations. (Belle Glade CRA 125, Boca Raton AD 406, Lake Worth ETA 101, and Palm Beach Gardens AD 207)

Location Attendance

Location	Committee	Presenters	Observers		
			Faculty	Staff	Administrators
BG					
BR					
LW					
PBG					

Voting Record	
	Faculty
	Colleen Bradshaw, Dental Assisting-Second Year LW-Chair
	Tracy Ciucci, Health-First Year LW
	Tod Fairbanks, Biology-Second Year PBG
	Sapna Gupta, Chemistry-Second Year LW
	Stacey Perruso, Cosmetology-First Year LW
	Anthony Piccolino, Math-First Year PBG
	Rolando Rueda-De-Leon, BAS, First Year LW
	Lystra Seenath, Social Sciences-First Year LW
	Michael Seminerio, Film-Second Year LW
	Mike Sfiropoulos, EAP-First Year LW
	Lee Streicher, Criminal Justice-Second Year, LW
	Administrative Members
	Peggy Adams-King, Associate Dean, Business-Second Year LW
	Diane Bifano, Associate Dean, Communication-Second Year LW
	Nicole Banks, Dean of Students-Second Year BR
	Susan Kadir, Director of Financial Aid
	Edward Mueller, District Registrar
	Kathy Gamble, Academic Services (Non-voting)
	Ginger Pedersen, Dean- Academic Services (Non-voting)

Presenters:
Guests:

Degree Type	Program Action			Course Action		
	New	**Rev**	**Delete**	**New**	**Rev**	**Delete**
BAS/BS						
AA						
AS						
ATC						
ATD						
CCC						
College Prep						
PSAV						
TOTAL						