



CLUSTER MINUTES

Business, Financial Services, Hospitality Management, Office and Paralegal

March 24, 2016

1:30 – 3:30 p.m.

BA307

ITEM 1. Deletion of Real Estate Broker course (REE0042) and inactivation of accompanying certificate program

Discussion: REE0042 Real Estate Broker has not had enrollment in 5 years and per State statute and BOT Policy 6Hx-18-2.08S, we are required to inactivate the course. Since a subsequent attempt at enrollment failed, the inactivation is required. This is the only course in the Real Estate Broker PSAV certificate.

Data/data source: Academic Services, Palm Beach State College

Action: Motion to approve course deletion – Fontenot, 2nd – Paczkowski. Course REE0042 deleted.

ITEM 2. Adoption of 18 credit Advanced Technical Certificate (A.T.C.) in Paralegal studies

Discussion: The certificate will be available to students who enter Palm Beach State College's Paralegal Program with a bachelor's degree and desire to take the NALA (CLA/CP) certification exam without obtaining the A.S. degree in Paralegal.

Data/data source: American Bar Association, Florida Department of Education, Florida Administrative Code

Action: Motion to approve – Fontenot, 2nd Ladika-Cipolla. 18 credit Paralegal A.T.C. approved unanimously.

ITEM 3. Adoption of Business Administration and Office Management Courses and Concentration

New Course

Effective August 2016

RMI 2001	Fundamentals of Risk Management and Insurance (3 credits, 3 lecture hours, AW grading system, Prereqs ENC1101 and ECO2013 with grade of C)	3
RMI 2212	Personal and Business Property Insurance (3 credits, 3 lecture hours, AW grading system, Prereqs ENC1101 and ECO2013 with grade of C; Coreq GEB1101 with a grade of C)	3
RMI 2701	Agency Management and Selling Techniques (3 credits, 3 lecture hours, AW grading system, Prereqs ENC1101 and ECO2013 with grade of C; Coreq GEB1101 with a grade of C)	3
RMI 2942L	Fundamentals Insurance Practicum (3 credits, 6 lab hours, AW grading system, ENC1101, ECO 2013, SPC 1017 with grade of C and Permission of Instructor)	3

Proposed PBSC Business Administration AS-RMI Concentration		
General Education		Credits: 24
ENC1101	College Composition 1	3
ENC1102	College Composition 2	3
	Any MAC prefix course from Mathematics - Area III	3
MAC2233	Survey of Calculus	3
SPC1017	Fundamentals of Speech Communication	3
STA2023	Statistics	3
ECO2013	Principles of Macroeconomics	3
	Any course from Humanities - Area II	3
Required Courses		Credits: 24
GEB 2214	Business Communications	3
ACG2022	Financial Accounting	4
ACG2071	Managerial Accounting	3
BUL2241	Business Law 1	3
CGS1100	Microcomputer Applications	3
ECO2023	Principles of Microeconomics	3
GEB1011	Introduction to Business	3
GEB2930	Business Capstone	2
Professional Core Courses		Credits: 12
RMI 2001	Fundamentals of Risk Management and Insurance	3
RMI 2942	Fundamentals Insurance Practicum	3
RMI 2212	Personal and Business Property Insurance	3
RMI 2701	Agency Management and Selling Techniques	3
Total Program Credits: 60		

Discussion: Justification: New legislation allows students who earn an AS degree in Business with the four embedded RMI insurance courses to receive their insurance licenses (Customer Service 4-40 and the General Lines Agent 2-20) upon graduation with no need to take the state exam.

This is a great opportunity for the College. The Good Works Fund, an organization of the independent insurance agents, can provide some small funding in the form of a marketing stipend (\$1,500) and scholarships. Given that this is embedded with an existing degree, the College will not need to hire an additional full-time faculty member. It is important to note that our curriculum has to be approved by the state (Greg Thomas at the Division of Insurance Agent and Agency Services). The insurance industry struggles with recruiting new employees to the profession as there is little “glamour” involved, but students will make good money and have a career path to owning their own business should they wish. There is a need in the industry for trained professionals who speak Spanish or Creole as well.

Dr. Paczkowski suggested, for consideration, the four courses could be included in a new CCC to provide further opportunity for completion in accordance with the college mission.

Data/data source:

Action: Motion to adopt new courses – Paczkowski, 2nd Fontenot. Motion to adopt professional core courses and concentration approved unanimously.

ITEM 4. (1) Convert MNA2100 (Human Relations in Business [AS] to an AA course in the Business Specialist CCC.

Discussion: MNA2100 is an AA course at other colleges (see below), and is more suited for our students to take than Principles of Management (MAN2021) or Principles of Supervision (MNA2345). Would enable the Business Specialist CCC to be comprised of all AA courses, which supports completion agenda.

Per Florida Department of Education Statewide Course Numbering System

(http://scns.fldoe.org/scns/public/pb_inst_course_dtl.jsp), several colleges offer MNA2100 within the A.A. degree, including:

- 1) North Florida Community College
 - a. <http://www.nfcc.edu/media/268945/catalog%20new%20web%209-1-2015.pdf> (pg 81)
- 2) Tallahassee Community College
- 3) Miami Dade College (as MNA2120)

Dr. Paczkowski indicated the cluster unanimously agreed in Fall 2015 to convert MAN2021 (Principles of Management) from AS to AA and replace MNA2100 (Human Relations in Business [AS] with MAN2021 as an AA course in the Business Specialist CCC.)

Action: Motion to make MNA2100 an AA course in the Business Specialist CCC – Ladika-Cipolla, 2nd Gillan. Motion approved unanimously.

OTHER.

Attendance:

D. Fontenot
K. Brown
H. Ladika-Cipolla
D. Beres
J. Montenot
B. Gillan
J. Tracey
B. Scheffer
C. High

Submitted by:

s/Cary A. High
Cary A. High, Scribe

c. Minutes Distribution List