Palm Beach State College
Curriculum Committee Minutes
October 28, 2010

FA - Possible Financial Aid Action Warranted

I.   Approval of September 23, 2010 Minutes

Discussion: None

Data sources consulted: Minutes

Action: Motion to Approve-M. Dennis; 2nd L. Streicher   **APPROVED**

II.   For Your Information

CCE Courses

New Avocational/CCE Crs	Title	Clock Hours
BMO0013	Tai Chi, The Immaculate	10
BMO0014	The Art of Critical Decision Making	6
BMO0015	Philosophy: Who and What Are We?	6
BMO0016	Arguing Effectively in Everyday Life	6
BMO0017	"Strasbourg: The Capital of Europe"	6
CWO0223	PowerPoint en Espanol	12
CWO0224	Excel en Espanol	15
POO0497	Managing and Communicating with Inmates and Offenders	40

Revised Avocational/CCE Crs	Title	Changes
FFO0868	Wildland Fire Field Day (S130/S190)	Updated course description

Five Year Rule Courses
In a required action for the state, any courses at Palm Beach State College that have not been offered in five years to the Curriculum Committee must be deleted from the college catalog (BOT Policy # 6Hx-18-2.08). The following courses have been removed from the PBCC course offerings

Course #	Course Title	Credits	Active Status Reason
AER1112C	Engine Performance	3 credits	Courses reactivated January 2007. Related articulation agreement inactivated, courses remained open to allow affected students to complete. As of September 2010, no students had enrolled in courses.
AER1120C	Suspension and Steering Systems	3 credits	
AER1121C	Brake System Diagnosis and Repair	3 credits	
AER1131C	Automatic Transmission and Transaxles	3 credits	
AER1162C	Manual Transmissions and Drive Train	3 credits	
AER1171C	Heating and Air-Conditioning Systems	3 credits	
AER1940C	Apprenticeship Experience 1	7 credits	
AER1941C	Apprenticeship Experience 2	8 credits	
AER1942C	Apprenticeship Experience 3	8 credits	

Minutes Corrections
9/23/10-IV.C.1. CRW 2101 Short Fiction Writing 2- This course is the second in a sequence of fiction writing courses but since there is no Short Fiction Writing 1, the course title has been changed to Introduction to Fiction Writing 2, in sequence with CRW 2100 Introduction to Fiction Writing. Also, Dr. Sass approved an effective date of January 2011 (20112) for this course to be offered since it will catch those students in CRW 2100 who are registered Fall 2010 (20111).

9/23/10-IV.D. Four of the HEV courses listed in this item only changed the contact hours but the minutes reflect new course titles. After checking with the program manager, these course titles will remain the same as is currently listed in the Course Dictionary.

Course	9/23/10 Curriculum Committee Minutes	Course Dictionary
HEV0194	School Age Professional Certificate (SAPC) Module 1	School Age Professional Certificate Mod 1 (PSAV)

HEV0807	Caring for Children Birth – 3 Years (FCCPC) Module 1	Caring for Children Birth – 3 Years Module 1 (PSAV)
HEV0809	Caring for Children Birth – 3 Years (FCCPC) Module 3	Caring for Children Birth – 3 years Module 3 (PSAV)

VPAA Approval

<u>Updated Course Learning Outcomes</u>-In order to ensure that all courses offered at Palm Beach State College are listed with complete General Education Learning Outcomes, Course Learning Outcomes, and Methods of Assessment at http://www.palmbeachstate.edu/x17364.xml , Dr. Sass has asked that missing CLOs be submitted to Kathy Gamble and Clarisse May in Academic Services for updating purposes. As of this agenda, the following course CLOs have been submitted and posted to the website.

BCN 1040	Sustainable Construction Basics	3
BCN 1003	Construction Calculations	3
BCN 2598	Sustainable Construction Applications	3
BCN 2793	Project management for Sustainable Construction	3
ETD 1031C	Introduction to Construction Drawing	3
ETI 2941	Electrical Power Technology Internship	3
FIL 2031	Film History to the 1940s	3
FIL 2420C	Motion Picture Production 1	3
FIL 2425CR	Feature Film Production Projects	3
FIL 2432C	Motion Picture Production 2	3
FIL 2480C	Directing for Film	3
OCE 1001L	Introduction to Oceanography Lab	1

III.   Old Business

None

IV.   New Business   **Credits**

A. AA Courses

<u>New Courses</u>   **Effective August 2011**
MAC 1XXX (MAC 1147) Precalculus Algebra and Trigonometry (5 lecture hours, prereq: MAC 1105
            with a grade of B or better)   5

<u>Revised Courses</u>   **Effective August 2011**
 MAC2311 - Calculus with Analytic Geometry 1 (Change prereq to (MAC1114 and MAC 1140) or
        MAC 1147)   4

 Justification:
MAC 1147 is a combination Precalculus and Trigonometry- courses which are currently offered at Palm Beach State College. This course is being offered at schools across the state, including FAU and Broward College, so the course number and objectives are already in place. Our current courses are being filled to the maximum and a need has been identified to offer this combination course. Students will be able to take MAC 1147 in lieu of MAC 1140 and MAC 1114 to satisfy prerequisites for MAC 2311. This course will be particularly attractive to the engineering student and the student over the traditional age that is serious and conscientious, wanting to move on to the Calculus series in a timely fashion. It will provide an alternative, allowing the student to complete MAC 1140 and MAC 1114 as prerequisites to MAC 2311 in one term, rather than two.

Discussion: Professor Barbara Sharp outlined the reasons for developing this combined course, which is primarily aimed at engineering students who want to progress through Precalculus and Trigonometry at an a more accelerated pace than taking both courses separately. Entrance into the course will be limited to those who obtained a "B" or better in the prerequisites course MAC 1105.

Data sources consulted: Curriculum Support Documents

Action: Motion for Discussion-M. Dennis; 2nd M. Pachter   **APPROVED**

B.   Business and Office Management

<u>New Course</u>   **Effective January 2011**
RMI 0XXX (RMI 0093) Insurance Customer Service Representative (40 contact hours)   40
RMI 0XXX (RMI 0094) Insurance Claims Adjuster (40 contact hours)   40

<u>New Programs</u>   **Effective January 2011**
Insurance Customer Service Representative PSAV Program (CIP 0208100106)
    RMI 0093 Insurance Customer Service Representative   <u>40 contact hours</u>
                                                                  Total   40 contact hours
Insurance Claims Adjuster PSAV Program (CIP 0208100105)
    RMI 0094 Insurance Claims Adjuster   <u>40 contact hours</u>
                                                                  Total   40 contact hours

<u>Justification:</u>
These program courses are currently being offered as a CCE course, but should be included in a PSAV program.

The reasons for moving these courses to a PSAV program are:
- Curriculum provides a coherent and rigorous content aligned with challenging standards and relevant technical knowledge and skills needed to prepare students for this career. There are attendance requirements, assignments, case studies, and final exam.
- The PSAV curriculum is approved by the Florida DOE and Florida Department of Financial Services for students wanting to get their Accredited Claims Adjuster license and their Registered Customer Service Representative license.
- The program is a planned sequence of instruction, each consisting of one Occupational Completion Point.
- This would put all of the pre-licensing courses together and would be consistent in college application and pricing structures.

Discussion: Program manager, Gwen Nicholson outlined the reasons for creating these two new PSAV programs. The courses were offered through CCE but students were confused as to whether these courses would prepare them for applying for certification. Since the state offers these PSAV curriculum frameworks, creating these programs would allow the program completion to be posted on the student transcript thus facilitating students application for certification. This curriculum action would, additionally, lead to an increase in Workforce Alliance students participating in the programs since these would now be a recognized programs at Palm Beach State College.

Data sources consulted: Curriculum Support Documents

Action: Motion for Discussion-M. Dennis; 2nd M. Seminerio   **APPROVED**

C.   Child Care, Human Services and Teacher Education

Educational Assisting AS

<u>Deleted Course</u>   **Effective August 2010**
EDF 1001   ParaEducators in Special and General Education Classrooms   3

<u>Revised Program</u>

Current Educational Assisting AS 2369	Proposed Educational Assisting AS 2369

GENERAL EDUCATION REQUIREMENTS   CREDITS
  ARH 1000   Art Appreciation
    -or-
  MUL 1010 Music Appreciation
	GENERAL EDUCATION REQUIREMENTS CREDITS
	  ARH 1000 Art Appreciation
	    -or-
	  MUL 1010 Music Appreciation

-or-		
THE 1000	Theater Appreciation	3
ENC 1101	College Composition 1	3
HSC 2100	Health Concepts & Strategies	3
ESC 1000	Earth Science	
-or-		
Any course from Natural Science – Area IV		3
PSY 2012	General Psychology	3
SPC 1017	Fundamentals of Speech Communication	3
Any Literature course from Humanities – Area II		3
AMH 2010	United States History to 1865	3
BSC 1005	Concepts of Biology	
-or-		
Any course from Natural Science – Area IV		3
Total General Education Credits		27

REQUIRED COURSES

CGS 1100	Microcomputer Applications	3
DEP 2102	Child Growth & Development	
-or-		
EDP 2002	Introduction to Educational Psychology	3
EDF 1030	Behavior Management in the Classroom	3
EDF 2005	Introduction to the Teaching Profession	3
EDF 2085	Introduction to Diversity for Educators	3
EME 2040	Introduction to Technology for Educators	3
MTB 1103	Business Mathematics	
-or-		
MAT 1033	Intermediate Algebra	
-or-		
Any course from Mathematics – Area III		3
SLS 1501	Strategies for College Success	3
SYG 2010	American Social Problems	
-or-		
SYG 2430	Marriage and Family	3
Total Required Course Credits		27

ELECTIVES - CHOOSE 9 CREDITS

CHD 1220	Child Development, Infancy/Preschool	3
~~EDF 1001~~	~~Paraeducators in Special and General Education Classrooms~~	~~3~~
EEC 1003	Introduction to School Age Child	3
EEC 1603	Positive Guidance and Behavior Management in School Age Child Care	3
EEC 2271	Teaching Children with Special Needs	3
EEC 2734	Health, Safety & Nutrition for the Young Child	3
ENC 1102	College Composition 2	3
HUS 1001	Introduction to Human Services	3
HUS 1200	Principles of Group Dynamics	3
MGF 1106	Liberal Arts Mathematics or any course from the Area III	3
PHI 1010	Introduction to Philosophy	3
PHI 1600	Ethics	3
SPC 2608	Public Speaking	3
Total Required Elective Credits		9
Total Program Credits		63

* Students who earned a CDA after 2001 at Palm Beach State may qualify to receive college credit toward this A.S. degree and should see an advisor.

-or-		
THE 1000	Theater Appreciation	3
ENC 1101	College Composition 1	3
HSC 2100	Health Concepts & Strategies	3
ESC 1000	Earth Science	
-or-		
Any course from Natural Science – Area IV		3
PSY 2012	General Psychology	3
SPC 1017	Fundamentals of Speech Communication	3
Any Literature course from Humanities – Area II		3
AMH 2010	United States History to 1865	3
BSC 1005	Concepts of Biology	
-or-		
Any course from Natural Science – Area IV		3
Total General Education Credits		27

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HUS 1001	Introduction to Human Services	3
HUS 1200	Principles of Group Dynamics	3
MGF 1106	Liberal Arts Mathematics or any course from the Area III	3
PHI 1010	Introduction to Philosophy	3
PHI 1600	Ethics	3
SPC 2608	Public Speaking	3
Total Required Elective Credits		9
Total Program Credits		63

* Students who earned a CDA after 2001 at Palm Beach State may qualify to receive college credit toward this A.S. degree and should see an advisor.

Justification: This course has been identified as a Five Year Rule course (no enrollment in Five years) and must be inactivated if there are no plans to offer it. EDF1001 ParaEducators in Special and General Education Classrooms (an elective for the Education Assisting AS Program Code AS 2369) was a Summer Institute course for

paraprofessionals funded by the PRO grant, which ended 9/30/08. The course has not been offered since 2005-3 because the grant program ended. The program total credits will remain the same after removal of EDF1001. The requested course action is deletion effective Fall 2010.A Transition Plan is not necessary.

Discussion: K. Gamble explained that this program revision action was necessary to remove an identified Five Year Rule course, EDF1001 ParaEducators in Special and General Education Classrooms, from the program electives. EDF 1001 was a grant funded course that is no longer funded.

Data sources consulted: Curriculum Support Documents

Action: Motion for Discussion-P. Adams-King; 2nd M. Dennis   **APPROVED**

D. Health Care

   1. Medical Assisting PSAV 5236, Practical Nursing PSAV 5234, Surgical Technology PSAV 5235

Revised Courses   **Effective January 2011**

Course and Title	Current Pre/Coreqs	Proposed Pre/Coreqs	Clock Hours
MEA 0234 Diseases, Disorders, and Treatment for Medical Assisting 1 (PSAV)	Prerequisite: MEA0310; Corequisite: MEA0334	None	120 clock hours
MEA 0237 Diseases, Disorders, and Treatment for Medical Assisting 2 (PSAV)	Prerequisites: MEA0234, MEA0334; Corequisites: MEA0258, MEA0322	None	120 clock hours
MEA 0242 Pharmacology for the Medical Assistant (PSAV)	Prerequisites: MEA0237, MEA0258, MEA0322; Corequisites: MEA0254, MEA0520, MEA0540	None	95 clock hours
MEA 0254 Basic Medical Laboratory Techniques for the Medical Assistant (PSAV)	Prerequisites: MEA0237, MEA0258, MEA0322; Corequisites: MEA0242, MEA0520, MEA0540	None	50 clock hours
MEA 0258 Radiology for the Medical Assistant (PSAV)	Prerequisites: MEA0234, MEA0334; Corequisites: MEA0237, MEA0322	None	50 clock hours
MEA 0310 Introduction to Medical Office Procedures (PSAV)	Prerequisites: HSC0003, MEA0230, OTA0100, PRN0022; Current American Heart Association Basic Life Support (BLS) for Healthcare Providers CPR	None	90 clock hours
MEA 0322 Advanced Medical Office Procedures (PSAV)	Prerequisites: MEA0234, MEA0334; Corequisites: MEA0237, MEA0258	None	75 clock hours
MEA 0334 Medical Insurance and Coding (PSAV)	Prerequisite: MEA0310; Corequisite: MEA0234	None	75 clock hours
MEA 0520 Phlebotomy for the Medical Assistant (PSAV)	Prerequisites: MEA0237, MEA0258, MEA0322; Corequisites: MEA0242, MEA0254, MEA0540	None	75 clock hours
MEA 0540 Electrocardiography for the Medical Assistant (PSAV)	Prerequisites: MEA0237, MEA0258, MEA0322; Corequisites: MEA0242, MEA0254, MEA0520	None	75 clock hours
MEA 0801 Externship in Medical Assisting (PSAV)	Prerequisites: MEA0242, MEA0254, MEA0520, MEA0540	None	173 clock hours
PRN 0385 Introduction to Medical/Surgical Nursing 1 (PSAV)	Prerequisites: HSC0003, PRN0000, PRN0021, PRN0022, and PRN0500	None	78 clock hours
PRN 0386 Introduction to Medical/Surgical Nursing 2 (PSAV)	Prerequisites: HSC0003, PRN0000, PRN0021, PRN0022, PRN0385, PRN0500	None	104 clock hours
STS 0003 Introduction to Surgical	Prerequisites: HSC0003, PRN0022;	None	96 clock hours

Technology (PSAV)	Corequisite: STS0155L		
STS 0003L Introduction to Clinical Practicum (PSAV)	Corequisite: STS0008	None	48 clock hours
STS 0005C Principles of Asepsis (PSAV)	Corequisite: STS0150C	None	96 clock hours
STS 0008 Pharmacology for the Surgical Technologist (PSAV)	Corequisite: STS0003L	None	48 clock hours
STS 0120 Surgical Specialties 1 (PSAV)	Corequisite: STS0255L	None	32 clock hours
STS 0121 Surgical Specialties 2 (PSAV)	Corequisite: STS0256L	None	32 clock hours
STS 0150C Surgical Technology Procedures (PSAV)	Corequisite: STS0005C	None	96 clock hours
STS0155L Operating Room Technique (PSAV)	Prerequisites: HSC0003, PRN0022; Corequisite: STS0003	None	96 clock hours
STS 0255L Surgical Specialties 1 Clinical (PSAV)	Corequisite: STS0120	None	184 clock hours
STS 0256L Surgical Specialties 2 Clinical (PSAV)	Corequisite: STS0121	None	184 clock hours
STS 0805 Perioperative Anatomy and Medical Terminology (PSAV)	Corequisite: STS0805L	None	48 clock hours
STS 0805L Perioperative Anatomy Laboratory (PSAV)	Corequisite: STS0805	None	48 clock hours

Justification: The program managers met and with the assistance of Ed Mueller, addressed how to fix the on-going registration and financial aid disconnects for students in these programs for over two years. Currently, students register for each course in sequence and upon successful completion can register for the next course. Two problems continuously occurred: 1) Course grades do not process in time to allow for registration, requiring continuous registration over-rides 2.) Financial aid software in Panthernet does not communicate with Panthernet registration software which negatively impacts/disconnects student's financial aid.

The solution:
+In order to work within the parameters of the Panthernet software all course pre-requisites and co-requisites must Be removed so that students can register for a block of courses on the program wheel at one time.
+All the programs above are Limited Access/Controlled Access which means that a program designator is assigned to each course in the program and each course is completed in sequence.
+Upon acceptance to the program the same special designator is assigned to the student which provides for seamless registration coupled with no negative impact to the student's financial aid.
+The pre/co requisites had been added to all courses in order to limit non-declared program majors from registering in program classes prior to the Limited/Controlled Access designation of the programs. The Limited/Controlled Access designation solved that issue; therefore, there is no need to keep the pre-co requisites to all courses.
+Students in the program must take the courses in sequence and progress is monitored by the program and course faculty.
+Removing the pre and co requisites has no impact on the course content, outline, objectives or outcomes.

Justification for early effective date
Please note that the programs are requesting that the removal of the pre and co- requisites to all courses take effective immediately in order to assure seamless registration and financial aid qualification for students as soon as possible. Removal of the pre and co requisites does not impact any course content/outcomes or program outcomes.

Discussion: Rose Anne Roche was spokesperson for the three programs affected by these course changes (Medical Assisting, Practical Nursing and Surgical Technology). All these programs are now limited access programs and both the courses and the students are given exclusive designators to allow limited enrollment in these courses. Since these courses are always taken sequentially, the need for attaching pre and corequisites to these courses no longer exists. This will also eliminate the problems with registration and financial aid that had occurred with a series of courses taken in the same term. T. Fairbanks asked 1.) if this was basically a registration correction and not an

academic revision to the programs and 2.) whether the sequence of courses and their prerequisite knowledge was listed somewhere so that students know that the courses are sequential in nature. Rose Anne confirmed that this is not an academic revision to the program but primarily a registration correction. She indicated that since students must be accepted into the programs to take these courses, they establish a cohort which progresses through the programs together and there is an understanding of the sequential nature of the competencies taught. The sequence of courses is listed both in the catalog, on the Area of Study web pages for the programs and the program managers closely advise their students through these programs so there is no opportunity to take the courses out of sequence.

Data sources consulted: Curriculum Support Documents

Action: Motion for Discussion-M. Dennis; 2nd P. Adams-King   **APPROVED**

2. **Patient Care Assistant PSAV 5233**

Revised Courses		**Effective August 2011**
HCP 0120 Nursing Assistant	(Change grading system form SU to AN and add program code 5233)	75 clock hours
HCP 0300 Home Health Aide	(Change grading system form SU to AN and add program code 5233)	50 clock hours
HCP 0620 Patient Care Assistant	(Change grading system form SU to AN and add program code 5233)	75 clock hours

Justification:
- Requesting the grading system for the Patient Care Assistant Program courses HCP0120 Nursing Assistant, HCP0300 Home Health Aide, and HCP0620 Patient Care Assistant be changed from S/U to A/N system
- The first course in the program, HSC0003 Health Care Concepts is already graded A/N
- Second course, HSC0003L LAB IS 12 HOURS, strictly lab with no exams and graded S/U
- The other courses above have several exams in each one and instructors already average out the exams since students must achieve a "75" average in order to pass the didactic portion of the course.
- It has been a constant source of disappointment for many students that they will only receive a grade of satisfactory, when their test average may be 90 or above.

Discussion: Rose Anne Roche explained that the grading system changes for these HCP courses was a move to provide students who might transfer onto another program or who are being hired by an agency an opportunity to better reflect the student's success in mastering the theoretical competencies within the courses. HSC 0003, which is shared by other Health PSAV programs is already graded AN and HCP 0003L will retain the SU grading System since it is a skills course. Most PSAV programs are moving to the AN grading system as an incentive for students to succeed in the courses they complete versus just reflecting satisfactory completion. B. Herrington asked what the cut off score was for an "A-C" grade for these courses. An "A" is 93% or above, a "B" 87-92% and a "C" is 75-86%.

Data sources consulted: Curriculum Support Documents

Action: Motion for discussion-M. Dennis; 2nd M. Pachter   **APPROVED**

E. **Motion to adjourn**

Discussion: None

Data sources consulted: Curriculum Support Documents

Action: Motion to adjourn-M. Dennis; 2nd E. Danso   **APPROVED**

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 CRB 220.2 [Jeanne Murcia's Office], Boca Raton AD 406, Lake Worth ETA 101, and Palm Beach Gardens AD 207 [SC 201-11/18/10])

Location Attendance

Location	Committee	Presenters	Observers		
			Faculty	Staff	Administrators
BG	1				
BR	1	1			
LW	8	3		1	
PBG	1				

Attendance:	
	Faculty
	Carol Alexander, Nursing-Second Year LW
	Colleen Bradshaw, Dental Assisting-First Year LW
X	Emmanuel Danso, Accounting-Second Year LW
X	Michael H. Dennis, Automotive Services-Second Year, LW
X	Tod Fairbanks, Biology-First Year PBG
	Sapna Gupta, Chemistry-First Year LW
X	Buddy Herrington, Nursing-Third Year LW-CHAIR
X	Jean A. Murcia, Computer Information Systems-Second Year BG
X	Marcie Pachter, Speech-Second Year LW
	Sheila Scott-Lubin, Early Childhood Education-Second Year BR
X	Michael Seminerio, Film-First Year LW
X	Lee Streicher, Criminal Justice-First Year, LW
	Standing Members
X	Bernadette Russell, Provost-Second Year BR
X	Peggy Adams-King, Associate Dean, Business-First Year LW
	Diane Bifano, Associate Dean, Communication-First Year LW
	Nicole Banks, Dean of Students-First Year BR
	Edward Mueller, District Registrar
X	Kathy Gamble, Academic Services (Non-voting)
	Ginger Pedersen, Dean- Academic Services (Non-voting)

Presenters: Barbara Sharp, Gwen Nicholson, Jane Fisher, Rose Anne Roche
Guests: Maryann McGann

Degree Type	Program Action			Course Action		
	New	**Rev**	**Delete**	**New**	**Rev**	**Delete**
AA				1	1	1
AAS						
AS		1				
ATC						
ATD						
CCC						
College Prep						
PSAV	2			2	28	
TOTAL	2	1		3	29	1