

Palm Beach State College  
Curriculum Committee Minutes  
November 18, 2010

**FA - Possible Financial Aid Action Warranted**

**I. Approval of October 28, 2010 Minutes and November 5-12, 2010 Electronic Vote**

Discussion: T. Fairbanks asked for clarification of the science course offerings listed as part of the General Education requirements and the Lower Division Common Prerequisites Courses for the BSN approved by the November 5-12, 2010 email vote. There was confusion about how the credits were presented and some discussion concerning this issue. The end result of the discussion was that the science course and labs have to be taken as part of the RN program and the two different listings within the program course list reflect how the credits count in the overall 121 credits of the BSN.

Both T. Fairbanks and B. Russell expressed concern that this program development was approved via email vote versus an in person meeting of the committee. K. Gamble explained that the program listing and preliminary course descriptions was submitted to the Curriculum Committee as an email vote in order to verify faculty development of the initial program list in order to submit the BSN to SACS for approval to continue the development of the program. Once approved to continue development and faculty are hired for this program, the program list and the related developed courses will return to the Curriculum committee for closer review and approval. At that time the committee will review the course development and any subsequent changes to the program list at one of its regularly scheduled meetings.

Data sources consulted: Minutes

Action: Motion for Discussion-M. Seminerio, 2<sup>nd</sup>-M. Dennis APPROVED

**II. For Your Information**

**CCE Courses October 21st through November 16, 2010**

<b>New Avocational and CCE Courses</b>	<b>Title</b>	<b>Clock Hours</b>
BEO0364	Medical Interpreter Training	40
BEO0365	Intensive Business English for Professionals	36
BEO0366	Speaking and Listening Strategies for Professional Success	30
FFO0738	Strategic & Tactical Considerations for Emergency Responders	2.5
HEO0163	Connecting with Children Through Observation	8
LUO0139	Introduction to the Circle of Energy	2

<b>Revised Avocational and CCE Courses</b>	<b>Title</b>	<b>Changes</b>
BEO0089	Conversation for Non-Native Speakers of English	Change course title to <i>Intermediate Conversation</i> ; Change clock hours from 32 to 33; Change special fee from \$25 to \$30; Update course description.
BEO0096	Advanced Conversation for Non-Native Speakers	Change clock hours from 32 to 33; Change special fee from \$25 to \$30; Update course description.

<b>Inactivated CCE Courses</b>	<b>Title</b>	<b>Clock Hours</b>
TIO0250	Environmental Management Systems (EMS)	24
TIO0400	Illustrator Intro for Macintosh	18
TIO0404	Photoshop Intro for Macintosh	18
TIO0407	QuarkXPress Intro	18
TIO0450	Feng Shui for Construction, Designers and Architects Professionals	6
TIO0513	Mobile AC 609 Certification: MACS	3
TIO0815	Designing and Building Energy Efficient Homes	4
TIO0816	Energy Efficient Housing for Florida's Climate	14
TIO0817	Environmental Landscape Management	14

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**Minutes Corrections**

9/22/10-IV. B. BAS Information Management Program - ISM 3XXX (ISM 3113) System Analysis and Design was approved to be effective August 2011. Dr. Sass has approved this course to be effective January 2011 so it can be offered Spring term.

9/22/10-IV. B.1-AA Course-English- Because the new course CRW 2101 is titled Introduction to Fiction Writing 2, CRW 2100 Introduction to Fiction Writing will change its name to Introduction to Fiction Writing 1 to make the sequence of courses clear.

10/28/10-IV. A. MAC 1147-MAC 1147 Precalculus Algebra & Trigonometry for 5 credits is the combination of two existing General Education Area 3 (Mathematics) Courses- MAC 1114 Trigonometry and MAC 1140 Precalculus. When the course number is confirmed at the state it will be added to the Course Dictionary as a General Education Course addition to Area 3.

**VPAA Approval**

Updated Course Learning Outcomes-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. This completed this update project.

ARC2303C	Architectural Design III	3
BSC2421	Introduction to Biotechnology	3
BSC2421L	Introduction to Biotechnology	1
BSC2427	Biotechnology 2, Molecular	3
BSC2427L	Biotechnology 2, Molecular	1
BSC2945C	Biotechnology Internship (AA)	3
PEO1031C	Individual Sports (AA)	3
FIL2488C	Directing for Actors	3
FIL2491C	Acting for Film	3
FIL2611C	Producing for Film	3
FIL2671C	Feature Film Post-Production	3
LIS2004	Introduction to Internet	3
RTV1201C	Videography (AS)	3
RTV2245C	News Magazine Production (AS)	3
RTV2250C	Feature Documentary Post-Production (AS)	3
RTV2333C	Documentary Production (AS)	3
RTV2335C	Feature Documentary Production (AS)	3
RTV2710	Freelance Producing for the Broadcast Industry (AS)	3
RTV2940	Broadcast Internship 1 (AS)	3

**III. Old Business**

**Trade & Industrial**

**Sustainable Building Construction AS**

Revised Course

**Effective August 2011**

BCN 2941 Building Construction Experience (Change credits from 3 to 4, pre requisites remain the same) 3

Justification-This course revision was overlooked in the April 22, 2010 curriculum agenda, though it was listed in the program correctly. This is a Prior Learning Experience course and students need to provide documentation of 4 years of bona fide experience toward journeyman level tradesmanship to earn the program credit.

**Discussion:** Roland Holt reviewed the program changes that were done during the April 2010 Curriculum Committee to revise the Industrial Operations Management AAS to an AS, revise the two existing credit certification related to that degree and create the new Sustainable Construction Technology AS. When developing the SCT AS the department ended up with

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63 credits, when 64 credits were required to adhere to the Building Construction Technology curriculum frameworks the program is being based on. Since BCN 2941 Building Construction Experience required 4 years of journey man experience to qualify for the credit, the department decided to change the course credit from 3 to 4 credits. This was listed on the program course list submitted in April but the paperwork for the course revision was not submitted. This curriculum action is to correct this oversight.

**Data sources consulted: Curriculum Support Documents**

**Action:** Motion to Discuss-M. Pachter, 2<sup>nd</sup>-B. Russell

APPROVED

**IV. New Business**

**Credits**

**A. AA Courses-Honors**

**Social Sciences**

New Courses

**Effective August 2011**

PSY 2012 Honors General Psychology (3 lecture hours, Prerequisite: admission to the Honors College) 3

**Justification:** A psychology class is not currently offered in the Honors curriculum. Adding psychology to the curriculum will strengthen the Honors program by expanding the Gen Ed course selection and will encourage students to take more Honors classes.

**Discussion:** Terry Randolph explained how the Psychology Cluster and the Honors Advisory Council approved the development of the Psychology Honors course in order to increase and round out the Honors offerings at Palm Beach State. Dr. Mile Miles worked with Terry to develop the course outline for this course.

**Data sources consulted: Curriculum Support Documents**

**Action:** Motion for discussion-B. Russell, 2<sup>nd</sup>-C. Bradshaw

APPROVED

**B. Business Administration and Office Management**

**Business Administration AAS**

Revised Program

**Effective August 2011**

<b>Current Business Administration and Management AAS</b>	<b>Proposed Business and Administration Management AAS</b>
<b>GENERAL EDUCATION REQUIREMENTS CREDITS</b> Unless otherwise specified, select courses from each General Education category. See pages 40-41. ENC 1101 College Composition 1 3 HSC 2100 Health Concepts & Strategies 3 MGF 1106 Liberal Arts Mathematics (or any course from the Area III) 3 SPC 1017 Fundamentals of Speech Communication 3 Any course from Humanities - Area II 3 Any course from Social Science - Area V 3 <b>Total Required General Education Credits 18</b>	<b>GENERAL EDUCATION REQUIREMENTS CREDITS</b> Unless otherwise specified, select courses from each General Education category. See pages 40-41. ENC 1101 College Composition 1 3 HSC 2100 Health Concepts & Strategies 3 MGF 1106 Liberal Arts Mathematics (or any course from the Area III) 3 SPC 1017 Fundamentals of Speech Communication 3 Any course from Humanities - Area II 3 Any course from Social Science - Area V 3 <b>Total Required General Education Credits 18</b>
<b>REQUIRED COURSES</b> APA 1111 Bookkeeping 3 CGS 1100 Microcomputer Applications 3 ENC 1102 College Composition 2 - or - ENC 1210 Technical Communications - or - OST 2335 Business Communications 3 GEB 1011 Introduction to Business 3 MAR 2011 Principles of Marketing 3 MNA 2100 Human Relations in Business - or - MNA 2345 Principles of Supervision 3 MTB 1103 Business Mathematics 3	<b>REQUIRED COURSES</b> APA 1111 Bookkeeping 3 CGS 1100 Microcomputer Applications 3 ENC 1102 College Composition 2 - or - ENC 1210 Technical Communications - or - OST 2335 Business Communications 3 GEB 1011 Introduction to Business 3 MAR 2011 Principles of Marketing 3 MNA 2100 Human Relations in Business - or - MNA 2345 Principles of Supervision 3 MTB 1103 Business Mathematics 3

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Business Electives * 15 General Electives ** 10 <b>Total Required Course Credits 46</b> <b>Total Program Credits 64</b> <i>*Business Electives: Select from courses with the prefixes ACG, ACO, APA, BUL, CGS, ECO, GEB, MAN, MAR, MKA MNA, OST, PLA, SBM or TAX.</i> <i>**General Electives: Choose any credit course from any discipline to total 10 credits.</i> For a suggested educational plan (course sequence), please see <a href="http://www.palmbeachstate.edu/x3223.xml?id=24">www.palmbeachstate.edu/x3223.xml?id=24</a>	<b>SBM 2000 Small Business Management 3</b> Business Electives * 12 General Electives ** 10 <b>Total Required Course Credits 46</b> <b>Total Program Credits 64</b> <i>*Business Electives: Select from courses with the prefixes ACG, ACO, APA, BUL, CGS, ECO, GEB, MAN, MAR, MKA MNA, OST, PLA, SBM or TAX.</i> <i>**General Electives: Choose any credit course from any discipline to total 10 credits.</i> For a suggested educational plan (course sequence), please see <a href="http://www.palmbeachstate.edu/x3223.xml?id=24">www.palmbeachstate.edu/x3223.xml?id=24</a>
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**Justification:** This action is being requested so that there is a smoother transition between the College Credit Certificate and the Degree. Currently SBM2000, Small Business Management is required in the certificate, but not the degree. The Business Cluster and the BPC feel there will be more completers if the certificate and degree requirements are more closely aligned. In addition, the prefix ACO will be removed from the elective choices since there are no longer any ACO credit courses offered at Palm Beach State College.

**Discussion:** Peggy Adams-King told the committee that the changes to the Business Administration AAS were to bring the program more in line with the required courses for the related credit certificate. She indicated that the cluster found that there were few completers of the credit certificate because SBM 200 Small Business Management is a required course for the credit certificate and only an elective for the AAS. It is hoped that this change will increase completers of the credit certificate. The second change to the BAM AAS was a housekeeping action since Palm Beach State no longer offers any ACO prefix courses.

**Data sources consulted: Curriculum Support Documents**

**Action:** Motion for Discussion-C. Bradshaw, 2<sup>nd</sup>-S. Scott-Lubin

APPROVED

## C. Computer Information Systems and Technology

### Computer Information Security (ATC 4139)

#### Revised Courses

**Effective August 2011**

CNT 2401	Computer Network Security Policy Development (Change credits from 2 to 3, keep prereqs as is)	2
CNT 2407	Information Security Implementation and Standards (Change credits from 2 to 3 credits, keep prereqs as is)	2

#### Revised Program

**Effective August 2011**

Current Computer Information Security ATC 4139		Proposed Computer Information Security ATC 4139	
REQUIRED COURSES	CREDITS	REQUIRED COURSES	CREDITS
CNT 2401 Computer Network Security Policy Development	2	CNT 2401 Computer Network Security Policy Development	3
CNT 2407 Information Security Implementation and Standards	2	CNT 2407 Information Security Implementation and Standards	3
CNT 2404 Network Attacks and Introduction to TCP/IP Security	3	CNT 2404 Network Attacks and Introduction to TCP/IP Security	3
CNT 2405 Intrusion Detection Systems, Countermeasures and PKI	3	CNT 2405 Intrusion Detection Systems, Countermeasures and PKI	3
Total Program Credits	10	Total Program Credits	12

**Justification:** This curriculum action is for purposes of updating wireless security competencies, adding router and switch security competencies and updating curriculum to align with industry security certifications.

**Discussion:** Ali Fazelpour shared with the committee that the Computer Cluster submitted these program changes to incorporate increased competencies for wireless security, router knowledge and to comply with training done for current computer security certifications.

**Data sources consulted: Curriculum Support Documents**

**Action:** Motion for Discussion-E. Mueller, 2<sup>nd</sup>-P. Adams-King

APPROVED

## D. Public Service

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**Criminal Justice AAS/AS**

Deleted Course

**Effective August 2010**

CCJ 1191 Introduction to Human Behavior and the Criminal Justice Practitioner (Five Year Rule)

3

Program revision

**Effective August 2011**

CORRECTIONS OFFICER TRACK AAS A607 / AS 2605			LAW ENFORCEMENT OFFICER TRACK AAS A608 / AS 2606			GENERAL (NON-SWORN) TRACK AAS A612 AS 2611		
GENERAL EDUCATION REQUIREMENTS	CR		GENERAL EDUCATION REQUIREMENTS	CR		GENERAL EDUCATION REQUIREMENTS	CR	
ENC 1101 College Composition I	3		ENC 1101 College Composition I	3		ENC 1101 College Composition I	3	
MGF 1106 Liberal Arts Mathematics (A.S. students)	3		MGF 1106 Liberal Arts Mathematics (A.S. students)	(3)		MGF 1106 Liberal Arts Math (A.S. students)	(3)	
MAT 1033 Intermediate Algebra (A.A.S. students)	3		MAT 1033 Intermediate Algebra (A.A.S. students)	(3)		MAT 1033 Intermediate Algebra (A.A.S. students)	(3)	
POS 1041 Introduction to American Government	3		POS 1041 Introduction to American Government	3		POS 1041 American Government	3	
HSC 2100 Health Concepts & Strategies	3		HSC 2100 Health Concepts & Strategies	3		HSC 2100 Health Concepts & Strategies		
-or-			-or-			-or-		
SPN 1120 Elementary Spanish I	4		SPN 1120 Elementary Spanish I	4		SPN 1120 Elementary Spanish I	4	
SPC 1017 Fundamentals of Speech Communication	3		SPC 1017 Fundamentals of Speech Communication	3		SPC 1017 Fundamentals of Speech Communications	3	
Any course from Humanities - Area II	3		Any course from Humanities - Area II	3		Any course from Humanities - Area II	3	
Total Required General Education Credits	18/19		Total Required General Education Credits	18/19		Total Required General Education Credits	18/19	
REQUIRED COURSES			REQUIRED COURSES			REQUIRED COURSES		
CCJ 1010 Introduction to Criminology	3		CCJ 1010 Introduction to Criminology	3		CCJ 1010 Introduction to Criminology	3	
CCJ 1020 Administration of Criminal Justice	3		CCJ 1020 Administration of Criminal Justice	3		CCJ 1020 Administration of Criminal Justice	3	
CJE1711 Criminal Justice Capstone Course	3		CJE1711 Criminal Justice Capstone Course	3		CJJ 2002 Juvenile Delinquency	3	
CJJ 2002 Juvenile Delinquency	3		CJJ 2002 Juvenile Delinquency	3		CCJ1618 Criminal Psychology	3	
CJB 2713 Introduction to Forensic Science	3		CJB 2713 Introduction to Forensic Science	3		CJB 2713 Introduction to Forensic Science	3	
CJE 1300 Police Administration I	3		CJE 1300 Police Administration I	3		CJE 1300 Police Administration I	3	
CJL 2100 Criminal Law	3		CJL 2100 Criminal Law	3		CJL 2100 Criminal Law	3	
Total Required Course Credits	21		Total Required Course Credits	21		Total Required Course Credits	21	
REQUIRED CONCENTRATION			REQUIRED CONCENTRATION			REQUIRED CONCENTRATION		
Corrections Academy - (Florida Corrections Academy and state exam passage required)			Law Enforcement Academy (Florida Law Enforcement Academy and state exam passage required)			Non-Sworn Track	21	
Total Required Concentration Credits	19			22		CCJ/CJE/CJL/CJB courses	(18)	
ELECTIVES – CHOOSE 6 CREDITS			ELECTIVES – CHOOSE 3 CREDITS			CJE 1711 Criminal Justice Capstone Course	(3)	
<del>CCJ 1191 Introduction to Human Behavior and The Criminal Justice Practitioner</del> (3)			<del>CCJ 1191 Introduction to Human Behavior and The Criminal Justice Practitioner</del> (3)			Total Required Concentration Credits	21	
CGS1100 Microcomputer Applications	(3)		CGS 1100 Microcomputer Applications	(3)		ELECTIVES - Choose 4/3 credits		
CJE 1301 Police Administration II	(3)		CJE 1301 Police Administration II	(3)		<del>CCJ 1191 Introduction to Human Behavior and the Criminal Justice Practitioner</del> (3)		
CCJ 1618 Criminal Psychology	(3)		CCJ 1618 Criminal Psychology	(3)		CJE 1301 Police Administration II	(3)	
CJL 1062 Introduction to Constitutional Law	(3)		CJL 1062 Introduction to Constitutional Law	(3)		CGS 1100 Microcomputer Applications	(3)	
CJL 2130 Laws of Evidence	(3)		CJL 2130 Laws of Evidence	(3)		CJL 1062 Introduction to Constitutional Law	(3)	
CJL 2403 Law of Arrest, Search & Seizure	(3)		CJL 2403 Law of Arrest, Search & Seizure	(3)		CJL 2130 Laws of Evidence	(3)	
CJE 2600 Criminal Investigation	(3)		CJE 2600 Criminal Investigation	(3)		CJL 2403 Law of Arrest, Search, and Seizure	(3)	
Total Required Elective Credits	6/5		Total Required Elective Credits	3/2		CJE 2600 Criminal Investigation	(3)	
TOTAL PROGRAM CREDITS	64		Total Program Credits	64		Total Required Elective Credits	4/3	
						Total Program Credits	64	

**Justification:** CCJ 1191 Introduction to Human Behavior and the Criminal Justice Practitioner has been flagged as a Five Year Rule course and needs to be inactivated. It was an elective for all three Criminal Justice CAAS/AS Concentrations. The removal of this course will not affect the programs total credits (64)

**Discussion:** Lee Streicher explained that the changes being done to this program were to eliminate an inactive course from the elective course list.

**Data sources consulted:** Curriculum Support Documents

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**Action:** Motion to Approve-M. Dennis, 2<sup>nd</sup>-M. Pachter

APPROVED

**E. Motion to adjourn**

**Discussion:** None

**Data sources consulted: Curriculum Support Documents**

**Action:** Motion to Adjourn-E. Danso, 2<sup>nd</sup>-E. Mueller

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					
BR	1	1			
LW	11	4		3	
PBG	1				

Attendance	
	<b>Faculty</b>
	Carol Alexander, Nursing-Second Year LW
X	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
X	Sapna Gupta, Chemistry-First Year LW
X	Buddy Herrington, Nursing-Third Year LW-CHAIR
	Jean A. Murcia, Computer Information Systems-Second Year BG
X	Marcie Pachter, Speech-Second Year LW
X	Sheila Scott-Lubin, Early Childhood Education-Second Year BR
X	Michael Seminerio, Film-First Year LW
X	Lee Streicher, Criminal Justice-First Year, LW
	<b>Standing Members</b>
X	Bernadette Russell, Provost-Second Year BR
	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
X	Edward Mueller, District Registrar
X	Kathy Gamble, Academic Services (Non-voting)
	Ginger Pedersen, Dean- Academic Services (Non-voting)

Presenters: Roland Holt, Terry Randolph, Peggy Adams-King, Lee Streicher

Guests: Maryann McGann, Geri Spain, Julia Vicente

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Degree Type	Program Action			Course Action		
	New	Rev	Delete	New	Rev	Delete
AA			1	1		
AAS		1				
AS					4	
ATC		1			2	
ATD						
CCC						
College Prep						
PSAV						
<b>TOTAL</b>		2	1	1	6	