

Palm Beach State College
Curriculum Committee Evote Results
March 17, 2016

FA - Possible Financial Aid Action Warranted

I. Approval of January 28, 2016 Minutes; February 18, 2016 E-vote

Discussion: None

Data sources consulted: Minutes

Action:

II. For Your Information

CCE/Avocation Course Action January 27 through March 14, 2016

New Avocational and CCE Courses	Title	Clock Hours
HEO0262	Marketing for Early Childhood Education 2	6
LGO0136	Minimal English 1 Corporate	24
LUO0175	BEST Program	60
LUO0176	Saturdays in the Shop	12
TAO0494	Six Sigma Black Belt Grant Funded	40
POO0552	Marijuana Impaired Driving	8
YCO0207	Summer Youth Art Program Week 7	32
YCO0208	Summer Youth Art Program Week 8	32
YCO0209	Summer Youth Film Week 1 with Ages 8-11	32
YCO0210	Summer Youth Film Week 1 with Ages 12-14	32
YCO0211	Summer Youth Film Week 2 with Ages 8-11	32
YCO0212	Summer Youth Film Week 2 with Ages 12-14	32
YCO0213	Summer Youth Film Week 3 with Ages 8-11	32
YCO0214	Summer Youth Film Week 3 with Ages 12-14	32
YCO0215	Summer Youth Film Week 4 with Ages 8-11	32
YCO0216	Summer Youth Film Week 4 with Ages 12-14	22
YCO0217	Summer Youth Film Week 5 with Ages 8-11	32
YCO0218	Summer Youth Film Week 5 with Ages 12-14	32
YCO0219	Summer Youth Film Week 6 with Ages 8-11	32
YCO0220	Summer Youth Film Week 6 with Ages 12-14	32
YCO0221	Summer Youth Film Week 7 with Ages 8-11	32
YCO0222	Summer Youth Film Week 7 with Ages 12-14	32
YCO0223	Summer Youth Film Week 8 with Ages 8-11	32
YCO0224	Summer Youth Film Week 8 with Ages 12-14	32
YCO0225	Summer Youth Photography Week 1 with Ages 8-11	32
YCO0226	Summer Youth Photography Week 1 with Ages 12-14	32
YCO0227	Summer Youth Photography Week 2 with Ages 8-11	32
YCO0228	Summer Youth Photography Week 2 with Ages 12-14	32
YCO0229	Summer Youth Photography Week 3 with Ages 8-11	32
YCO0230	Summer Youth Photography Week 3 with Ages 12-14	32
YCO0231	Summer Youth Photography Week 4 with Ages 8-11	32
YCO0232	Summer Youth Photography Week 4 with Ages 12-14	32
YCO0233	Summer Youth Photography Week 5 with Ages 8-11	32
YCO0234	Summer Youth Photography Week 5 with Ages 12-14	32
YCO0235	Summer Youth Photography Week 6 with Ages 8-11	32
YCO0236	Summer Youth Photography Week 6 with Ages 12-14	32
YCO0237	Summer Youth Photography Week 7 with Ages 8-11	32
YCO0238	Summer Youth Photography Week 7 with Ages 12-14	32
YCO0239	Summer Youth Photography Week 8 with Ages 8-11	32
YCO0240	Summer Youth Photography Week 8 with Ages 12-14	32

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YCO0241	Summer Youth Theatre Week 1	32
YCO0242	Summer Youth Theatre Week 2	32
YCO0243	Summer Youth Theatre Week 3 Play Production	32
YCO0244	Summer Youth Theatre Week 4 Play Production	32
YCO0245	Summer Youth Theatre Week 5 Play Production	32
YCO0246	Summer Youth Theatre Week 6 Play Production	32
YCO0247	Summer Youth Theatre Week 7 Play Production	32
YCO0248	Summer Youth Theatre Week 8 Play Production	32
YCO0663	Digital Arts	12
YCO0664	Advanced Pottery	36
YCO0665	Mysteries in History	12
YCO0666	Painting Party – Exploring Acrylic Painting Methods	12
YCO0667	Dance Fashion	12
YCO0668	Drawing Realistic Animals “Fur, Fins & Feathers”	12
YCO0669	Face Painting	12
YCO0670	Figure it Out!	12
YCO0671	Sculpture 102	12
YCO0672	Survival 101	12
YCO0673	Gladiators Unite!	12
YCO0674	You Be the Inventor	12
YCO0675	Under the Sea	12

Revised Avocational and CCE Courses	Title	Changes
AVO0293	Jr. Care Givers	Change special fee from \$68.88 to \$79.88.
CFO0120	Parent Education and Family Stabilization Course	Change course title from Children First for Divorcing Parents to Parent Education and Family Stabilization Course; Revise course description.
CFO0121	Curso para Educacion de los Padres y Estabilizacion Familiar	Change course title from Children First para Padres Divorciados en Espanol to Curso para Educacion de los Padres y Estabilizacion Familiar; Revise course description.
HEO0253	Marketing for Early Childhood Education 1	Change course title from <i>Introduction to Marketing for Early Childcare Education</i> to <i>Marketing for Early Childhood Education 1</i> .

Minutes Corrections

6/8-12/15 Minutes –Nursing Additional Action overlooked at the time of the curriculum vote and needed for new program course Configuration: Revised Course NUR1141 Introduction to Pharmacotherapeutics (Description and learning outcome update effective May 20163)

9/24/15 Minutes -FYI VPAA Action: A clarification to the endterm dates for the Aeronautical Science courses. The courses will all be open and available until the end of the teach-out period except the Private Pilot courses which must be inactivated as of August 16, 2016 per ruling by the Veterans’ Administration.

Crs No.	Title	Credits	Last Term Offered
AMT1933	Airframe and Power Plant Certification	24	20182
ASC1101	Aero-Navigation	3	20182
ASC1210	Aero-Meteorology	3	20182
ASC1310	Aero-Safety and Regulations	3	20182
ASC1640	Propulsion Systems	3	20182
ASC2550	Aerodynamics	3	20182

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ATF1111 A	Private Pilot Flight 1 - Airplane-Ground	2	20163
ATF1112 A	Private Pilot Flight 2 - Airplane-Flight	2	20163
ATF1140 A	Private Pilot Flight 1 - Helicopter -Ground	2	20163
ATF1142 A	Private Pilot Flight 2 - Helicopter -Flight	2	20163
ATF1150LV	Commercial Pilot Flight 1-Airplane-Ground	1	20182
ATF1342LA	Commercial Helicopter 1-Ground	1	20182
ATF1602C	Flight Simulator	3	20182
ATF2204CA	Commercial Pilot Flight 3 - Airplane	2	20182
ATF2240LA	Commercial Pilot Flight 2 - Helicopter Cross Country	1	20182
ATF2241 A	Commercial Pilot Flight - Helicopter-Flight	2	20182
ATF2242LA	Commercial Pilot External Load Flight - Helicopter	1	20182
ATF2243 A	Commercial Pilot Turbine Flight - Helicopter	1	20182
ATF2244 A	Commercial Pilot Night Vision Goggles Flight - Helicopter	1	20182
ATF2245CA	Commercial Pilot Flight 1 Additional Rating - Helicopter	2	20182
ATF2250LA	Commercial Pilot Flight 2-Airplane-Cross Country	1	20182
ATF2300 A	Instrument Rating Flight 1 - Airplane-Ground	2	20182
ATF2302LA	Instrument Rating Flight 2 - Airplane-Flight	1	20182
ATF2340 A	Instrument Rating Flight 1 - Helicopter-Ground	2	20182
ATF2341LA	Instrument Rating Flight 2 - Helicopter-Flight	1	20182
ATF2500LA	Flight Instructor (Initial CFI) Flight - Airplane	2	20182
ATF2510LA	Flight Instructor Multi-Engine (MEI) Flight - Airplane	1	20182
ATF2530LA	Flight Instructor Instrument (CFI-I) Flight - Airplane	1	20182
ATF2540LA	Flight Instructor (Initial CFI) Flight - Helicopter *	2	20182
ATF2541LA	Flight Instructor Instrument (CFI-I) Flight - Helicopter	1	20182
ATT1100	Private Pilot Ground School	3	20163
ATT2110	Commercial Pilot Ground School	3	20182
ATT2120	Instrument Ground School	3	20182
ATT2131	Flight Instructor Ground School	3	20182

9/8/24/15 Minutes IV. D. 1. Fire Science: FFP2880 Emergency Management Public Policy, Relations and Education was reactivated in order for current students to complete the program teach-out. The new end date will be August 2016 (20171.)

1/14/16 Minutes-IV.B. Revised Courses- HUS1421 Assessment and Treatment Planning in Addictions and HUS1440 Family Issues in Chemical Dependency also need to have prereq statement "Or permission of instructor/Or instructor permission" removed.

1/14/16 Minutes -IV.D1., D2.- In order to offer the old version courses of the HVAC and Machining PSAV programs for students completing the teach-out period, it is necessary to convert needed old courses to "A" version courses which are limited by special designator to a specific cohort. It is also necessary to create Machining PSAV transition courses so that students within the teach-out who transition to the new version of the program can complete the program with the correct number of clock hours. The transition courses are approved by the VPAA and Financial Aid.

1. HVAC PSAV

Old Course Version Timeline

ACR 0430 A	Indoor Quality for Air Conditioning
ACR 0816 A	Installation & Repair of HVAC/R Systems
ACR 0710 A	Commercial HVAC/R Mechanical Components
ACR 0066 A	Technical Engineering of HVAC/R Systems
ACR 0961 A	HVAC/R Field Work Experience 1

Effective August 2016 (20171)

Last offered 20171	120
Last offered 20171	120
Last offered 20171	120
Last offered 20171	120
Last offered 20172	75

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<u>Deleted Courses</u>	Last Term Offered	
ACR0963 Field Work in HVAC/R 3	20162	120
ACR0964 Field Work in HVAC/R 4	20162	120
ACR0962 HVAC/R Field Work Experience 2	20172	75

2. Machining PSAV

New Transition Courses (Internal)

PMT0900 A Machining PSAV Transition Course 90 Clk Hrs (SU Grading, for students transitions to 20171 version of Program, offered Summer 2016 (20163) Only)	90
PMT0900 B Machining PSAV Transition Course 60 Clk Hrs (SU Grading, for students transitions to 20171 version of Program, offered Summer 2016 (20163) Only <i>Correction offered Fall 20171 only</i>)	60

Revised Courses

Effective August 2016 (20171)

PMT0258 CNC Milling Methods (Change title to Machinist 1, change clock hours to 150, grading from SU to AN, remove PMT0251 as coreq , revise course description and course learning outcomes)	120
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Old Course Version Timeline

Effective August 2016 (20171)

PMT0258 A CNC Milling Methods	<i>Last Term Offered 20171</i>	120
PMT0259 A CNC Lathe Methods	<i>Last Term Offered 20172</i>	120

Deleted Courses

Last Term Offered

PMT0228 Advanced CNC Concepts	Spring 20172	120
PMT0251 Introduction to CNC Machining	Fall 20171	120
PMT0265 Machining Technologies	Spring 20172	60
PMT0290 Machining Field Experience 1	Summer 20173	120
PMT0291 Machining Field Experience 2	Summer 20173	60

1/28/16 Minutes IV. B. Interior Design- Statewide Course Numbering (SCNS) awarded IND1XXX Building Systems (3) the number IND2461 to match similar offerings across the state. Z. Espinoza indicated this would not be an issue for the program.

1/28/16 Minutes IV. C. 2. Medical Assisting: The two new courses should use the AN grading scale verses the stated AW scale to match the rest of the courses in the program. Also, An additional revised course not included in agenda was MEA0258 Radiology for the Medical Assistant (50) that changed wording on two learning outcomes to reflect more accurate assessment needed:

- Operate and maintenance of x-ray equipment/accessories. **Change to Describe maintenance of x-ray equipment/accessories.**
- Perform the processing of x-ray film and maintaining film files. **Change to Describe how to maintain x-ray files.**

2/18/16 Evote A. ANT2100L-New Course should be listed as one credit (2 lab) rather than 3 credits.

VPAA Actions

Sugar Technology AS Courses – The Sugar Technology AS degree has been in Teach-out since August 2015. Since the last student in teach-out will complete the AOM program courses Spring Term, the VPAA approved inactivating these courses effective the end of 20162.

Course No.	Course Title	Credits	Last Term Offered
AOM1261	Agriculture and Cane Farming (AS)	2	20162
AOM1262	Sugar Cane Processing Overview and Engineering Practices (AS)	2	20162
AOM1263C	Cane Quality and Analysis; Factory Analytical Methods (AS)	3	20162
AOM1265C	Cane Preparation, Milling and Diffusion - 1 (AS)	3	20162
AOM1266C	Cane Preparation, Milling and Diffusion - 2 (AS)	3	20162
AOM1274C	Material Balance Calculations and Factory Control - 1 (AS)	3	20162
AOM2267C	Clarification, Filtration and Evaporation - 1 (AS)	3	20162

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AOM2269C	Crystallization - 1 (AS)	3	20162
AOM2270C	Crystallization - 2; Centrifugation (AS)	3	20162
AOM2271	Sugar and Molasses Quality, Handling, Storage and Shipping (AS)	3	20162
AOM2273	Basics of Sugar Refining (AS)	3	20162
AOM2275	Material Balance Calculations and Factory Control - 2 (AS)	3	20162
AOM2277	Regulatory and Quality Control (AS)	3	20162

Institute of Teacher Education (F225)-For 2016-2017 Catalog clean-up and to match the DOE designation for this program, the Program title would be revised to Educator Preparation Institute so that it will appear correctly on the students transcript and will be more easily searchable in the online catalog.

Housekeeping

3/17/15 DBOT Action VIII. 2.1 Deletion of Green Building Trades PSAV Certificate (5247) from College offerings. The courses contained in this program must be deleted from the Course Dictionary for catalog clean-up since there has been no enrollment since 2014 and therefore no teach-out period. These courses will be inactivate effective Spring term 20162.

Course#	Title	Clock Hrs
ACR0762	Introduction to Sustainable HVAC Practices	150
BCV0002	Introduction to Sustainable Concepts	150
BCV0500	Introduction to Sustainable Plumbing Practices	150
BCV0606	Introduction to Sustainable Electrical Practices	150
BCV0830	Alternative Energy	150
ETP0450	Solar Photovoltaic Systems Installer	150

III. Old Business

Discussion:

Data sources consulted: Curriculum Support Documents

Action:

IV. New Business

Credits/Clock Hours

A. Business Administration and Office Management

New Course

Effective August 2016

RMI 2001	Fundamentals of Risk Management and Insurance (3 credits, 3 lecture hours, AW grading system)	3
RMI 2942L	Fundamentals Insurance Practicum (3 credits, 15 lab hours, AW grading system)	3
RMI 2212	Personal and Business Property Insurance (3 credits, 3 lecture hours, AW grading system)	3
RMI 2701	Agency Management and Selling Techniques (3 credits, 3 lecture hours, AW grading system)	3

New Program Concentration

Effective August 2016

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

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	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		

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.

Discussion:

Data sources consulted: Curriculum Support Documents

Action:

E. Motion to Dismiss

Discussion: NA

Action:

The Curriculum agendas and documentation are at <http://intranet.pbcc.edu/AcadServ/CurriculumMaterials.asp> and Curriculum Minutes <http://www.palmbeachstate.edu/curriculum-development/minutes.aspx> 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 105.3, Boca Raton AD 406, Lake Worth ETA 101, and Palm Beach Gardens AD 207)

E-vote		
Minutes	BA AS-RMI Conc	Faculty and Instructors

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		Victor Aikhionbare, Political Science -1 st Year LW
X	X	Lauren Chambers, English/Lit-1st Year PBG
X	X	Cheryl Christensen, Natural Science-1st Year BR
X	X	Zenaida Espinosa, Interior Design-1st Year LW
X	X	Tod Fairbanks, Microbiology-1st Year PBG
X	X	Elizabeth Horvath, Computer Science 1st Year LW
		Lilian Jordan, Physics-1st Year PBG
		Cynthia Judd, Chemistry-1st Year PBG
		Richard Shreve, Chemistry-1st Year BR
X	X	Doreen Singer, Surgical Technology PSAV-3rd Year LW CHAIR
X	X	Michele Tiggle, BAS Health Adm-1st Year District
X	X	Debra Trigoboff, Education-1st Year BR
		Administrative Members
X	X	Susan Bierster, Acting Dean Curriculum and Educational Technology -1st Year District
X	X	Robert Gingras, Academic Assoc Dean-1st Year PBG
		Henry Ponciano, Student Serv. Asst. Dean-2nd Year PBG
		Teresa Armas, Financial Aid Specialist
		Amy McDonald, District Registrar
		Kathleen Karran-Mccoy, Student Services Asst. Dean, (Non-voting)
		Kathy Gamble, Academic Services (Non-voting)

Degree Type	Program Action			Course Action		
	New	Rev	Delete	New	Rev	Delete
BAS/BS						
AA						
AS	1			4		
ATC						
ATD						
CCC						
College Prep						
PSAV						
TOTAL	1			4		

March 17, 2016 Curriculum Evote-Bus Adm AS RMI Conc

From: Gamble, Kathleen A

Sent: Thursday, March 17, 2016 3:01 PM

To: 2016 CC Committee Members

Subject: 3-17-16 Curriculum Committee Evote

Importance: High

Hello, everyone.

Curriculum Committee has provisions for electronic voting and since the March Curriculum Agenda only has minutes approval and one action ready for review, I am sending you a voting email for the curriculum action below.

According to Curriculum Committee policy (1/24/02), the committee has five (5) working days to respond to this email with a vote. The actions will pass or fail based on the number of votes collected by this time.

Vote	Curriculum Action	Justification
	I. Approval of January 28, 2016 Minutes; February 18, 2016 E-vote	Standard Procedure of Curriculum Committee
	II. Creation of Business Administration and Management AS-Risk Management and Insurance Concentration plus four new RMI courses	<p>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.</p> <p>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).</p> <p>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.</p>

You will find the full agenda attached and support documents at box.com. Please review these documents and indicate your approval or rejection by one of two ways:

- Select the appropriate voting button at the top of this message and vote to approve or reject all actions listed in the table provided. You must open the message completely to see the voting buttons. For those using Outlook Web Access, please reply as a normal e-mail with approval or rejection. (Voting buttons do not work through this system.)
- Send a reply to this email and indicate in the table your vote on each of the curriculum actions –**Yes** for those you accept and **No** for those you reject.

If you have any questions or concerns about this action please include these inquiries in your voting response or contact me at 1-3893. I will follow-up with the curriculum initiator and send out a follow-up reply to all voters or another voting e-mail if necessary.

Please respond to this request by **Thursday, March 24, 2016**. Approval will be based on the majority of responses received from Curriculum Committee members by this time.

Thank you for your assistance. Do not hesitate to call if you have any questions or concerns.








I look forward to hearing from you.

Kathy Gamble

Kathleen A. Gamble

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Curriculum Committee Vote Results (10 voted to approve)

Subject: 3-17-16 Curriculum Committee Evote: 10 item(s)		
 Tiggie, Michele T	Approve: 3-17-16 Curriculum Committee Evote	Wed 3/23/201... 18 KB
 Horvath, Elizabeth I	Approve: 3-17-16 Curriculum Committee Evote	Wed 3/23/201... 18 KB
Chambers, Lauren R	Approve: 3-17-16 Curriculum Committee Evote	Sun 3/20/2016... 10 KB
 Singer, Doreen L	Approve: 3-17-16 Curriculum Committee Evote	Fri 3/18/2016 ... 17 KB
 Espinosa, Zenaida I	Approve: 3-17-16 Curriculum Committee Evote	Fri 3/18/2016 ... 17 KB
Fairbanks, Tod R	Approve: 3-17-16 Curriculum Committee Evote	Thu 3/17/2016... 10 KB
Christensen, Chery...	Approve: 3-17-16 Curriculum Committee Evote	Thu 3/17/2016... 10 KB
 Trigoboff, Debra	Approve: 3-17-16 Curriculum Committee Evote	Thu 3/17/2016... 18 KB
 Gingras, Robert	Approve: 3-17-16 Curriculum Committee Evote	Thu 3/17/2016... 18 KB
 Bierster, Susan	Approve: 3-17-16 Curriculum Committee Evote	Thu 3/17/2016... 18 KB