

Palm Beach State College
Curriculum Committee Minutes
April 24, 2014

FA - Possible Financial Aid Action Warranted

I. Approval of March 27, 2014 Minutes and 4/14/14 Evote

Discussion: None

Data sources consulted: Minutes

Action:

II. For Your Information

CCE/Avocation Course Action March 19th through April 17th, 2014

New Avocational and CCE Courses	Title	Clock Hours
BEO0385	Technical Writing Principles	8
FFO0273	Courage to be Safe – 16 Life Safety Initiatives	4
FSO0130	Server/Wait Staff Training	26
HEO0243	Improved Teaching Practices through Reflection	24
HRO0285	Legal Education Seminar (Attorney)	7
HRO0286	Legal Education Seminar (Paralegal)	7
TIO0981	Florida Cosmetology Evaluation for License	120

Revised Avocational and CCE Courses	Title	Changes
EMO0125	CPR Basic Life Support Instructor	Reactivate course; Add special fee
YCO0139	Web Animation & Design	Change course title to <i>Two Dimensional Animation</i>
YCO0201	Summer Youth Art Program Week 1	Revise course description; Change special fee from \$108.68 to \$128.68.
YCO0202	Summer Youth Art Program Week 2	Revise course description; Change special fee from \$108.68 to \$128.68.
YCO0203	Summer Youth Art Program Week 3	Revise course description; Change special fee from \$108.68 to \$128.68.
YCO0204	Summer Youth Art Program Week 4	Revise course description; Change special fee from \$88.68 to \$128.68
YCO0205	Summer Youth Art Program Week 5	Revise course description; Change special fee from \$108.68 to \$128.68

Minutes Corrections

2/5/14 Email Vote A. 1. Public Safety-Homeland Security Specialist CCC (program code limits removed from new courses per department. Determined that code addition would hamper registration.)

Revised Courses

Effective May 2014

DSC1590 Intelligence Analysis and Security Management (add program code limit 6349, 2606, 2622) 3

DSC1242 Transportation and Border Security (add program code limit 6349, 2606, 2622) 3

3/27/14 FYI Administrative Actions

Inactivated Program-Office Administration AS-CCC

Deleted Course Correction

Various Effective Dates

Course No.	Course Title	Credits	Last Term Offered
OST 1100C	Beginning Keyboarding	3 credits	5/8/2014 (2014-3) 1/3/2016 (2016-2)
OST 1110C	Intermediate Keyboarding	3 credits	5/8/2014 (2014-3) 1/3/2016 (2016-2)
OST 1783	Workplace Technologies	3 credits	5/8/2014 (2014-3)

Palm Beach State College
Curriculum Committee Minutes
April 24, 2014

OST 2621C	Legal Transcription	3 credits	8/20/2015 (2016-21)
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Inactivated Program-Sustainable Construction AS-CCC

Deleted Courses

Various Effective Dates

Course No.	Course Title	Credits	Last Term Offered
BCN 1003	Construction Calculations (AS)	3 credits	8/20/2015 (2016-1) 1/3/2016 (2016-3)
BCN 1040	Sustainable Construction Basics (AS)	3 credits	8/20/2015 (2016-1) 5/9/2015 (2015-3)
BCN 2220	Building Construction Materials and Methods 2 (AS)	3 credits	5/8/2015 (2015-3) 1/3/16 (2016-2)
BCN 2598	Sustainable Construction Applications (AS)	3 credits	5/8/2015 (2015-3) 8/20/15 (2016-1)
BCT 1770	Construction Estimating (AS)	3 credits	1/1/2016 (2016-2) 8/20/15 (2016-1)
BCT 2730	Construction Supervision Procedure (AS)	3 credits	8/20/2015 (2016-1) 1/3/16 (2016-2)

3/27/14 FYI Housekeeping

ENC1101/1101L/MAT1033/1033L-Review of the new offerings of ENC1101L College Composition 1 Lab and MAT1033L Intermediate Algebra Lab determined that these courses did not need to be hard corequisites of the lecture course (both courses MUST be taken at the same time) but rather they could be taken prior to or at the same time as the lecture course. ENC1101L College Composition 1 Lab and MAT1033L remain corequisites of the lecture portion of the course. It was determined for registration purposes, the coreq did not need to be coded as a coreq only. This would allow students who passed one portion but failed the other to register for the failed portion again without being required to take the portion they passed again. The change was made effective May 2014.

3/27/14 IV. C. Motion Picture Production Technology-Typos on AS Program Listing:

Current Motion Picture Production Technology AS 2282				Proposed Motion Picture Production Technology AS 2282			
GENERAL EDUCATION REQUIREMENTS		CREDITS		GENERAL EDUCATION REQUIREMENTS		CREDITS	
ENC 1101	College Composition 1	3		ENC 1101	College Composition 1	3	
SPC 1017	Fundamentals of Speech Communication	3		SPC 1017	Fundamentals of Speech Communication	3	
FIL 2000	Film Appreciation	3		FIL 2000	Film Appreciation	3	
	Any course from Mathematics - Area III	3			Any course from Mathematics - Area III	3	
	Any course from Social Sciences - Area V	3			Any course from Social Sciences - Area V	3	
Total Required General Education Credits		15		Total Required General Education Credits		15	
REQUIRED COURSES				REQUIRED COURSES			
FIL 2480C	Directing for Film	3		FIL 2480C	Directing for Film	3	
FIL 2100	Screenwriting	3		FIL 2100	Screenwriting	3	
FIL 1461C	Cinematography	3		FIL 1461C	Cinematography	3	
FIL 2571C	Introduction to Editing	3		FIL 2571C	Introduction to Editing	3	
FIL 2561C	Advanced Editing	3		FIL 2537C	Introduction to Sound	3	
FIL 1518C	Lighting and Grip	3		FIL 1456C	Production Design	3	
FIL 2537C	Introduction to Sound	3		FIL 2420C	Motion Picture Production 1	3	
FIL 2538C	Advanced Sound for Film	3		FIL 2031	Film History to the 1940s		
FIL 1680C	Film Producing and Production Management	3		-or-			
FIL 1456C	Production Design	3		FIL 2032	Film History Since the 1940s		
FIL 2420C	Motion Picture Production 1	3		-or-			
FIL 2432C	Motion Picture Production 2	3		FIL 2XXX	History of Animation	3	
FIL 2589C	Motion Picture Production 3	3		FIL 2941	Motion Picture Production Internship 1	1	
FIL 2002	Introduction to Film Studies	3		Total Required Courses Credits		25	
FIL 2031	Film History to the 1940s	3		Concentration Areas - Student chooses ONE of the following concentration areas:			
-or-				MOTION PICTURE POST PRODUCTION CONCENTRATION			
FIL 2032	Film History Since the 1940s	3		(2822M) (2282M)			
FIL 2941	Motion Picture Production Internship 1	1		FIL 1680C	Film Producing and Production Management	3	
Total Required Courses Credits		46		FIL 1518C	Lighting and Grip	3	
ELECTIVES (3 credits REQUIRED)				FIL 2432C	Motion Picture Production 2	3	
FIL 2470C	Advanced Cinematography	3		FIL 2589C	Motion Picture Production 3	3	
FIL 2425CR	Feature Film Production Projects	3		FIL 2002	Introduction to Film Studies	3	
FIL 2671C	Feature Film Post-Production and Marketing	3		FIL 2561C	Advanced Editing	3	
FIL 2130	Advanced Screenwriting	3					

Palm Beach State College
Curriculum Committee Minutes
April 24, 2014

FIL 2910	Independent Project in Motion Picture and Television Production	3	FIL 2538C	Advanced Sound for Film	3
Total Required Electives Credits		3	MPP Elective (3 credits REQUIRED)		
Total Program Credits		64	FIL 2470C	Advanced Cinematography	3
			FIL 2425C R	Feature Film Production Projects	3
			FIL 22674C	2671C Feature Film Post-Production and Marketing	3
			FIL 2130	Advanced Screenwriting	3
			FIL 2190	2910 Independent Project in Motion Picture and Television Production	3
			Total MPP Concentration Credits		24

3/27/14 IV. D.1. Aeronautical Science AS-In addition to changes listed, the course description of ATF 2231C Commercial Pilot Flight 1 Additional Rating – Airplane and ATF 2245C Commercial Pilot Flight 1 Additional Rating – Helicopter was revised to accommodate the addition of the prerequisite statement.

III. Old Business

Discussion: NA

Data sources consulted: Curriculum Support Documents

Action: NA

IV. New Business

Credits/Clock Hours

A. Election of Committee Chair for 2014-2015 Academic Year

Discussion:

Data sources consulted: Curriculum Support Documents

Action:

B. AA Courses

Chemistry

Revised Course

Effective August 2014

CHM 1025	Introductory Chemistry (AA) (Revised Course Learning Outcomes)	3 credits
CHM 1032	Principles of Chemistry (AA) (Revised Course Learning Outcomes)	3 credits
CHM 1045	General Chemistry 1 (AA) (Revised Course Learning Outcomes)	3 credits
CHM 1046	General Chemistry 2 (AA) (Revised Course Learning Outcomes)	3 credits

Justification: Dr. Gaul presented the results of the Cluster committee’s work on the Course Learning Outcomes (CLOs) and Assessment Questions for the Chemistry General Education Courses: CHM1025, CHM1032, CHM1045, and CHM1046. The revised CLO for each course approved by the cluster included the three (3) topics that usually challenge students the greatest.

Discussion:

Data sources consulted: Curriculum Support Documents

Action: Motion to Approve:

C. Childcare, Human Services and Teacher Education

New Courses

Effective August 2014

ECT 2XXX	Curriculum Construction: Career and Technical Education (CTE) (3 credits, 3 lecture contact hours, AW Grading Method)	3 credits
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Palm Beach State College
Curriculum Committee Minutes
April 24, 2014

Revised Courses

Effective August 2014

EPI 0001	Classroom Management (Add ATC Program code limitation to course record)	3 credits
EPI 0002	Instructional Strategies (Add ATC Program code limitation to course record)	3 credits

New Program

Effective August 2014

Career and Technical Education (ATC) (CIP# 0413121066)		
EPI 0001	Classroom Management	3 credits
EPI 0002	Instructional Strategies	3 credits
EEX 2010	Intro to Special Education	3 credits
ECTXXXX	Curriculum Construction: Career Technical Education	<u>3 credits</u>
TOTAL		12 credits

Justification: The School District of Palm Beach County requires CTE (Career and Technical Education) instructors/teachers to take four Education courses in order to obtain a Career and Technical Education District Professional Certification. In past partnership meetings between the School District and the College, the need for a CTE district certification program has been discussed. Many of the CTE teachers were referred to take courses at private universities to satisfy these course requirements because Palm Beach State only offered two of the four courses required. The remaining two courses have since been developed to satisfy all 4 course requirements. The Education Cluster propose to offer the School District approved four courses as an advanced technical certificate (ATC) which will meet the district career and technical education certification requirements at an affordable rate. By adding this new ATC, we also strengthen the partnership with the School District. Currently CTE teachers are taking three of the four courses as non-degree seeking students. By adding this ATC, Palm Beach State can also capture FTE and ultimately program completers taking these courses for certification purposes. This program is proposed as a controlled access program. Students will need to be accepted to the program in order to enroll in EPI0001 and EPI0002. Program code and access discussed with the College Registrar.

Discussion:

Data sources consulted: Curriculum Support Documents

Action:

D. Public Safety

New Courses

Effective August 2014

CJK 0001	Introduction to Law Enforcement (10 clock hours, SU Grading System, Program Code Restriction 5600, special fee \$95, Medical Accident Insurance)	10
CJK 0012	Legal (62 clock hours, SU Grading System, Program Code Restriction 5600)	62
CJK 0013	Interactions in a Diverse Community (40 clock hours, SU Grading System, Program Code Restriction 5600)	40
CJK 0014	Interviewing and Report Writing (56 clock hours, SU Grading System, Program Code Restriction 5600)	56
CJK 0064	Fundamentals of Patrol (35 clock hours, SU Grading System, Program Code Restriction 5600, 5613)	35
CJK 0065	Calls for Service (36 clock hours, SU Grading System, special fee \$38, Program Code Restriction 5600, 5613)	36
CJK 0077	Criminal Investigations (50 clock hours, SU Grading System, Program Code Restriction 5600, 5613)	50
CJK 0078	Crime Scene to Courtroom (35 clock hours, SU Grading System, Program Code Restriction 5600, 5613)	35
CJK 0084	DUI Traffic Stops (24 clock hours, SU Grading System, Program Code Restriction 5600, 5613)	24
CJK 0087	Traffic Stops (30 clock hours, SU Grading System, Program Code Restriction 5600, 5613)	30
CJK 0088	Traffic Crash Investigations (32 clock hours, SU Grading System, \$20 Program Code Restriction 5600, 5613)	32
CJK 0092	Critical Incidents (44 clock hours, SU Grading System, Program Code Restriction 5600, 5613)	44
CJK 0200	Overview of Corrections (14 clock hours, SU Grading System, Program Code Restriction 5614)	14
CJK 0205	Law Enforcement Cross-Over to Correctional Responding to Incidents and Emergencies (12 clock hours, SU Grading System, Program Code Restriction 5614)	12
CJK 0293	Correctional Crossover to Law Enforcement Overview (44 clock hours, SU Grading System,	

Palm Beach State College
Curriculum Committee Minutes
April 24, 2014

	Program Code Restriction 5613)	64
CJK 0296	Correctional Crossover to Law Enforcement Reporting Procedures (44 clock hours, SU Grading System, Program Code Restriction 5613)	32
CJK 0297	Correctional Crossover to Law Enforcement Interaction in Crisis Situations (44 clock hours, SU Grading System, Program Code Restriction 5613)	10

Revised Courses

Effective August 2014

CJK 0310	Corrections Officer Safety (Add Program Code Restriction 5614)	16
CJK 0320	Corrections Intake and Release (Add Program Code Restriction 5614)	18
CJK 0330	Supervising Special Populations (Add Program Code Restriction 5614)	20

Deleted Courses

Effective January 2015

CJK 0007	Introduction to Law Enforcement	11
CJK 0008	Legal	69
CJK 0011	Human Issues	40
CJK 0017	Communications	76
CJK 0061	Patrol 1	58
CJK 0062	Patrol 2	40
CJK 0071	Criminal Investigations	56
CJK 0076	Crime Scene Investigations	24
CJK 0082	Traffic Stops	24
CJK 0083	DUI Traffic Stops	24
CJK 0086	Traffic Crash Investigations	32
CJK 0290	Correctional Crossover to Law Enforcement and Legal Overview	48
CJK 0291	Correctional Crossover to Law Enforcement Human Interaction and Communications	56
CJK 0292	Correctional Crossover to Law Enforcement Response to Human Issues	24
CJK 0315	Correctional Facility and Equipment	8
CJK 0350	Law Enforcement Crossover to Correctional Introduction and Legal	22
CJK 0351	Law Enforcement Crossover to Correctional Procedures	14
CJK 0352	Law Enforcement Crossover to Correctional Officer Safety	14
CJK 0325	Supervision in a Correctional Facility	40
CJK 0353	Law Enforcement Crossover to Correctional Supervising Special Populations	14

Revised Programs

Effective August 2014

Current Law Enforcement Officer Program (PSAV 5600)	Proposed Law Enforcement Officer Program (PSAV 5600)
REQUIRED COURSES	REQUIRED COURSES
CLOCK HOURS	CLOCK HOURS
CJK 0007 Introduction to Law Enforcement 11	CJK 0001 Introduction to Law Enforcement 10
CJK 0008 Legal 69	CJK 0012 Legal 62
CJK 0011 Human Issues 40	CJK 0013 Interactions in a Diverse Community 40
CJK 0017 Communications 76	CJK 0014 Interviewing and Report Writing 56
CJK 0020 CMS Law Enforcement Vehicle Operations 48	CJK 0064 Fundamentals of Patrol 35
CJK 0031 CMS First Aide for Criminal Justice Officers 40	CJK 0065 Calls for Service 36
CJK 0040 Criminal Justice Firearms 80	CJK 0077 Criminal Investigations 50
CJK 0051 Criminal Justice Defensive Tactics 80	CJK 0078 Crime Scene to Courtroom 35
CJK 0422 Dart Firing Stun Gun 8	CJK 0092 Critical Incidents 44
CJK 0061 Patrol 1 58	CJK 0087 Traffic Stops 30
CJK 0062 Patrol 2 40	CJK 0084 DUI Traffic Stops 24
CJK 0071 Criminal Investigations 56	CJK 0088 Traffic Crash Investigations 32
CJK 0076 Crime Scene Investigations 24	CJK 0020 CMS Law Enforcement Vehicle Operations 48
CJK 0082 Traffic Stops 24	CJK 0031 CMS First Aide for Criminal Justice Officers 40
CJK 0083 DUI Traffic Stops 24	CJK 0040 Criminal Justice Firearms 80
CJK 0086 Traffic Crash Investigations 32	CJK 0051 Criminal Justice Defensive Tactics 80
CJK 0096 Criminal Justice Officer Physical Fitness Training (LE) 60	CJK 0422 Dart Firing Stun Gun 8
Total Program Clock Hours 770	CJK 0096 Criminal Justice Officer Physical Fitness Training (LE) 60
	Total Program Clock Hours 770

Current Cross-Over Correctional Officer to CMS Law

Proposed Cross-Over Correctional Officer to CMS Law

Palm Beach State College
Curriculum Committee Minutes
April 24, 2014

Enforcement PSAV 5613		Enforcement PSAV 5613	
REQUIRED COURSES	CLOCK HOURS	REQUIRED COURSES	CLOCK HOURS
CJK 0290 — Correctional Crossover to Law Enforcement and Legal Overview	48	CJK 0293 Correctional Crossover to Law Enforcement Overview	64
CJK 0291 — Correctional Crossover to Law Enforcement Human Interaction and Communications	56	CJK 0297 Correctional Crossover to Law Enforcement Interaction in Crisis Situations	10
CJK 0292 — Correctional Crossover to Law Enforcement Response to Human Issues	24	CJK 0296 Correctional Crossover to Law Enforcement Reporting Procedures	32
CJK 0061 Patrol 1	58	CJK 0064 Fundamentals of Patrol	35
CJK 0294 — Correctional Crossover to Law Enforcement Patrol 2	20	CJK 0065 Calls for Service	36
CJK 0076 Crime Scene Investigations	24	CJK 0077 Criminal Investigations	50
CJK 0071 Criminal Investigations	56	CJK 0078 Crime Scene to Courtroom	35
CJK 0082 Traffic Stops	24	CJK 0087 Traffic Stops	30
CJK 0083 DUI Traffic Stops	24	CJK 0084 DUI Traffic Stops	24
CJK 0086 Traffic Crash Investigations	32	CJK 0088 Traffic Crash Investigations	32
CJK 0393 Crossover Program Updates	8	CJK 0092 Critical Incidents	44
CJK 0020 CMS Law Enforcement Vehicle Operations	48	CJK 0393 Crossover Program Updates	8
CJK 0422 Dart-Firing Stun Gun	8	CJK 0020 CMS Law Enforcement Vehicle Operations	48
CJK 0295 Correctional Crossover to Law Enforcement Officer Wellness	35	CJK 0422 Dart-Firing Stun Gun	8
CJK 0392 Crossover Handgun Transition	24	CJK 0392 Crossover Handgun Transition	24
Total Program Clock Hours	489	CJK 0295 Correctional Crossover to Law Enforcement Officer Wellness	35
		Total Program Clock Hours	515

Current Cross-over CMS Law Enforcement to Correctional Officer PSAV 5614		Proposed Cross-over CMS Law Enforcement to Correctional Officer PSAV 5614	
REQUIRED COURSES	CLOCK HOURS	REQUIRED COURSES	CLOCK HOURS
CJK 0350 — Law Enforcement Crossover to Correctional Introduction and Legal	22	CJK 0200 Overview of Corrections	14
CJK 0352 — Law Enforcement Crossover to Correctional Officer Safety	14	CJK 0310 Correctional Officer Safety	16
CJK 0315 Correctional Facility and Equipment	8	CJK 0315 Correctional Facility and Equipment	8
CJK 0351 — Law Enforcement Crossover to Correctional Procedures	14	CJK 0320 Intake and Release	18
CJK 0325 Supervision in a Correctional Facility	40	CJK 0325 Correctional Supervision in a Correctional Facility	40
CJK 0353 — Law Enforcement Crossover to Correctional Supervising Special Populations	14	CJK 0330 Supervising Special Populations	20
CJK 0393 Crossover Program Updates	8	CJK 0205 Law Enforcement Cross-Over to Correctional Responding to Incidents and Emergencies	12
CJK 0354 Law Enforcement Crossover to Correctional Officer Wellness	12	CJK 0393 Crossover Program Updates	8
CJK 0392 Crossover Handgun Transition	24	CJK 0354 Law Enforcement Crossover to Correctional Officer Wellness	12
Total Program Clock Hours	156	CJK 0392 Crossover Handgun Transition	24
		Total Program Clock Hours	172

Deleted Programs

Effective August 2014

Correctional Probation Officer Cross-Over Training to Florida CMS Law Enforcement PSAV 5609	
REQUIRED COURSES	CLOCK HOURS
CJK 0221 Correctional Crossover to Law Enforcement Introduction and Legal	47
CJK 0222 Correctional Crossover to Law Enforcement Communications	56
CJK 0223 Correctional Crossover to Law Enforcement Human Issues	32
CJK 0061 Patrol 1	58
CJK 0062 Patrol 2	40
CJK 0076 Crime Scene Investigations	24
CJK 0071 Criminal Investigations	56
CJK 0082 Traffic Stops	24
CJK 0083 DUI Traffic Stops	24
CJK 0086 Traffic Crash Investigations	32
CJK 0020 CMS Law Enforcement Vehicle Operations	48
CJK 0422 Dart Firing Stun Gun	8
CJK 0040 Criminal Justice Firearms	80

Palm Beach State College
Curriculum Committee Minutes
April 24, 2014

Total Program Clock Hours	529
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Justification: LE Basic Training and Correctional Crossover to LE PSAV Certificates: The FDLE Professionalism Division is responsible for the design, implementation, maintenance, evaluation, and revision of job-related curricula for the commission-approved basic recruit, advanced, specialized, and specialized instructor training programs for law enforcement, correctional, and correctional probation officers. The changes above are mandated by FDLE effective August 2014.

Correctional Probation Crossover PSAV Deletion: Three program specific courses were inactivated in 20123 per the Five Year Rule. Since the rest of the course were being revised to fit other CJ programs and there has been no enrollment in this program since May 2012, it was decided that the program was no longer needed and should be inactivated.

Discussion:

Data sources consulted: Curriculum Support Documents

Action: Motion to Approve:

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)

Location Attendance

Location	Committee	Presenters	Faculty	Staff	Administrators
BG					
BR					
LW					
PBG					

Attendance	Faculty and Instructors
	Garfield Basant, Math-1st Year LW
	Sabrina Greenwell, Education-2nd Year LW
	Peggy Holmes-De Graw, Nursing 2nd Year LW
	Kristin Hopkins, Art-Graphic Design-1st Year LW
	Judy Maxwell, Aeronautical Science-2nd Year LW
	Marilee McGaughey, Dental Hygiene-2nd Year LW
	Mary Pernal, English-Literature-1st Year PBG
	Nancy Peifer-Neil, BSN 1 st Year District
	Mike Sfiropoulos, English for Academic Purposes-3rd Year LW, CHAIR
	Doreen Singer, Surgical Technology PSAV-1st Year LW
	Victor Slesinger, Foreign Languages-1st Year LW
	Vetaley Stashenko, Natural Sciences-1st Year BG
	Administrative Members
	Michael Foster, Academic Dean-2nd Year, BR
	Sheri Goldstein, Assistant Dean Student Services-2nd Year BG
	District Financial Aid Director
	Edward Mueller, District Registrar
	Robert Van Der Velde, Associate Academic Dean-2nd Year PBG
	Kathy Gamble, Academic Services (Non-voting)

Palm Beach State College
Curriculum Committee Minutes
April 24, 2014

	Ginger Pedersen, Dean- Academic Services (Non-voting)
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Presenters:

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