

Palm Beach State College  
Curriculum Committee Agenda (*Revised 4/27/16*)  
April 28, 2016

**FA** - Possible Financial Aid Action Warranted

*Welcome Roz McFarlane McCalla, Associate Registrar, Senior as new committee member taking the place of the College Registrar.*

**I. Approval of Minutes of March 17, 2016 (Evote)**

**Discussion:** None

**Data sources consulted:** Minutes

**Action:**

**II. For Your Information**

**CCE/Avocational March 14th through April 21<sup>st</sup>, 2016**

<b>New Avocational and CCE Courses</b>	<b>Title</b>	<b>Clock Hours</b>
TIO0659	NCCER Core Test Out	12
TIO0966	Facial Techniques – Advanced Tips and Tricks in the Facial Room	8
YCO0677	Zen Doodle Art	12
YCO0681	Electronics	12
YCO0682	Logic Puzzles	12
YCO0683	Minecraft	12
YCO0684	Science Around You	12
YCO0685	Wind Up Monday	9
YCO0686	Wind Up Tuesday	9
YCO0687	Wind Up Wednesday	9
YCO0688	Wind Up Thursday	9
YCO0689	Wind Up Friday	9
YCO0690	SYC Magazine	12
YCO0691	Resin Crafts	12
YCO0692	Digital Literacy	12
YCO0693	Keys to Keynote	12
YCO0694	Tissue Paper Creations	12
YCO0695	Tribal Art	12
YCO0696	Mobiles: A STEM Approach	12

<b>Revised Avocational and CCE Courses</b>	<b>Title</b>	<b>Changes</b>
AVO0331	Clay Fun	Revise course description; Change special fee from \$68.88 to \$79.88.
AVO0517	Math is Everywhere and Everything	Revise course description; Change special fee from \$74.88 to \$79.88.
AVO0811	“Fun”amentals for Engineering	Revise course description.
EMO0381	EMT Refresher	Change course title from <i>EMT-Basic Refresher</i> ; Change special fee from \$35 to \$100; Revise course description.
YCO0166	FUNDamentals of Math	Revise course description; Change special fee from \$74.88 to \$79.88.
YCO0600	Gym Games	Revise course description; Change special fee from \$74.88 to \$79.88.

**VPAA Action**

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CJK1933 Applied Law Enforcement Officer Competencies (AS) (22 credits) This prior learning course was revised to 15 credits in August 2016 but students who enrolled in CJ Academies that began before the change was in effect are still eligible to receive the 22 versus 15 credits. The VPAA approved opening this course record for a limited time to allow processing of the course for those qualified students seeking this credit. The course will remain open until the end of Fall Term 20171. EPI9999 In order to verify completion requirements for the EPI program outside of EPI courses and coursework required by the Florida Department of Education to earn a Florida Professional Educator's Certificate, a test course EPI9999 has been created effective 20163 for the program director to monitor students course completion in degree audit. Student with the program code F225 will be advised to enroll in the course in their final term.

**Minutes Correction**

1/14/16 Minutes -IV.D1., D2.- An additional "A" version of an old Welding PSAV program courses needed to be created for students within the teach-out period:

Old Course Version Timeline

**Effective August 2016 (20171)**

<i>PMT0168 A</i>	<i>Pipe Welding Advanced</i>	<i>Last Term Offered 20171</i>	<i>90</i>
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Also, two additional "A" version courses were required for the Machining PSAV program:

<i>PMT0260 A</i>	<i>Introduction to CAD/CAM Programming</i>	<i>Last Term Offered August 2016 (20171)</i>	<i>120</i>
<i>PMT0510 A</i>	<i>Manufacturing Methods – Advanced</i>	<i>Last Term Offered August 2016 (20171)</i>	<i>120</i>

The transition courses are approved by the VPAA and Financial Aid.

02/19/16 Evote- I. C. Emergency Medical Technician ATD-Two additional corrections were made to the revised course action: The course description for EMS1158C was revised and program code limit was changed to 6446 and 2449 (the AS degree.)

3/17/16 Evote IV. A. Business Administration and Management AS-Risk Management and Insurance Concentration- The four new courses did not list the pre/coreqs needed for the courses:

RMI2001 – Fundamentals of Risk Management and Insurance	3 credits
• Prerequisites: ECO2013, ENC1101 (with a grade of C or higher)	
RMI2212 – Personal and Business Property Insurance	3 credits
• Prerequisites: ECO2013, ENC1101 (with a grade of C or higher)	
• Corequisite: GEB1011 (with a grade of C or higher)	
RMI2701 – Agency Management and Selling Techniques	3 credits
• Prerequisites: ECO2013, ENC1101, SPC1017 (with a grade of C or higher)	
• Corequisite: GEB1011 (with a grade of C or higher)	
RMI2942L – Fundamentals Insurance Practicum	3 credits
• ECO2013, ENC1101, SPC1017 (with a grade of C or higher), Instructor permission	

**Housekeeping**

Professional Pilot VA SAA Compliance: Four additional Professional Pilot courses were found to have no inactivation date. Associate Dean Rick Reeder confirmed that the courses need to be inactivated at the end of the teach-out period: 20182.

Course	Title	Credits	Last Term Offered
ATF2231C	Commercial Pilot Flight 1 Additional Rating - Airplane	2	2018-2
ATF2232C	Commercial Pilot Flight 2 Additional Rating - Airplane	2	2018-2
ATF2246C	Commercial Pilot Flight 2 Additional Rating -Helicopter	2	2018-2
ATF2400LA	Commercial Pilot Multi-Engine Flight - Airplane	1	2018-2

**III. Old Business**

**Discussion: NA**

**Data sources consulted: Curriculum Support Documents**

**Action:**

**IV. New Business**

**Credits/Clock Hours**

**A. Nomination and Election of Curriculum Committee Vice-Chair for 2016-2017 Academic Year**

**Discussion:**

**Data sources consulted: Curriculum Support Documents**

**Action:**

**B. Bachelor Programs**

**Bachelor of Applied Science-Information Management**

Revised Courses

**Effective January 2017 (20172)**

ISM4330	Capstone Experience: Database Administration (BAS) (Revise course description, remove T803 program code limit)	3
ISM4331	Security and Network Assurance (IT Forensics) (Change title to Security and Network Assurance)	3

Revised Program

**Effective August 2016 (20171)**

*Information Management-Database Administration BAS (T801)*

<b>Current Program Learning Outcome #8</b> <i>Demonstrate written and oral presentation skills expected of a Supervision and Management degree graduate.</i>	<b>Proposed Program Learning Outcome #8</b> <i>Apply written and oral presentation skills that demonstrate understanding, confidence, rationale, and perspective.</i>
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*Information Management-Security and Network Assurance BAS (T803)*

<b>Current Program Learning Outcome #8</b> <i>Demonstrate written and oral presentation skills expected of a Supervision and Management degree graduate.</i>	<b>Proposed Program Learning Outcome #8</b> <i>Apply written and oral presentation skills that demonstrate understanding, confidence, rationale, and perspective.</i>
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*Information Management-Project Management BAS (T804)*

<b>Current Program Learning Outcome #11</b> <i>Demonstrate written and oral presentation skills expected of a Supervision and Management degree graduate.</i>	<b>Proposed Program Learning Outcome #11</b> <i>Apply written and oral presentation skills that demonstrate understanding, confidence, rationale, and perspective.</i>
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*Supervision and Management-General Management BAS (T701)*

120 Credits

<b>Current Program Learning Outcome #7</b> <i>Demonstrate written and oral presentation skills expected of a Supervision and Management degree graduate.</i>	<b>Proposed Program Learning Outcome #7</b> <i>Apply written and oral presentation skills that demonstrate understanding, confidence, rationale, and perspective.</i>
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*Supervision and Management-Health Management BAS (T702)*

120 Credits

<b>Current Program Learning Outcome #7</b> <i>Demonstrate written and oral presentation skills expected of a Supervision and Management degree graduate.</i>	<b>Proposed Program Learning Outcome #7</b> <i>Apply written and oral presentation skills that demonstrate understanding, confidence, rationale, and perspective.</i>
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*Supervision and Management-Entrepreneurship BAS (T704)*

120 Credits

<b>Current Program Learning Outcome #7</b> <i>Demonstrate written and oral presentation skills expected of a Supervision and Management degree graduate.</i>	<b>Proposed Program Learning Outcome #7</b> <i>Apply written and oral presentation skills that demonstrate understanding, confidence, rationale, and perspective.</i>
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*Supervision and Management-Project Management BAS (T705)*

120 Credits

<b>Current Program Learning Outcome #14</b> <i>Demonstrate written and oral presentation skills expected of a Supervision and Management degree graduate.</i>	<b>Proposed Program Learning Outcome #14</b> <i>Apply written and oral presentation skills that demonstrate understanding, confidence, rationale, and perspective.</i>
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Justification: ISM4330-Though originally created as an option for both the Data Administration and Security and Network Assurance BAS degrees, a separate Capstone was created for SNA, so this course needs to be limited to only Database Adm students. ISM4331-Title correction to remove topics not covered in Capstone course. Program Revision-Updated language for program learning outcomes.

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**Discussion:**

**Data sources consulted: Curriculum Support Documents**

**Action:**

**B. Computer Science And Information Technology**

New Courses

**Effective January 2017 (20172)**

COP1XXX	Python with Raspberry Pi (3 credits, 3 lecture hours, AW grading, Prereq CGS1100, Special Fee \$223.18)	3
CTS2446	Introduction to Oracle Database Programming (3 credits, 3 lecture hours, AW grading system, Prereq COP2700)	3
CTS2447	Oracle Database: Advanced PL/SQL (3 credits, 3 lecture hours, AW grading, Prereq CTS 2446 Introduction to Oracle Database Programming)	3

Revised Courses

**Effective January 2017 (20172)**

COP2664	iOS Programming (Prereq change from COP2654 to COP2654, COP2334 or COP2800(D), Course description update, CLO updated)	
COP2700	SQL Database Techniques (Change title to Introduction to PL/SQL in Oracle)	3
CTS2301	UNIX Installation and Administration Using LINUX (Change title to Introduction to LINUX)	3

Revised Program

**Effective January 2017 (20172)**

Current Information Technology Administration CCC			Proposed Information Technology Administration CCC		
Required Courses		Credits: 18	Required Courses		Credits: 18
CGS1100	Microcomputer Applications	3	CGS1100	Microcomputer Applications	3
COP1000	Introduction to Programming Logic	3	COP1000	Introduction to Programming Logic	3
CGS2555	Introduction to the Internet	3	COP2831	Advanced Web Page Applications (XML and Java Script)	3
CGS1800	Introduction to Web Site Development	3	CGS1800	Introduction to Web Site Development	3
COP2822	Web Site Design	3	COP2822	Web Site Design	3
CGS2801	Advanced Web Page Media	3	CGS2801	Advanced Web Page Media	3
<b>Total Program Credits: 18</b>			<b>Total Program Credits: 18</b>		

Current Web Development Specialist CCC			Current Web Development Specialist CCC		
Required Courses		Credits: 36	Required Courses		Credits: 36
CGS1100	Microcomputer Applications	3	CGS1100	Microcomputer Applications	3
COP1000	Introduction to Programming Logic	3	COP1000	Introduction to Programming Logic	3
CGS2555	Introduction to the Internet	3	CTS2301	Introduction to LINUX	3
CGS1800	Introduction to Web Site Development	3	CGS1800	Introduction to Web Site Development	3
COP2822	Web Page Design	3	COP2822	Web Page Design	3
CNT2000	Network Technologies	3	CNT2000	Network Technologies	3
CGS2802	Web Site Administration	3	COP2700	Introduction to PL/SQL in Oracle	3
CGS2801	Advanced Web Page Media	3	CGS2801	Advanced Web Page Media	3
CNT2402	Implementing and Administering Network Security	3	CTS2446	Introduction to Oracle Database Programming	3
COP2831	Advanced Web Page Applications (XML and JavaScript)	3	COP2831	Advanced Web Page Applications (XML and JavaScript)	3
COP2840	Server-side Programming	3	COP2840	Server-side Programming	3

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COP1220	Introduction to Programming in C	3	COP1220	Introduction to Programming in C	3
<b>Total Program Credits: 36</b>			<b>Total Program Credits: 36</b>		

<b>Current Internet Services Technology AS</b>			<b>Proposed Internet Services Technology AS</b>		
<b>General Education</b>		<b>Credits: 18</b>	<b>General Education</b>		<b>Credits: 18</b>
	Any course from Social Science - Area V	3		Any course from Social Science - Area V	3
ENC1101	College Composition 1 (A.S. Students)	3	ENC1101	College Composition 1 (A.S. Students)	3
	Any course from Mathematics - Area III	3		Any course from Mathematics - Area III	3
	Any course from Humanities - Area II	3		Any course from Humanities - Area II	3
SPC1017	Fundamentals of Speech Communication	3	SPC1017	Fundamentals of Speech Communication	3
HSC1101	Contemporary Issues in Health		HSC1101	Contemporary Issues in Health	
	-or-			-or-	
HSC2100	Health Concepts and Strategies	3	HSC2100	Health Concepts and Strategies	3
<b>Required Courses</b>		<b>Credits: 39</b>	<b>Required Courses</b>		<b>Credits: 42</b>
COP2840	Server-side Programming	3	COP2840	Server-side Programming	3
CGS1100	Microcomputer Applications	3	CGS1100	Microcomputer Applications	3
COP1000	Introduction to Programming Logic	3	COP1000	Introduction to Programming Logic	3
CGS2555	Introduction to the Internet	3	CTS2301	Introduction to Linux	3
CGS1800	Introduction to Web Site Development	3	CGS1800	Introduction to Web Site Development	3
COP1220	Introduction to Programming in C	3	COP1220	Introduction to Programming in C	3
CNT2000	Network Technologies	3	CNT2000	Network Technologies	3
CIS2321	Systems and Applications	3	CIS2321	Systems and Applications	3
COP2822	Web Site Design	3	COP2822	Web Site Design	3
CGS2802	Web Site Administration	3	COP2700	Introduction to PL/SQL in Oracle	3
CNT2402	Implementing and Administering Network Security	3	COP2XXX	Introduction to Oracle Database Programming	3
CGS2801	Advanced Web Page Media	3	COP2XXX	Oracle Database: Advanced PL/SQL	3
COP2831	Advanced Web Page Applications (XML and JavaScript)	3	CGS2801	Advanced Web Page Media	3
<b>Business/Computer/Art Electives - 6 Credits Required</b>		<b>Credits: 6</b>	COP2831	Advanced Web Page Applications (XML and JavaScript)	3
	Any courses with the prefix CIS, CGS, CNT, COP, CTS, ACG, APA, ECO, GEB, ART, or GRA*	6	<b>Business/Computer/Art Electives - 3 Credits Required</b>		<b>Credits: 3</b>
<b>Total Program Credits: 63</b>				Any courses with the prefix CIS, CGS, CNT, COP, CTS, ACG, APA, ECO, GEB, ART, or GRA*	3
*A course cannot be used more than once in the program.			<b>Total Program Credits: 63</b>		
			*A course cannot be used more than once in the program.		

**Justification:** New Courses: The Executive Leadership Council (now the President's Cabinet) wanted a new Oracle program developed. These three new Oracle class are the first step in the process. These courses will be required for the revised Internet Services Technology AS degree. The courses will also be required for a new Oracle Database Developer CCC to be developed later this year.

**Discussion:**

**Data sources consulted:** Curriculum Support Documents

**Action:**

**C. Creative Arts And Communications**

**1. Graphic Design**

Revised Course

**Effective January 2017 (20172)**

GRA2191C Graphic Design 2 (Change prereq from GRA1190C, GRA2100 (C) or Permission of Instructor to GRA1190C (C)) 3

New Program

**Effective January 2017 (20172)**

Proposed Graphic Design Support CCC (6XXX) CIP 0611080302		
ART1201C*	Design Fundamentals	3
ART1205C*	Color Design	3
ART1300C*	Drawing 1	3
GRA1190C*	Graphic Design 1	3
GRA2191C*	Graphic Design 2	3
	Total Credits	15
* These courses articulate with the B.F.A. Graphic Design Program at Florida Atlantic University.		

**Justification:** To increase program completers the cluster has decided to offer a certificate to AA Graphic Design majors after they complete the core graphic design courses. The courses are transferable to FAU's BFA in Graphic Design.

Most Graphic Design AA students who go off to earn a Bachelor's in Graphic Design at FAU take these classes and do not complete the AS degree. The students will get a well-rounded design program experience. The design courses listed in the revised program already use multimedia (web design, animation, audio, print, etc.) so the students will be evolving to a world where multimedia is all around us.

**Discussion:**

**Data sources consulted: Curriculum Support Documents**

**Action:**

**2. Motion Picture AS**

New Course

**Effective January 2017 (20172)**

FIL2XXXC Managing Post-Production for Directors, Producers and Cinematographers (3 credits, 2 lecture, 2 lab contact ,Prereq FIL1461C or FIL2480C (C), AW grading system, Program Limit 2282, 6XXX) 3

Revised Course

**Effective January 2017 (20172)**

FIL2480C Directing for Film (Change prereqs from FIL1461C, FIL1518C, FIL2000, FIL2537C, FIL2571C to none) 3

FIL2941 Motion Picture Production Internship 1 (Change prerequisite from FIL2420C to FIL2420C or (FIL2537C and FIL2571C) or FIL2XXXC (Management Post Production...) (C) 1

New Program

**Effective January 2017 (20172)**

Cinematography CCC (6XXX) CIP 650060204		
Required Courses-		Credits 16
FIL1518C	Lighting and Grip	3
FIL1461C	Cinematography	3
FIL2000	Film Appreciation	3
FIL2470C	Advanced Cinematography	4

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FIL2XXXC	Managing Post-Production for Directors, Producers and Cinematographers	3
<b>Total Credits</b>		<b>16</b>

<b>Directing and Producing CCC (6YYY) CIP 650060206</b>		
<b>Required Courses-</b>		<b>Credits 16</b>
FIL1680C	Film Producing and Production Management	3
FIL2480C	Directing for Film	3
FIL2000	Film Appreciation	3
FIL2100	Screenwriting	3
FIL2XXXC	Managing Post-Production for Directors, Producers & Cinematographers	3
FIL2491	Motion Picture Production Internship 1	1
<b>Total Credits</b>		<b>16</b>

Revised Program

**Effective January 2017 (2017Z)**

<b>Current Motion Picture Production Technology-Production Concentration AS (2282M)</b>			<b>Proposed Motion Picture Production Technology-Production Concentration AS (2282M)</b>		
<b>General Education Courses</b>		<b>Credits: 15</b>	<b>General Education Courses</b>		<b>Credits: 15</b>
ENC1101	College Composition 1	3	ENC1101	College Composition 1	3
SPC1017	Fundamentals of Speech Communication	3	SPC1017	Fundamentals of Speech Communication	3
FIL2000	Film Appreciation	3	FIL2000	Film Appreciation	3
	Any course from Mathematics - Area III	3		Any course from Mathematics - Area III	3
	Any course from Social Science - Area V	3		Any course from Social Science - Area V	3
<b>Required Courses</b>		<b>Credits: 25</b>	<b>Required Courses</b>		<b>Credits: 25</b>
FIL2480C	Directing for Film	3	FIL2480C	Directing for Film	3
FIL2100	Screenwriting	3	FIL2100	Screenwriting	3
FIL1461C	Cinematography	3	FIL1461C	Cinematography	3
FIL2571C	Introduction to Editing	3	FIL2571C	Introduction to Editing	3
FIL2537C	Introduction to Sound	3	FIL2537C	Introduction to Sound	3
FIL1456C	Production Design	3	FIL1456C	Production Design	3
FIL2420C	Motion Picture Production 1	3	FIL2420C	Motion Picture Production 1	3
FIL2031	Film History to the 1940s	3	FIL2031	Film History to the 1940s	3
	-or-			-or-	
FIL2032	Film History Since the 1940s	3	FIL2032	Film History Since the 1940s	3
	-or-			-or-	
FIL2044	History of Animation		FIL2044	History of Animation	
FIL2941	Motion Picture Production Internship 1	1	FIL2941	Motion Picture Production Internship 1	1
<b>Concentration Area Required Courses</b>		<b>Credits: 21</b>	<b>Concentration Area Required Courses</b>		<b>Credits: 21</b>
FIL1680C	Film Producing and Production Management	3	FIL1680C	Film Producing and Production Management	3
FIL1518C	Lighting and Grip	3	FIL1518C	Lighting and Grip	3
FIL2432C	Motion Picture Production 2	3	FIL2432C	Motion Picture Production 2	3
FIL2589C	Motion Picture Production 3	3	FIL2589C	Motion Picture Production 3	3
FIL2002	Introduction to Film Studies	3	FIL2002	Introduction to Film Studies	3
FIL2561C	Advanced Editing	3	FIL2561C	Advanced Editing	3
FIL2538C	Advanced Sound for Film	3	FIL2538C	Advanced Sound for Film	3
<b>Electives - Choose 3 credits</b>		<b>Credits: 3</b>	<b>Electives - Choose 3 credits</b>		<b>Credits: 3</b>

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FIL2470C	Advanced Cinematography	4	FIL2470C	Advanced Cinematography	4
FIL2425CR	Feature Film Production Projects	3	FIL2425CR	Feature Film Production Projects	3
FIL2130	Advanced Screenwriting	3	FIL2130	Advanced Screenwriting	3
FIL2910	Independent Project in Motion Picture and Television Production	3	FIL2XXXC	Managing Post-Production for Directors, Producers and Cinematographers	3
DIG2341C	Introduction to Compositing and Visual Effects	3	FIL2910	Independent Project in Motion Picture and Television Production	3
<b>Total Program Credits: 64</b>			DIG2341C	Introduction to Compositing and Visual Effects	3
			<b>Total Program Credits: 64</b>		

**Justification:** New Course: This course will serve as an elective for the Production Concentration AS degree and as a required course for both new CCCs. The subject area this course will cover will fill in some holes in our existing curriculum as it relates to new technologies for those disciplines that are not directly technological. New CCCs: To increase completers by servicing areas of interest within the filmmaking discipline that will meet the needs of student's interest in more specified instruction. These new CCC programs will serve both as introductions to our other programs for new students seeking further education after the CCC and as recruiting tools for new students that seek new or re-certification.

**Discussion:**

**Data sources consulted: Curriculum Support Documents**

**Action:**

**D. Health Science**

**Medical Transcription**

New Courses

**Effective January 2017 (20172)**

HIM2XXXC	Fundamentals of Healthcare Documentation and Transcription (2 credits, 1 lecture/2 lab contact hours, AW grading, Prereq HIM1000C, HIM1433C ( C), program code limit B530, 2529, Special fee \$72.50)	2
HIM2XXXL	Skills Lab for Health Care Documentation and Transcription (2 credits, 4 lab contact hours, AW grading, Prereq ENC1101, HIM1610C, HIM1442C ( C), coreq: HIM2XXXC Fundamentals of Healthcare Documentation and Transcription, program code limit B530, 2529, Special fee \$60.50)	2
HIM2XXXC	Healthcare Documentation Practicum (2 credits, 1 lecture, 8 clinical contact hours, AW grading, Prereq: HIM2XXXC Fundamentals of Healthcare Documentation and Transcription, HIM2XXXL Skills Lab for Healthcare Documentation and Transcription ( C ), program code limit B530, 2529, Special fee \$107.50)	2

Deleted Courses

**Last Term Offered August 2016 (20171)**

HIM2652C	Medical Transcription Advanced Keyboarding and Technology	2
HIM2045C	Foundation Skills for Medical Transcription	3
HIM2020C	Medical Transcription by Body System	3
HIM2032C	Intermediate Medical Transcription	3
HIM2034C	Advanced Medical Transcription	3
HIM2802	Externship for Medical Transcription	1

Revised Program

**Effective January 2017 (20172)**

<b>Current Medical Transcription ATD (B530)</b>			<b>Proposed Healthcare Documentation and Transcription ATD (B530)</b>		
<b>Required Courses</b>		<b>Credits: 33</b>	<b>Required Courses</b>		<b>Credits: 33</b>
BSC2085	Anatomy and Physiology 1 *	3	BSC2085	Anatomy and Physiology 1 *	3
BSC2085L	Anatomy and Physiology 1 Lab *	1	BSC2085L	Anatomy and Physiology 1 Lab *	1



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BSC2086	Anatomy and Physiology 2	3	BSC2086	Anatomy and Physiology 2	3
BSC2086L	Anatomy and Physiology 2 Lab	1	BSC2086L	Anatomy and Physiology 2 Lab	1
HSC2531	Medical Terminology	3	ENC1101	College Composition 1*	3
HIM1000C	Introduction to Health Information Management	3	HSC2531	Medical Terminology	3
HIM1433C	Pathophysiology for Health Information Management	2	CGS1100	Microcomputer Applications	
HIM1442C	Pharmacology for Health Information Management	2	OR		
HIM2652C	Medical Transcription Advanced Keyboarding and Technology	2	HIM1610C	Office Applications for Health Professionals	3
HIM2045C	Foundation Skills for Medical Transcription	3	HIM1000C	Introduction to Health Information Management	3
HIM2020C	Medical Transcription by Body System	3	HIM1433C	Pathophysiology for Health Information Management	2
HIM2032C	Intermediate Medical Transcription	3	HIM1442C	Pharmacology for Health Information Management	2
HIM2034C	Advanced Medical Transcription	3	HIM1012C	Health Information Law, Ethics and Compliance	3
HIM2802	Externship for Medical Transcription	4	HIM2XXXC	Fundamentals of Healthcare Documentation/Transcription	2
<b>Total Program Credits: 33</b>			HIM2XXXL	Skills Lab for Health Care Documentation	2
			HIM2XXX	Healthcare Documentation Practicum	2
			<b>Total Program Credits: 33</b>		
			*General Education courses.		
			+ Non-exempt students will need to meet placement requirements to enroll in this General Education course.		

**Justification:** New Courses: These courses will provide hands-on, practical application of documentation and transcription skills for students to begin their education in documentation and transcription. The courses were developed through review of state frameworks and national model curriculum from the Association for Healthcare Documentation Integrity. Revised Program: The changes will provided expanded continuity between the Health Information Programs. This aligns the program with the updates to the Florida Department of Education 2016/2017 framework. Additionally this will allow for an increase from 15 credit to 27 credits applied to the HIT AS program. The Association for Healthcare Documentation Integrity (formerly the American Association of Medical Transcription) has made changes to its official name, certification titles, and competencies in their model curriculum to reflect the transition from medical Transcription as a focus to documentation expertise.

**Discussion:**

**Data sources consulted: Curriculum Support Documents**

**Action:**

**E. Public Safety**

**Criminal Justice**

Revised Programs

**Effective January 2017 (20172)**

Current Criminal Justice Technology-General (Non-Sworn) AS (2611)			Proposed Criminal Justice Technology-General (Non-Sworn) AS (2611)		
General Education		Credits: 18	General Education		Credits: 18
ENC1101	College Composition 1	3	ENC1101	College Composition 1	3
	Any course from Mathematics - Area III	3		Any course from Mathematics - Area III	3
POS1041	Introduction to American Government	3	POS1041	Introduction to American Government	3
HSC2100	Health Concepts and Strategies	3	ENC1102	College Composition 2	3
SPC1017	Fundamentals of Speech Communication	3	SPC1017	Fundamentals of Speech Communication	3

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	Any course from Humanities - Area II	3		Any course from Humanities - Area II	3
<b>Required Courses</b>		<b>Credits: 21</b>	<b>Required Courses</b>		<b>Credits: 21</b>
CCJ1010	Introduction to Criminology	3	CCJ1010	Introduction to Criminology	3
CCJ1020	Administration of Criminal Justice	3	CCJ1020	Administration of Criminal Justice	3
CJJ2002	Juvenile Delinquency	3	CJJ2002	Juvenile Delinquency	3
CJB2713	Introduction to Forensic Science	3	CJB2713	Introduction to Forensic Science	3
CJE1300	Police Administration 1	3	CJE1300	Police Administration 1	3
CCJ1618	Criminal Psychology	3	CCJ1618	Criminal Psychology	3
CJL2100	Criminal Law	3	CJL2100	Criminal Law	3
<b>Required Concentration</b>		<b>Credits: 15</b>	<b>Required Concentration</b>		<b>Credits: 15</b>
	CCJ/CJE/CJL/CJB/DSC courses	12		CCJ/CJE/CJL/CJB/DSC courses	12
CJE1711	Criminal Justice Capstone Course	3	CJE1711	Criminal Justice Capstone Course	3
<b>Electives - Choose 6 credits</b>		<b>Credits:6</b>	<b>Electives - Choose 6 credits</b>		<b>Credits:6</b>
CJE1301	Police Administration 2	3	CJE1301	Police Administration 2	3
CJE2600	Criminal Investigation	3	CJE2600	Criminal Investigation	3
CJL1062	Introduction to Constitutional Law	3	CJL1062	Introduction to Constitutional Law	3
CJL2130	Laws of Evidence	3	CJL2130	Laws of Evidence	3
CJL2403	Law of Arrest, Search, and Seizure	3	CJL2403	Law of Arrest, Search, and Seizure	3
CGS1100	Microcomputer Applications	3	CGS1100	Microcomputer Applications	3
DSC1002	Terrorism and U.S. Security	3	DSC1002	Terrorism and U.S. Security	3
FFP1824	Basic Incident Management System I-200	1	FFP1824	Basic Incident Management System I-200	1
DSC1590	Intelligence Analysis and Security Management	3	DSC1590	Intelligence Analysis and Security Management	3
DSC1242	Transportation and Border Security	3	DSC1242	Transportation and Border Security	3
FFP1822	Introduction to Emergency Management and Homeland Security	3	FFP1822	Introduction to Emergency Management and Homeland Security	3
<b>Total Program Credits: 60</b>			<b>Total Program Credits: 60</b>		

<b>Current Criminal Justice Technology-Law Enforcement Officer AS (2606)</b>			<b>Proposed Criminal Justice Technology-Law Enforcement Officer AS (2606)</b>		
<b>General Education</b>		<b>Credits: 18</b>	<b>General Education</b>		<b>Credits: 18</b>
ENC1101	College Composition 1	3	ENC1101	College Composition 1	3
	Any course from Mathematics - Area III	3		Any course from Mathematics - Area III	3
POS1041	Introduction to American Government	3	POS1041	Introduction to American Government	3
HSC2100	Health Concepts and Strategies	3	ENC1102	College Composition 2	3
SPC1017	Fundamentals of Speech Communication	3	SPC1017	Fundamentals of Speech Communication	3
	Any course from Humanities - Area II	3		Any course from Humanities - Area II	3
<b>Required Courses</b>		<b>Credits: 21</b>	<b>Required Courses</b>		<b>Credits: 21</b>
CCJ1010	Introduction to Criminology	3	CCJ1010	Introduction to Criminology	3
CCJ1020	Administration of Criminal Justice	3	CCJ1020	Administration of Criminal Justice	3
CJJ2002	Juvenile Delinquency	3	CJJ2002	Juvenile Delinquency	3
CJB2713	Introduction to Forensic Science	3	CJB2713	Introduction to Forensic Science	3
CJE1300	Police Administration 1	3	CJE1300	Police Administration 1	3
CJL2100	Criminal Law	3	CJL2100	Criminal Law	3
CJE1711	Criminal Justice Capstone Course	3	CJE1711	Criminal Justice Capstone Course	3
<b>Required Concentration</b>		<b>Credits: 15</b>	<b>Required Concentration</b>		<b>Credits: 15</b>
	Law Enforcement Academy (Florida Law Enforcement Academy and state exam passage required)	15		Law Enforcement Academy (Florida Law Enforcement Academy and state exam passage required)	15
<b>Electives - Choose 6 credits</b>		<b>Credits: 6</b>	<b>Electives - Choose 6 credits</b>		<b>Credits: 6</b>

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CJE1301	Police Administration 2	3	CJE1301	Police Administration 2	3
CCJ1618	Criminal Psychology	3	CCJ1618	Criminal Psychology	3
CJL1062	Introduction to Constitutional Law	3	CJL1062	Introduction to Constitutional Law	3
CJL2130	Laws of Evidence	3	CJL2130	Laws of Evidence	3
CJL2403	Law of Arrest, Search, and Seizure	3	CJL2403	Law of Arrest, Search, and Seizure	3
CJE2600	Criminal Investigation	3	CJE2600	Criminal Investigation	3
CGS1100	Microcomputer Applications	3	CGS1100	Microcomputer Applications	3
DSC1002	Terrorism and U.S. Security	3	DSC1002	Terrorism and U.S. Security	3
DSC1590	Intelligence Analysis and Security Management	3	DSC1590	Intelligence Analysis and Security Management	3
DSC1242	Transportation and Border Security	3	DSC1242	Transportation and Border Security	3
FFP1822	Introduction to Emergency Management and Homeland Security	3	FFP1822	Introduction to Emergency Management and Homeland Security	3
<b>Total Program Credits: 60</b>			<b>Total Program Credits: 60</b>		

Current Crime Scene Technology AS (2435)			Proposed Crime Scene Technology AS (2435)		
<b>General Education</b>		<b>Credits: 18</b>	<b>General Education</b>		<b>Credits: 18</b>
ENC1101	College Composition 1	3	ENC1101	College Composition 1	3
HSC2100	Health Concepts and Strategies	3	ENC1102	College Composition 2	3
	Any course from Humanities - Area II	3		Any course from Humanities - Area II	3
	Any course from Mathematics - Area III	3		Any course from Mathematics - Area III	3
POS1041	Introduction to American Government	3	POS1041	Introduction to American Government	3
SPC1017	Fundamentals of Speech Communication	3	SPC1017	Fundamentals of Speech Communication	3
<b>Required Courses</b>		<b>Credits: 18</b>	<b>Required Courses</b>		<b>Credits: 18</b>
CCJ1010	Introduction to Criminology	3	CCJ1010	Introduction to Criminology	3
CCJ1020	Administration of Criminal Justice		CCJ1020	Administration of Criminal Justice	
	-or-			-or-	
CCJ1618	Criminal Psychology	3	CCJ1618	Criminal Psychology	3
CGS1100	Microcomputer Applications	3	CGS1100	Microcomputer Applications	3
CJB2713	Introduction to Forensic Science	3	CJB2713	Introduction to Forensic Science	3
CJE1300	Police Administration 1	3	CJE1300	Police Administration 1	3
CJL2100	Criminal Law	3	CJL2100	Criminal Law	3
<b>Core Program Requirements</b>		<b>Credits: 28</b>	<b>Core Program Requirements</b>		<b>Credits: 28</b>
CJB1465	Injury and Death Investigation	3	CJB1465	Injury and Death Investigation	3
CJB1711	Introduction to Crime Scene Technology	3	CJB1711	Introduction to Crime Scene Technology	3
CJB1712	Crime Scene Photography 1	3	CJB1712	Crime Scene Photography 1	3
CJB1721	Advanced Crime Scene Technology	3	CJB1721	Advanced Crime Scene Technology	3
CJB1722	Crime Scene Photography 2	3	CJB1722	Crime Scene Photography 2	3
CJB2703	Crime Scene Safety	2	CJB2703	Crime Scene Safety	2
CJB2704	Courtroom Presentation of Scientific Evidence	3	CJB2704	Courtroom Presentation of Scientific Evidence	3
CJB2735	Fingerprint Classification	3	CJB2735	Fingerprint Classification	3
CJB2736	Latent Fingerprint Development	3	CJB2736	Latent Fingerprint Development	3
CJB2748	Biological Evidence	2	CJB2748	Biological Evidence	2
<b>Total Program Credits: 64</b>			<b>Total Program Credits: 64</b>		

**Justification: Criminal Justice AS-** Adding ENC1102 to aid students with the development of writing skills required within this program. Students are required to write research papers in many classes in the program including CJE1711 CAPSTONE Course as an exit course. Reviews yield that many students do not possess the writing skills and the addition of this class should aid the student greatly within their profession. Deleting HSC2100 since existing SACS-COC AS degree requirements and current statewide articulation agreement requires Math or Science General Education

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course not both. Program already requires “Any course from Area III-Mathematics”; HSC2100 is classified as a General Education Natural Science course. **Crime Scene AS-** Adding ENC1102 to aid students with the development of writing skills required for success within this program. Students are required to do research papers as projects and lack the writing skills offered in ENC1102. The addition of this course should aid the student performance greatly within this profession. Deleting HSC2100 since SACS-COC AS degrees requirements are a minimum of a General Education Math or Science course.

**Discussion:**

**Data sources consulted: Curriculum Support Documents**

**Action:**

**F. Science and Environment**

**Biotechnology**

New Program

**Effective January 2017 (20172)**

<b><i>Biotechnology Laboratory Specialist CCC (CIP# 0341010101)</i></b>		
<b><i>Required Courses</i></b>		<b><i>Credits 30</i></b>
<i>BSC2421</i>	<i>Introduction to Biotechnology</i>	<i>3</i>
<i>BSC2421L</i>	<i>Introduction to Biotechnology Lab</i>	<i>2</i>
<i>BSC1010</i>	<i>Principles of Biology 1</i>	<i>3</i>
<i>BSC1010L</i>	<i>Principles of Biology 1 Lab</i>	<i>1</i>
<i>CHM1045</i>	<i>General Chemistry 1</i>	<i>3</i>
<i>CHM1045L</i>	<i>General Chemistry 1 Lab</i>	<i>1</i>
<i>BSC2420</i>	<i>Biotechnology Lecture</i>	<i>3</i>
<i>BSC2420L</i>	<i>Biotechnology Lab</i>	<i>2</i>
<i>BSC2435</i>	<i>Introduction to Bioinformatics</i>	<i>1</i>
<i>MCB2010</i>	<i>Microbiology</i>	<i>3</i>
<i>MCB2010L</i>	<i>Microbiology Lab</i>	<i>1</i>
<i>CHM1046</i>	<i>General Chemistry 2</i>	<i>3</i>
<i>CHM1046L</i>	<i>General Chemistry 2 Lab</i>	<i>1</i>
<i>MAC1105</i>	<i>College Algebra</i>	<i>3</i>
	<b><i>TOTAL PROGRAM CREDITS</i></b>	<b><i>30</i></b>

**Justification:** *NOTE-The original configuration of this CCC had hidden pre/corequisites that needed to be addressed. The resulting reconfiguration of the CCC has been approved by the Program Director.* This new 1-year 30-credit Biotechnology certificate will provide students with an introduction to Biology, Chemistry, and Biotechnology concepts and modern lab techniques. This CCC will be available for AA students seeking Biotechnology training, without requiring them to complete the entire 61-credit Associate degree. We expect to have a high number of completers for this new 1-year certificate since there is no requirement for Organic Chemistry and Internship, which a cohort of students struggle to reach and pass. This CCC will provide a mechanism for struggling Biotechnology students to leave the program with transferable credits and a FL DOE-recognized certificate to show for their time in the program. In the future, this 1-year certificate may be opened up to provide an avenue to train Criminal Justice/Crime Scene Technician students in the molecular biology (DNA isolation, PCR) and Instrumentation (GC/MS, microscopy, fingerprint analysis) lab skills needed to work in private and government-operated crime laboratories. Students who earn the A.S. degree will

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also earn this 1-year CCC. Note: The existing 19-credit Biotechnology certificate is designed for students with a science Bachelor's degree and requires completion of the internship course.

**Discussion:**

**Data sources consulted: Curriculum Support Documents**

**Action:**

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

Presenters:

Guests:

Degree Type	Program Action			Course Action		
	New	Rev	Delete	New	Rev	Delete
BAS/BS						

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<b>AA</b>						
<b>AS</b>						
<b>ATC</b>						
<b>ATD</b>						
<b>CCC</b>						
<b>College Prep</b>						
<b>PSAV</b>						
<b>TOTAL</b>						