

Palm Beach State College
Curriculum Committee Minutes
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: Motion to Approve: S. Bierster; 2nd: Z. Espinoza

APPROVED

II. For Your Information

CCE/Avocational March 14th through April 21st, 2016

New Avocational and CCE Courses	Title	Clock Hours
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

Revised Avocational and CCE Courses	Title	Changes
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”damentals for Engineering	Revise course description.
EMO0381	EMT Refresher	Change course title from EMT-Basic Refresher; 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)

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

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

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: NA

IV. New Business

Credits/Clock Hours

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

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Discussion: NA

Data sources consulted: Curriculum Support Documents

Action: S. Bierster nominated Professor Zenaida Espinoza as 2016-2017 Curriculum Committee Vice-Chair; E. Horvath second the nomination. Zenaida accepted the nomination which was unanimously approved by committee members.

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)

Current Program Learning Outcome #8	Proposed Program Learning Outcome #8
Demonstrate written and oral presentation skills expected of a Supervision and Management degree graduate.	Apply written and oral presentation skills that demonstrate understanding, confidence, rationale, and perspective.

Information Management-Security and Network Assurance BAS (T803)

Current Program Learning Outcome #8	Proposed Program Learning Outcome #8
Demonstrate written and oral presentation skills expected of a Supervision and Management degree graduate.	Apply written and oral presentation skills that demonstrate understanding, confidence, rationale, and perspective.

Information Management-Project Management BAS (T804)

Current Program Learning Outcome #11	Proposed Program Learning Outcome #11
Demonstrate written and oral presentation skills expected of a Supervision and Management degree graduate.	Apply written and oral presentation skills that demonstrate understanding, confidence, rationale, and perspective.

Supervision and Management-General Management BAS (T701)

120 Credits

Current Program Learning Outcome #7	Proposed Program Learning Outcome #7
Demonstrate written and oral presentation skills expected of a Supervision and Management degree graduate.	Apply written and oral presentation skills that demonstrate understanding, confidence, rationale, and perspective.

Supervision and Management-Health Management BAS (T702)

120 Credits

Current Program Learning Outcome #7	Proposed Program Learning Outcome #7
Demonstrate written and oral presentation skills expected of a Supervision and Management degree graduate.	Apply written and oral presentation skills that demonstrate understanding, confidence, rationale, and perspective.

Supervision and Management-Entrepreneurship BAS (T704)

120 Credits

Current Program Learning Outcome #7	Proposed Program Learning Outcome #7
Demonstrate written and oral presentation skills expected of a Supervision and Management degree graduate.	Apply written and oral presentation skills that demonstrate understanding, confidence, rationale, and perspective.

Supervision and Management-Project Management BAS (T705)

120 Credits

Current Program Learning Outcome #14	Proposed Program Learning Outcome #14
Demonstrate written and oral presentation skills expected of a Supervision and Management degree graduate.	Apply written and oral presentation skills that demonstrate understanding, confidence, rationale, and perspective.

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

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Database Adm students. ISM4331-Title correction to remove topics not covered in Capstone course. Program Revision-Updated language for program learning outcomes.

Discussion: Dr. Gladney reviewed the need for the revisions to the two BAS Capstone courses and the faculty clusters' evaluation and recommended revision of the writing and presentation skills program learning outcome for all seven BAS program concentrations under the Supervision and Management and Information Management degrees. With these changes the offerings for these degrees are more clearly defined.

Data sources consulted: Curriculum Support Documents

Action: Motion to Approve: E. Horvath; 2nd: S. Bierster

APPROVED

B. Computer Science And Information Technology

<u>New Courses</u>		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

<u>Revised Courses</u>		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

<u>Revised Program</u>			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
Total Program Credits: 18			Total Program Credits: 18		

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

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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
COP1220	Introduction to Programming in C	3	COP1220	Introduction to Programming in C	3
Total Program Credits: 36			Total Program Credits: 36		

Current Internet Services Technology AS			Proposed Internet Services Technology AS		
General Education		Credits: 18	General Education		Credits: 18
	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
Required Courses		Credits: 39	Required Courses		Credits: 42
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
Business/Computer/Art Electives - 6 Credits Required		Credits: 6	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	Business/Computer/Art Electives - 3 Credits Required		Credits: 3
Total Program Credits: 63				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.			Total Program Credits: 63		
			*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: Elizabeth Horvath shared the updates in programing language (the use of Python Programming) and processes (Oracle Database Systems) that warranted the creation of the proposed new course and related course and program revisions for content. She shared a Raspberry Computer component with the committee, explaining that will it

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will be integral to increasing interest in the Internet Services CCCs and AS degree due to its versatility and simplicity in programming and application and volume of available projects for students. The Raspberry can be used in creating robots, and Python is the most used program language in the computer industry. Elizabeth explained that the special fee for the Python Raspberry course included the purchase of a Raspberry unit by the student and the tools necessary to work with it on their own to experiment with their own creative projects for their courses. These course and program revisions will lay a foundation for developing the Oracle CCC at a future date.

Data sources consulted: Curriculum Support Documents

Action: Motion to Approve: S. Bierster; 2nd: E. Espinoza

APPROVED

C. Creative Arts And Communications

1. Graphic Design FA

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: Associate Dean Vernon Grant shared that this credit certificate development was an opportunity for the College to capture students who complete required AA courses for the Graphic Design AS degree but transfer to FAU to complete a BFA in Graphic Design instead of completing an award here at the College. With this credit certificate, students would have more clarity on their transcripts on what they accomplished at Palm Beach State and the College would receive acknowledgement for the students who complete a portion of PBSC award. When asked by a committee member why this certificate creation was necessary, AD Grant confirmed that all the courses contained in the CCC are AA courses beyond the General Education courses are required in the AS degree but also applicable to an AA degree can be used in transfer to the FAU BFA degree. Students who only complete these courses and do not complete the AS or AA degree are a loss to the College as completers. AD Grant indicated that the creation of this certificate would immediately increase the number of completers for the Graphic Design program; AD Gingras indicated that this would also capture students interested in Graphics Design identified at the PBG Campus and across the College.

Data sources consulted: Curriculum Support Documents

Action: Motion to Approve: S. Bierster; 2nd-E. Horvath

APPROVED

2. Motion Picture Technology FA

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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)

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

3

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
FIL2XXXC	Managing Post-Production for Directors, Producers and Cinematographers	3
Total Credits		16

Directing and Producing CCC (6YYY) CIP 650060206		
Required Courses-		Credits 16
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
Total Credits		16

Revised Program

Effective January 2017 (20172)

Current Motion Picture Production Technology-Production Concentration AS (2282M)			Proposed Motion Picture Production Technology-Production Concentration AS (2282M)		
General Education Courses		Credits: 15	General Education Courses		Credits: 15
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
Required Courses		Credits: 25	Required Courses		Credits: 25
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

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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
Concentration Area Required Courses		Credits: 21	Concentration Area Required Courses		Credits: 21
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
Electives - Choose 3 credits		Credits: 3	Electives - Choose 3 credits		Credits: 3
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
Total Program Credits: 64			DIG2341C	Introduction to Compositing and Visual Effects	3
			Total Program Credits: 64		

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: Michael Seminerio indicated that research by faculty on areas that would be of interest to students in the Motion Picture field showed that Cinematography and Directing/Production would be viable credit certificates to add to the College. The nature of many students interested in the field is to take only the courses they need and then go out into the workforce. This certification development would document on the student's transcript formally what training they acquired and acknowledge that the College provided that training. The course addition and revisions were submitted to support these certificate development and streamline progression requirements in existing courses.

Data sources consulted: Curriculum Support Documents

Action: Motion to Approve: S. Espinoza; 2nd: E. Horvath

APPROVED

D. Health Science

Medical Transcription

New Courses

Effective January 2017 (20172)

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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)

Current Medical Transcription ATD (B530)			Proposed Healthcare Documentation and Transcription ATD (B530)		
Required Courses		Credits: 33	Required Courses		Credits: 33
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
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	1	HIM2XXXC	Fundamentals of Healthcare Documentation/Transcription	2
Total Program Credits: 33			HIM2XXXL	Skills Lab for Health Care Documentation	2
			HIM2XXX	Healthcare Documentation Practicum	2
			Total Program Credits: 33		
			*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.

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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: Julia Steff explained that the Medical Transcription program was evolving from a transcribing function to an editing function. The proposed changes update the focus of the existing program and build a closer articulation with the AS degree in Health Information Technology. She further explained that the increase in special fees reflects the changed nature of the training, which is mostly accomplished online and from home. The fees cover the license for the SUM program which is an external platform used across the profession with standardized reporting templates and is necessary for the pure online courses of this program.

Data sources consulted: Curriculum Support Documents

Action: Motion to Approve M. Tiggle; 2nd: T. Armas

APPROVED

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
HSC2400	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
Required Courses		Credits: 21	Required Courses		Credits: 21
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
Required Concentration		Credits: 15	Required Concentration		Credits: 15
	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
Electives - Choose 6 credits		Credits: 6	Electives - Choose 6 credits		Credits: 6
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

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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
Total Program Credits: 60			Total Program Credits: 60		

Current Criminal Justice Technology-Law Enforcement Officer AS (2606)			Proposed Criminal Justice Technology-Law Enforcement Officer AS (2606)		
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
HSC2400	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
Required Courses		Credits: 21	Required Courses		Credits: 21
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
Required Concentration		Credits: 15	Required Concentration		Credits: 15
	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
Electives - Choose 6 credits		Credits: 6	Electives - Choose 6 credits		Credits: 6
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
Total Program Credits: 60			Total Program Credits: 60		

Current Crime Scene Technology AS (2435)			Proposed Crime Scene Technology AS (2435)		
General Education		Credits: 18	General Education		Credits: 18
ENC1101	College Composition 1	3	ENC1101	College Composition 1	3
HSC2400	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

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SPC1017	Fundamentals of Speech Communication	3	SPC1017	Fundamentals of Speech Communication	3
Required Courses		Credits: 18	Required Courses		Credits: 18
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
Core Program Requirements		Credits: 28	Core Program Requirements		Credits: 28
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
Total Program Credits: 64			Total Program Credits: 64		

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 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: Paul Friedman reviewed the need for increased writing and presentation skills in the three affected AS degrees that warranted the inclusion of ENC1102 in the General Education courses of the programs. D. Trigoboff asked why HSC2100 was chosen to be removed. Paul explained that the basic competencies of HSC2100 were covered related to the profession in other required courses and in the academy courses that articulated. K. Gamble further explained that to comply with the existing state articulation agreement for the Criminal Justice AS to BS degree, it was allowed to choose between the math or science requirement allowed by SACS for an AS degree to include the second English course. The program faculty agreed this configuration of the program was best. When asked why HSC2100 could not be kept as an elective, Paul again indicated that the basic competencies of that course was covered in other program courses and the electives listed for the program covered learning objectives not included in required program courses but needed for professional specialization. Another committee member asked for a clarification between the two degree concentration. Paul explained that the Non-sworn program was for students interested in going onto a bachelor's degree in Criminal Justice and the Law Enforcement Office program was for those students interested in becoming Law Enforcement Officers upon completion of the degree. Students who have bachelors and want to be law enforcement officers typically go into the PBSC Criminal Justice PSAV Academy and not the AS degree.

Data sources consulted: Curriculum Support Documents

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Action: Motion to Approve: T. Armas; 2nd: Z. Espinoza

APPROVED

F. Science and Environment

Biotechnology FA

New Program

Effective January 2017 (20172)

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

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 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: Program Director Becky Mercer explained that this certificate was a way for the College to acknowledge students who complete a portion of the Biotechnology AS degree that includes a great number of General Education AA courses. In addition, it gives students who might have an interest in Biotechnology while completing an AA degree, a taste of the field. It also, allows students who started in the Biotechnology AS degree but may not be successful enough to complete it an award for their transcript. This certificate is aimed at these types of students where the existing 19 credit CCC is aimed at students with bachelor's degrees that want competencies in Biotechnology specifically.

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Data sources consulted: Curriculum Support Documents

Action: Motion to Approve: E. Horvath; 2nd: M. Tiggie

APPROVED

G. Motion to Dismiss

Discussion: K. Gamble shared that this was the last meeting of the Curriculum Committee for the 2015-2016 academic year. Vice Chair Michelle Tiggie will become chair of the committee for the 2016-2017 Curriculum Committee. K. Gamble also pointed out that she was retiring in September and another academic coordinator will work with the committee starting in September.

Action: Motion to Dismiss: M. Tiggie; 2nd: D. Singer.

APPROVED

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	1				
LW	8 (1-NV)	6		1	1
PBG	4	1			

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

Presenters: D. Gladney, P. Friedman, V. Grant, J. Steff, M. Seminerio, B. Mercer, E. Horvath
Guests: M. McGann, K. Pain

Degree Type	Program Action			Course Action		
	New	Rev	Delete	New	Rev	Delete
BAS/BS		7			2	
AA				1	1	
AS		5		6	2	13

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ATC						
ATD		1				
CCC	4	2				
College Prep						
PSAV						
TOTAL	4	15		7	5	13