

Palm Beach State College
Curriculum Committee Minutes
September 27, 2012

FA - Possible Financial Aid Action Warranted

Once quorum was established, Professor Lee Streicher, Chair of the Curriculum Committee, greeted members and initiated introductions.

Dr. Ginger Pedersen, Dean of Curriculum and Educational Technology welcomed new and returning members of the Curriculum Committee to the first meeting of the 2012-2013 academic year. She pointed out how important participation in this committee work was to the mission of the College to provide current, relevant educational programs for the businesses and community members of Palm Beach County. "If programs and courses at Palm Beach State are not relevant to today's industry needs and educational trends, students will not attend." Dr. Pedersen pointed out that curriculum by its nature and in compliance with SACS standards, is faculty driven and this is why a major portion of the committee membership is faculty. She thanked the staff of Academic Services that facilitates the completion of curriculum actions once approved by this committee and ensured that all who participate will encounter interesting discussions and a greater appreciation of how the curriculum process at Palm Beach State College works.

I. Approval of April 26, 2012 Minutes, Post April 2012 Curriculum Actions (BSN Nursing, Criminal Justice-see FYI Agenda)

Discussion: No discussion

Data sources consulted: Minutes

Action: Motion to Approve-M. Sfiropoulos; 2nd-R. Rueda de Leon

Approved

II. FYI Agenda (See separate attachment)

Discussion: K. Gamble reviewed actions that were conducted over the summer to correct small errors in previous curriculum actions and course dictionary/catalog housekeeping actions. The FYI agenda also included emergency curriculum actions for the BSN program (completion of overlooked course development to be offered 20131) and the revision of some Criminal Justice PSAV programs mandated by FDLE. K. Gamble explained the process of emergency curriculum actions to new members. (Emergency curriculum actions are either conducted through a committee wide email vote or the VPAA approves the action to be FYI'd to the next Curriculum Committee agenda.)

Dr. Pedersen told the committee that another faculty and staff responsibility related to curriculum was updating the program narrative included in the catalog and Area of Study pages. This activity involves small changes to the program narrative for minor corrections and clarifications to understand existing requirements of individual programs. This activity does not require approved curriculum action. This will be done in the month of October and Dr. Pedersen will be sending an email notice to faculty and administrators October 1st.

III. Old Business

Discussion: No discussion

Data sources consulted: Curriculum Support Documents

Action: No action

IV. New Business

Credits/Clock Hours

A. Election of Vice Chair of Curriculum Committee

The Vice Chair of the Curriculum Committee is a faculty representative of the committee and leads the meetings when the Chair is not available. It is a one year term. The Vice Chair becomes the Chair in 2013-2014 academic year.

Discussion: Nominations were opened for the position of Vice Chair to the Committee. Professor Mike Sfiropoulos volunteered as a candidate for Vice Chair. There was no further discussion.

Palm Beach State College
Curriculum Committee Minutes
September 27, 2012

Data sources consulted: Curriculum Support Documents

Action: Motion to elect Mike Sfiropoulos as Vice Chair of the Curriculum Committee-R. Rueda De Leon; 2nd-M. McGaughey **Approved**

B. Education

New AA Course

Effective January 2013

EEX2XXX (EEX2010) Introduction to Special Education (3 credits, 3 lecture hours, AW grading, No pre or coreqs)

3

Justification: Additional AA elective credit for pre-Education majors. Response to community and school district needs for new special education teachers in addition to re-certification requirements. Justification for early effective date-the demand of area teachers for this certification topic in credit course form.

Discussion: Suzy Martinez-White reviewed the justifications for this proposed AA course which will serve as an elective for AA students articulating into the emerging Special Education programs at four year schools. It will also provide current public school regular and CTE teachers a course required for recertification. There was no further discussion.

Data sources consulted: Curriculum Support Documents

Action: Motion to Approve-B. Van Der Velde; 2nd-M. McGaughey **Approved**

C. Childcare, Student Services and Teacher Education

School Age CCC

Deleted Program

Effective January 2013

School Age Credit Certificate (6365)		
REQUIRED COURSES		CREDITS
EDF 2005	Introduction to the Teaching Profession	3
EME 2040	Introduction to Technology for Educators	3
EEC 1003	Introduction to School Age Child Care	3
EEC 1603	Positive Guidance and Behavior Management in School Age Child Care	3
Total Program Credits		12

Justification: Through the Palm Beach State College School Age partnership, it was determined that teachers in School Age careers would take the newly-developed Youth Development career pathway rather than the School Age CCC, so this CCC is no longer needed. Two courses, EEC 1003 and EEC 1603 have not been offered at the College for over five years and will be eliminated through the five-year rule. Justification for Early Effective Date-The School Age CCC was delinked from the Early Childhood Education AS back in 2010, so the early effective date of this housekeeping action is appropriate.

Discussion: Susan Caldwell reiterated the reasons above why this credit certificate needed to be removed from the Palm Beach State offerings. There was no further discussion.

Data sources consulted: Curriculum Support Documents

Action: Motion to approve: M. Sfiropoulos; 2nd-B. Van der Velde **Approved**

D. Health Science

1. Nursing AS

Revised Course

Effective August 2013

Palm Beach State College
Curriculum Committee Minutes
September 27, 2012

NUR2712C Nursing 4 Clinical (Remove prerequisite of SYG 2000 which was removed from the AS program requirements in 2010.)

6

Justification: SYG2000 is being removed from prerequisites/corequisites for this course. This action is a follow-up to the program revision curriculum action done in November 2009 and will maintain compliance with the BOT requirements and NLNAC accreditation guidelines.

Discussion: Kellie Bassell explained that this course correction to remove SYG 2000 as a prerequisite was overlooked when the Nursing AS program was revised in 2009 to replace SYG 2000 with a general education humanities course to meet state AS requirements and comply with NLNAC accreditation guidelines. No further discussion.

Data sources consulted: Curriculum Support Documents

Action: Motion to Approve: B. Van Der Velde; 2nd-A. Piccolino

Approved

2. Sonography AS

Revised Courses

Effective January 2013

SON1000	Practical Aspects of Sonography 1 (Change pre/corequisites from SON1111, SON1121, SON1614 to SON1121, SON1618, SON1112 and limit to program codes 6312, 2313)	3
SON1001	Practical Aspects of Sonography 2 (Change prerequisites from SON1000, SON1111, SON1614 to SON 1000, pre/coreqs from SON1112, SON1618, SON1814L to SON1824L and limit to program codes 6312, 2313)	3
SON1111	Abdominal Sonography 1 (Change prerequisites from SON1100L, SON1311 to None, pre/corequisites from SON1000, SON1121, SON1614 to SON1311, SON1100L, SON1614 and limit to program codes 6312, 2313)	3
SON1112	Abdominal Sonography 2 (Change prerequisites from SON1111, SON1121, SON1614 to SON1111, pre/coreqs from SON1001, SON1122, SON1618 to SON1000, SON1121, SON1618 and limit to program codes 6312, 2313)	3
SON1121	Sonography OB/GYN 1 (Change pre/coreqs from SON1000, SON1111, SON1614 to SON1000, SON1618, SON1112 and limit to program codes 6312, 2313)	3
SON1122	Sonographic OB/GYN 2 (Change prerequisites SON1111, SON1121, SON1614 to SON1112, pre/coreqs SON1001, SON1112, SON1618 to SON1170 and limit to program codes 6312, 2313)	3
SON1170	Sonography of the Circulatory System (Change prerequisites SON1112, SON1122, SON1814L to SON1112, SON1618, pre/coreqs SON1824L to SON1122, SON 1814L and limit to program codes 6312, 2313)	3
SON1614	Medical Sonography Physics 1 (Change prerequisites SON1100L, SON1311 to none, change pre/coreqs to SON1311, SON1100L, SON1111, and limit program codes to 6312, 2313.)	3
SON1618	Medical Sonographic Physics 2 (Change prerequisites SON1111, SON1121, SON1614 to SON1614 only, pre/coreqs SON1001, SON1112, SON1122 to SON1121, SON1000, SON1112 and limit program codes to 6312, 2313)	3
SON1804L	Clinical Education1 (Change pre/coreqs SON1111, SON1121, SON1614 to SON1121, SON1618, SON1112 and limit to program codes 6312, 2313)	3
SON1814L	Clinical Education 2 (Change prerequisites SON1111, SON1614, SON1804L to SON1804L, pre/coreqs SON1112, SON1122, SON1618 to SON1122, SON1170 and limit to program codes 6312, 2313)	3
SON1824L	Clinical Education 3 (Change prerequisites SON1112, SON1122, SON1814L to SON1814L, add pre/coreq of SON1001 and limit to program codes 6312, 2313)	4

Justification: Changes to course prerequisites and pre/coreqs needed to reflect change made to sequencing of Sonography courses conducted in September 2011 curriculum action. All pre/corequisite changes will require the courses to have a grade of "C" or better to apply to the designated course. Justification for Early Effective Date-Early effective date is to appropriate for this housekeeping action since limited access program has been following updated course sequence since approved by curriculum action in September 2011.

Discussion: Patty Braga explained that this action was a housekeeping action to coordinate course pre/corequisites to the course sequence change that was done in 2011. It was not realized as necessary until students started to have registration

Palm Beach State College
Curriculum Committee Minutes
September 27, 2012

problems with courses when trying to take them according to the revised course sequence. B. Van Der Velde indicated this would eliminate the overrides now required to enroll students in the correct courses. There was no further discussion.

Data sources consulted: Curriculum Support Documents

Action: Motion to Approve-R. Rueda De Leon, 2nd-M. Sfiropoulos

Approved

E. Trade and Industry

Electrician PSAV

New Courses

Effective January 2013

BCV0XXX	Commercial Wiring 3 (150 clock hours, TABE scores Math (9), Reading (9), Language (9) Prerequisite of BCV 0661 with a grade of C, precoreq of VPI VPI0100, VPI0200, VPI0300, AN Grading, Special Fee of \$25 and Medical Accident Insurance, limit to program code 5246.)	150
BCV0XXX	Residential Wiring 3 (150 clock hours, TABE scores Math (9), Reading (9), Language (9) Prerequisite of BCV 0642 with a grade of C, precoreq of VPI0100, VPI0200, VPI0300, AN Grading, Special Fee of \$25 and Medical Accident Insurance, limit to program code 5246.)	150

Deleted Courses

Effective January 2013

BCV0662	Electrical Maintenance	150
BCV0665	Industrial Wiring 1	150
BCV0668	Industrial Wiring 2	150
BCV0669	Industrial Wiring 3	150

Program Revision:

Effective January 2013

Current <u>Electrician</u> PSAV (5246) (inactivate as of 1/2013)		Proposed <u>Residential and Commercial Electrician</u> PSAV (5246)	
REQUIRED COURSES	CLOCK HOURS	REQUIRED COURSES	CLOCK HOURS
Group A – Electrician Helper		Group A – Electrician Helper	
BCV 0600 Electrician Helper 1	150	BCV0600 Electrician Helper 1	150
BCV 0601 Electrician Helper 2	150	BCV0601 Electrician Helper 2	150
Group B – Residential Electrician		Group B – Residential Electrician	
BCV 0641 Residential Wiring 1	150	BCV0641 Residential Wiring 1	150
BCV 0642 Residential Wiring 2	150	BCV0642 Residential Wiring 2	150
Group C – Commercial Electrician		BCV0XXX Residential Wiring 3	150
BCV 0660 Commercial Wiring 1	150	Group C – Commercial Electrician	
BCV 0661 Commercial Wiring 2	150	BCV0660 Commercial Wiring 1	150
BCV 0662 Electrical Maintenance	150	BCV0661 Commercial Wiring 2	150
Group D – Industrial Electrician		BCV0XXX Commercial Wiring 3	150
BCV 0665 Industrial Wiring 1	150	Total Program Clock Hours	1200
BCV 0668 Industrial Wiring 2	150		
BCV 0669 Industrial Wiring 3	150		
Total Program Clock Hours	1500		

Justification: Conversion to Residential and Commercial Electrician-Internal staff meetings and external meetings with secondary level Career Academy Instructors, local contractors and tradesmen, demonstrated outstanding support of the Residential and Commercial PSAV Program. Given the impending retirement of the baby boomer generation, the increased need for tradesmen over the next 5 years (per Workforce Demand analysis completed April 2011 by Institutional Research & Effectiveness), and the fact that many construction companies will not hire inexperienced workers, this multiple NCCER Certificate program will provide program completers an outstanding advantage in entering or advancing a career in the trades.

The program is supported by local Registered Apprenticeship Training sponsors not only because the programs will model the successful HVAC PSAV program, which averages 65% of its program completers entering Registered Apprenticeship. With Registered Apprenticeship registration numbers being at an all-time low both state and county-wide, enrollment will be boosted by the generation of skilled tradesmen ready to enter the array of apprenticeship programs. In addition, this new PSAV program serves as a stand-alone program that provides advanced technical skills training for the construction trades.

This PSAV program focuses not only on broad, transferable skills but also on highly technical applied electrical trades' skills and stresses understanding and demonstration of trades' skills concepts that include OSHA 10 safety,

Palm Beach State College
Curriculum Committee Minutes
September 27, 2012

classroom and laboratory skills training. This program includes marketable skills necessary for entry level residential electrical. With changes in the economy as well the demand for highly technical skills to enter the construction industry.

Course Deletion and conversion of Electrician PSAV certificate to Residential and Commercial Electrician plus Early Effective Date Justification- Changing from 1500 hours to 1200 hours, removing the Industrial portion and increasing Residential and Commercial provide more opportunities for employment focusing directly on the needs of the electrical trades at present time. This curriculum is in alignment with the Florida Department of Education Frameworks which have been revised since the Electrical Program was first developed, and these changes are in compliance with those revisions.

1. All students in the current program will be transitioned into the new one.
2. The classes that the students will have taken through the Spring term (6 classes) are in both programs, so the students will have already completed the first 6 classes of the new program.
3. The current program and 4 of the current classes will be discontinued.
4. Students will complete the new program during the Summer term by taking the last 2 classes of the new program. These two classes Residential 3 and Commercial 3 are the new classes for which we are seeking approval.
5. The courses being discontinued have never been offered. This program will be offered for the first time in term 2013-1. Start date was pushed forward due to financial aid not being available prior to 2013-1.
6. Students will be advised that this program is being shortened to 1200 hours by removing the Industrial portion and adding more residential and commercial. The advisory council has stated that the program should focus on residential and commercial since those areas are prevalent in the area. There is very little industrial available in South Florida.

Discussion: Kent Hartwig went over the justification for this program revision. He explained that after creating this Program last year, during the summer the curriculum frameworks at the state changed and his business partnership agreed that these changes would be a better fit for the job market here in Palm Beach County. L. Streicher asked what would happen to students in the current configuration of this program. Kent indicated that fortunately the six courses students enrolled in fall term (20131) were not affected by this change and that only spring term courses would change. K. Gamble also relayed that the 14 student cohort had all been advised about these changes and understood them.

Data sources consulted: Curriculum Support Documents

Action: Motion to approve-M. McGaughey; 2nd-A. Piccolino

Approved

F. Motion to Adjourn

Discussion: None

Action: Motion to Adjourn- M. McGaughey; 2nd-A. Piccolino

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	Observers		
			Faculty	Staff	Administrators
BG					
BR	1				
LW	14	4	2	2	
PBG	1	1			

Attendance	Faculty
X	Tracy Ciucci, Health-Second Year LW
X	Sabrina Greenwell, Education-First Year LW
X	Peggy Holmes-DeGraw, Nursing First Year LW

Palm Beach State College
Curriculum Committee Minutes
September 27, 2012

X	Stacey Landsdorf, Cosmetology-Second Year LW
X	Judy Maxwell, Aeronautical Science-First Year LW
X	Marilee McGaughey, Dental Hygiene-First Year LW
X	Anthony Piccolino, Mathematics-Second Year PBG
X	Rolando Rueda-De-Leon, BAS Information Management-Second Year LW
	Lystra Seenath, Social Sciences-Second Year LW
X	Mike Sfiropoulos, English for Academic Purposes-Second Year LW
X	Lee Streicher, Criminal Justice-Second Year, LW, CHAIR
	Administrative Members
X	Michael Foster, Academic Dean-First Year, BR
X	Sheri Goldstein, Assistant Dean Student Services-First Year BG
	Susan Kadir, District Financial Aid Director
	Edward Mueller, District Registrar
X	Robert Van Der Velde, Associate Academic Dean-First Year PBG
X	Kathy Gamble, Academic Services (Non-voting)
X	Ginger Pedersen, Dean- Academic Services (Non-voting)

Presenters: Suzy Martinez-White, Susan Caldwell, Kellie Bassell, Patty Braga, Kent Hartwig

Guests: Dr. Gary Reardon, Dr. Jihan Mahmoud, Maryann McGann, Geri Spain

Degree Type	Program Action			Course Action		
	New	Rev	Delete	New	Rev	Delete
BAS/BS						
AA				1		
AS					13	
ATC						
ATD						
CCC			1			
College Prep						
PSAV		1		2		4
TOTAL		1	1	3	14	4