

CLUSTER MINUTES

October 13, 2015

9:00 – 12:00 p.m.

BA307

The cluster meeting was called to order at 9:13 a.m. and inquiry was made as to any new agenda items. Having no new items to address, the meeting was adjourned at 9:15 a.m.

Subsequently an electronic vote of the cluster was held addressing the following matters:

ITEM 1. Office Administration (AS) - Deletion of courses from Business and Office Management

<u>Deleted Courses</u>	<u>Last Term Spring (20162)</u>
OST1108	Building Typing Speed and Accuracy (AS) 1
OST1141L	Keyboarding for Microcomputer (AS) 1
OST1831	Microsoft Windows (AS) 1

Discussion: Justification: The Office Administration AS and its related CCCs are in teach-out and these three courses were left out of the original curriculum action teach-out timeline for all OST courses to be deleted from the PBSC course offerings. It was determined that they will not be needed in the program after Spring 20162. They have already been removed from the Accounting Technology and Internet Services AS programs as elective choices.

Data/data source: Curriculum Support Documents

Action: **Proposal was unanimously approved by the cluster via electronic vote**

ITEM 2. Insurance Customer Support Specialist PSAV – Deletion of course and program

<u>Deleted Courses</u>	<u>Last Term Offered Summer (20143)</u>
RMI0093 Insurance Customer Service Representative	40

Required Courses		Clock Hours: 40
RMI0093	Insurance Customer Service Representative	40
Total Program Clock Hours: 40		

Discussion: Justification: Effective July 1, the State of Florida passed new legislation stating that the pre-licensure course for 4.40 should no longer be offered, so no, PBSC will NOT be offering the Insurance Customer Service Representative course again and therefor the PSAV program related to it will no longer be offered.

Students will be advised to go to the state link on the process for eligibility for a 4.40 license at:

<http://www.myfloridacfo.com/division/agents/licensure/General/docs/4-40.htm>

Data/data source: Curriculum Support Documents

Action: **Proposal was unanimously approved by the cluster via electronic vote**

Attendance:

M. Vitrano
R. Capute
K. Brown
D. Fontenot
B. Scheffer
D. Beres
J. Montonen
B. Gillen
T. Martin
S. Gill
E. Horvath
R. D'Agati
G. Pate
E. Danso
J. Tracey
H. Ladika-Cippola
C. High

Submitted by: C. High

s/ Cary A. High

Cary A. High, Scribe

c. Minutes Distribution List