

Palm Beach State College
Curriculum Committee Agenda
January 24, 2019

The Curriculum Committee meetings will be held in **CE 119** in Lake Worth and will be available for members and presenters in the reserved conference rooms at the other college locations. (Belle Glade TEC 220, Boca Raton **AD 306**, Loxahatchee LGA 216, and Palm Beach Gardens AD 207)

FA - Possible Financial Aid Action Warranted

WELCOME

I. APPROVAL OF MINUTES of 11/29/2018

Discussion: None

Data sources consulted: Minutes

Action:

II. FOR YOUR INFORMATION

A. CCE/Avocational Courses

New Avocational and CCE Courses	Title	Clock Hours
CWO 0304	QuickBooks Exam Preparation	48

Revised Avocational and CCE Courses	Title	Revisions
CWO 0128	QuickBooks Level 1	Change course title from <i>QuickBooks</i> to <i>QuickBooks Level 1</i>

B. VPAA Action:

1. The Dean's Council approved Phase 1 and 2 of the Internal Proposal for the new Bachelor of Science in Cardiopulmonary Sciences degree. The FLDOE Letter of Intent is being prepared for submission to the BOT and President.
2. The Dean's Council approved Phase 1 and 2 of the Internal Proposal for the new AS degree program in Surgical Services.

C. Minutes Correction

4/26/2018 I. — CTS 1110 Microcomputer Operating Systems (3) was inadvertently listed as both a required course and an elective. CTS 1110 is a REQUIRED course, not an elective for the Computer Networking program.

- D. **Housekeeping:** The FLDOE has notified the Florida College Systems institutions that the terminology is changing from Post-Secondary Adult Vocational Certificate (PSAV) to Career Certificate programs. The change is still in the discussion phase at the FLDOE.

III. OLD BUSINESS

Discussion: NA

Data sources consulted: Curriculum Support Documents

Action:

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V. NEW BUSINESS

Credits/Clock Hours

A. AA COURSES

1. Revised Courses

Effective: August 2019 (2020-1)

Course	Title	Revision	Credits
ENC 1101	College Composition 1 (3).	Course description change; Updated learning outcomes.	3
ENC 1102	College Composition 2 (3).	Course description change; Updated learning outcomes.	3

Justification: There is a need for clarity of Course Learning Outcomes in line with the Pathways initiative.

Presenter: Mr. Patrick Tierney

Discussion:

Data sources consulted: Curriculum Supporting Documents

Action:

2. Revised Courses

Effective: August 2019 2020-1

Course	Title	Revision	Credits
MVB 1311R	Music- Applied Private Instruction Trumpet Section F	Reduction in credits from 2 (16) lab contact hours to 1 (16) lab contact hour	1
MVB 1312R	Music- Applied Private Instruction Horn Section F	Reduction in credits from 2 (16) lab contact hours to 1 (16) lab contact hour	1
MVB 1313R	Music- Applied Private Instruction Trombone Section F	Reduction in credits from 2 (16) lab contact hours to 1 (16) lab contact hour	1
MVB 1314R	Music- Applied Private Instruction Baritone Horn Section F	Change in title; Reduction in credits from 2 (16) lab contact hours to 1 (16) lab contact hour	1
MVB 1315R	Music- Applied Private Instruction Tuba Section F	Reduction in credits from 2 (16) lab contact hours to 1 (16) lab contact hour	1
MVB 2321R	Music- Applied Private Instruction Trumpet Section S	Reduction in credits from 2 (16) lab contact hours to 1 (16) lab contact hour	1
MVB 2323R	Music- Applied Private Instruction Trombone Section S	Reduction in credits from 2 (16) lab contact hours to 1 (16) lab contact hour	1
MVJ 1313R	Music- Applied Private Instruction Jazz Guitar Section F	Reduction in credits from 2 (16) lab contact hours to 1 (16) lab contact hour	1
MVJ 1314R	Music- Applied Private Instruction Jazz Piano Section F	Reduction in credits from 2 (16) lab contact hours to 1 (16) lab contact hour	1
MVJ 1317R	Music- Applied Private Instruction Bass Piano Section F	Reduction in credits from 2 (16) lab contact hours to 1 (16) lab contact hour	1

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MVJ 2323R	Music- Applied Private Instruction Jazz Guitar Section S	Reduction in credits from 2 (16) lab contact hours to 1 (16) lab contact hour	1
MVJ 2324R	Music- Applied Private Instruction Bass Guitar Section S	Reduction in credits from 2 (16) lab contact hours to 1 (16) lab contact hour	1
MVK 1311R	Music- Applied Private Instruction Piano Section F	Reduction in credits from 2 (16) lab contact hours to 1 (16) lab contact hour	1
MVK 2321R	Music- Applied Private Instruction Piano Sophomore	Reduction in credits from 2 (16) lab contact hours to 1 (16) lab contact hour	1
MVK 2324R	Music- Applied Private Instruction Jazz Piano Section S	Reduction in credits from 2 (16) lab contact hours to 1 (16) lab contact hour	1
MVP 1311R	Music- Applied Private Instruction Percussion Section F	Reduction in credits from 2 (16) lab contact hours to 1 (16) lab contact hour	1
MVP 2321R	Music- Applied Private Instruction Percussion Section S	Reduction in credits from 2 (16) lab contact hours to 1 (16) lab contact hour	1
MVS 1316R	Music- Applied Private Instruction Guitar Section F	Reduction in credits from 2 (16) lab contact hours to 1 (16) lab contact hour	1
MVS 2326R	Music Applied Private Instruction Guitar Section S	Reduction in credits from 2 (16) lab contact hours to 1 (16) lab contact hour	1
MVV 1311R	Music- Applied Private Instruction Voice Section F	Reduction in credits from 2 (16) lab contact hours to 1 (16) lab contact hour	1
MVV 1311R	Music- Applied Private Instruction Voice Section F	Reduction in credits from 2 (16) lab contact hours to 1 (16) lab contact hour	1
MVV 2321R	Music- Applied Private Instruction Voice Section F	Reduction in credits from 2 (16) lab contact hours to 1 (16) lab contact hour	1
MVW 1311R	Music- Applied Private Instruction Flute Section F	Reduction in credits from 2 (16) lab contact hours to 1 (16) lab contact hour	1
MVW 1312R	Music- Applied Private Instruction Oboe Section F	Reduction in credits from 2 (16) lab contact hours to 1 (16) lab contact hour	1
MVW 1313R	Music- Applied Private Instruction Clarinet Section F	Reduction in credits from 2 (16) lab contact hours to 1 (16) lab contact hour	1
MVW 1315R	Music- Applied Private Instruction Saxophone Section F	Reduction in credits from 2 (16) lab contact hours to 1 (16) lab contact hour	1
MVW 2321R	Music- Applied Private Instruction Flute Section S	Reduction in credits from 2 (16) lab contact hours to 1 (16) lab contact hour	1
MVW 2323R	Music- Applied Private Instruction Clarinet Section S	Reduction in credits from 2 (16) lab contact hours to 1 (16) lab contact hour	1

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MVW 2325R	Music- Applied Private Instruction Saxophone Section S	Reduction in credits from 2 (16) lab contact hours to 1 (16) lab contact hour	1
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Justification: Reducing the Applied lessons courses from 2 to 1 credits (while also maintain the current 16 hours of instructional time) will significantly help students and make creating an effective Guided Pathway for music easier. The current “common course prerequisites” from universities requires 2 semesters of freshman level and 2 semesters of sophomore level applied music courses, but it lists a total of 2-4 credits for each level (allowing for either 1 or 2 credit classes). Reducing the credit hours for these courses to 1 credit will still meet these requirements but also reduce the number of “excess” credits that students are required to take for a future music degree. This will enable students to transfer from PBSC more prepared for their future degree and/or without the expense of “extra” credits.

Three other Florida state colleges already offer these courses as a 1 credit course (with 16 instructional hours) – Broward College, Seminole State College, and Pensacola State College. Broward and Seminole have been doing this for 15+ years while Pensacola made the change from 2 credits to 1 credit more recently. In addition, they also offer the MVX 121x and 222x courses as 1 credit with a total of 8 instructional hours.

2.1 Revised Courses:

Course	Title	Revision	Credits
MVB 2324R	Music- Applied Private Instruction Baritone Horn Section S	Reduction in credits from 2 to 1; Reduction in Lab contact hours from 32 to 16	1
MVB 2325R	Music- Applied Private Instruction Tuba Section S	Reduction in credits from 2 to 1; Reduction in Lab contact hours from 32 to 16	1

Justification:

The change from 32 lab hours (contact) to 16 lab hours is to correct an error that was made when this course was reactivated in 2014.

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Three other Florida state colleges already offer these courses as a 1 credit course (with 16 instructional hours) – Broward College, Seminole State College, and Pensacola State College. Broward and Seminole have been doing this for 15+ years while Pensacola made the change from 2 credits to 1 credit more recently. In addition, they also offer the MVX 121x and 222x courses as 1 credit with a total of 8 instructional hours.

2.2 Revised Courses:

Effective: August 2019 (2020-1)

Course	Title	Revision	Credits
MVV 1211R	Music- Applied Instruction Voice Freshman Section F	Change in title; Reduction in Lab contact hours from 16 to 8	1
MVV 2221R	Music- Applied Instruction Voice Sophomore Section S	Change in title; Change in contact hours from 7 to 8	1

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MVK 1211R	Music- Applied Private Instruction Piano Section F	Change in contact hours 4 to 8	1
MVJ 1213R	Music- Applied Private Instruction Jazz Guitar Freshman	Change in contact hours 6 to 8	1
MVJ 2223R	Music- Applied Private Instruction Jazz Guitar Sophomore	Change in contact hours 6 to 8	1
MVJ 1210R	Music- Applied Instruction Jazz Piano Freshman	Change in contact hours 6 to 8	1

Justification:

Applied lesson courses in the 131x and 2321x series have 16 hours of instructional (contact) time. Applied lesson courses in the 121x and 222x series should have 8 contact hours. However, it was discovered that several of these courses (121x and 222x) have incorrect contact hours. Most of them appear to be “long-standing” errors which have only now “come to light”. This causes problems with paying the faculty correctly in Workday. Correcting these errors by changing the contact hours to 8 labs hours will make all classes consistent and avoid related problems.

Presenter: Mr. Michael MacMullen

Discussion:

Data sources consulted: Curriculum Support Documents

Action:

B. DEV ED COURSES

English for Academic Purposes

Effective: May 2019 (2019-3)

1. New Courses

Course	Title	Pre/Co requisites	Grading System	Credits
EAP 0100	Speaking and Listening Level I	<i>Pre: LOEP Listening score required: 0-65</i>	AN	3
EAP 0120	Reading Foundations A	<i>Pre: LOEP score required: 0-65</i>	AN	3
EAP 0160	Grammar Foundations A	<i>Pre: LOEP score required: 0-65</i>	AN	3
EAP 0200	Speaking and Listening Level 2	Prerequisite: EAP 0100 with a grade of C or higher or LOEP Listening Score 66-70.	AN	3
EAP 0220	Reading Foundations B	Prerequisite: EAP 0120 with a grade of C or higher or LOEP composite score of 66-75.	AN	3
EAP 0260	Grammar Foundations B	Prerequisite: EAP 0160 or a LOEP composite score of 66-75.	AN	3
EAP 0320	Reading Foundations C	Prerequisite: EAP 0220 or LOEP composite score of 76-85.	AN	3
EAP 0360	Grammar Foundations C	Prerequisite EAP 0260 or LOEP composite score of 76-85.	AN	3

Justification: Our EAP population has increased over the last few years by a significant number. Our registration numbers reflect this. Currently, we do not have any lower level EAP courses to accommodate students who place below the 0300

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course numbers. Additionally, the College would like to offer a comprehensive EAP program from beginning to advanced levels that would allow our International Student department to offer F-1 visas. Having such a program would allow us to grow our registration numbers and better serve our local and international communities with a more comprehensive EAP program. In order for our College to be able to apply to USCIS and offer this type of visa, our International Student department would have to show that the courses are already in the system and being offered.

Presenter: Ms. Lourdes (Luli) Marx

Discussion:

Data sources consulted: Curriculum Support Documents

Action:

D. BUSINESS

Paralegal Studies ATC

1. Revised Program

Effective: August 2019 (2020-1) FA?

Current Program Title-Program (Program Code)			Proposed Program Title-Program (Program Code)		
Course Prefix Number	Title	Credit Hours	Course Prefix Number	Title	Credit Hours
ENC1101	College Composition 1	3	ENC1101	College Composition 1	3
PLA1003	Introduction to Paralegalism	3	PLA1003	Introduction to Paralegalism	3
PLA2229	Court System: Procedures and Pleadings II	3	PLA2229	Court System: Procedures and Pleadings II	3
PLA1104	Legal Writing and Research 1	3	PLA1104	Legal Writing and Research 1	3
PLA2114	Legal Writing and Research II	3	PLA2114	Legal Writing and Research II	3
PLA2209	Court System: Procedures and Pleadings I	3	PLA2209	Court System: Procedures and Pleadings I	3
BUL2241	Business Law 1	3	BUL2241	Business Law 1	3
or			or		
BUL2242	Business Law 2	3	BUL2242	Business Law 2	3
			Elective:		
			Any course with PLA prefix not otherwise used for program completion		<u>3</u>
	Total Program Credits	<u>21</u>		Total Program Credits	<u>24</u>

Justification: Changing from 21 to 24 credits. The program needs to have an additional 3 credits of legal specialty (PLA-prefix) courses added to comply with American Bar Association (ABA) standards.

Presenter: Mr. Cary High, Esq.

Discussion:

Data sources consulted: Curriculum Support Documents

Action:

E. CHILD CARE, HUMAN SERVICES, AND TEACHER EDUCATION

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Technical Educator

Deleted Courses		Last Term Offered: August 2020 (2021-1)	FA?
ECT 2180	Curriculum Construction: Career and Technical Education		3

Deleted Program

Career and Technical Educator ATC		Effective: August 2020 (2021-1)
Program ID	Title	Credit Hours
4393	Career and Technical Educator (CTE)	12

Justification: The Career and Technical Education (CTE) Advanced Technical Certificate (P.O. 4393) was developed to satisfy the School District of Palm Beach County's CTE certification requirements (although no formal agreement was signed.) Enrollees were primarily teachers seeking to satisfy School District's CTE certification course requirements. We were recently notified that the district has developed their own CTE certification program to meet this need, at no cost to their employees. This means that we will, essentially, have no enrollments in the seminal course- Course Construction (ECT 2180) and the Advanced Technical Certificate (P.O. 4393) program moving forward.

Teach Out: Of the 13 students admitted to the program, two students will complete the program (2018-3 and 2019-1) and four students responded that there were no longer interested since they can complete the CTE requirements at no cost through the School District's program. Of the remaining seven students in the program, four completed ECT 2180, the seminal course in the program. These four students were contacted and encouraged to complete the certificate program by taking the other three classes which will continue to be offered at the College during the spring and summer terms. The three students who have not completed ECT 2180 will be given the opportunity to do so via independent study.

Presenter: Dr. Karline Prophete

Discussion:

Data sources consulted: Curriculum Support Documents PBSC Program Termination approved by VPAA 1/7/19; Teach-Out approval TBD.

Action: None-Tabled until next meeting

F. HEALTH SCIENCE

1. Revised Courses

Health **Effective: August 2019 (2020-1)**

Course	Title	Revision
HIM 1000C	Introduction to Health Information Management	<i>Changing corequisite from HSC 2531 (with a grade of "C" or higher) to CGS 2100 or HIM 1610C (with a grade of "C" or higher)</i>

Justification: Co-requisites need to be changed because they don't fit into Health Informatics Specialist CCC program.

Presenter: Ms. Julia Steff

Discussion:

Data sources consulted: Curriculum Support Documents

Action:

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Ophthalmic Medical Technology

Effective: August 2019 (2020-2)

Course	Title	Revision	Credits
OPT 2942	Ophthalmic Medical Practicum III	Change prerequisite of OPT 2801L (with a grade of "C" or higher) to OPT 2941 (with a grade of "C" or higher)	4

Justification: The original submission for the OPT2942 course in 2015, had an error in the catalog listing the prerequisite as OPT2801L.

2. Revised Program

Ophthalmic Medical Technology (OMT) AS 2229

Effective August 2019 (2020-1)

Current			Proposed		
Ophthalmic Medical Technology (OMT) -Program (AS 2229)			Ophthalmic Medical Technology (OMT) -Program (AS 2229)		
Course Prefix Number	Title	Credit Hours	Course Prefix Number	Title	Credit Hours
General Education Courses		27	General Education Courses		27
Required Courses		45	Required Courses		45
Total Required Course Credits		72	Total Required Course Credits		72
Minimum GPA of 2.6			Change minimum required GPA for admission into the limited access program to a minimum GPA of 2.8		

Justification: Post graduate performance standards as measured by certification examination supports this conclusion.

Presenter: Dr. Robert Kershner

Discussion:

Data sources consulted: Curriculum Support Documents

Action:

G. PUBLIC SAFETY

1. Revised Courses

Fire Science

Effective: August 2019 (2020-1)

Course	Title	Revision	Credits
FFP 1000	Introduction to Fire Science	Removal of prerequisite: "Completion of Firefighter PSAV 5043 and 12 credits toward the Fire Science AS 2195."	3

Justification: The course has been recommended as a dual enrollment course and the current prerequisites would prevent high school students from enrolling. An initiative has been created to gain more exposure for workforce development programs and part of that plan is to integrate the above course into the area high schools. The removal of the prerequisites is required for this process to continue.

Presenter: Mr. Chad Krouse

Discussion:

Data sources consulted: Curriculum Support Documents

Action:

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2. Deleted Programs

Emergency Management

Effective: August 2019 (2020-1) FA

Emergency Management AS- Emergency Management Concentration (2438E);
Emergency Management AS - Homeland Security Concentration (2438H);
Emergency Management CCC (6437)

Course Prefix/Number	Title	Last Term Offered	Credit Hours
FFP 1882	Emergency Operations Center (ECO) Operations and Design	2019-2	3
FFP 2800	Public Education and Personnel Development in Emergency Management	2019-2	3
FFP 2840	Emergency Response and Recovery Operations	2019-2	3
FFP 2842	Defending Communities, Bridging Disaster Preparedness, Recovery Mitigation	2019-2	3
FFP 2880	Emergency Management, Public Policy, Relations and Education	2019-2	3
FFP 1820	Basic Emergency Planning Concepts	2019-2	3
FFP 1822	Introduction to Emergency Management and Homeland Security	2019-2	3
FFP 1830	Hazards Analysis and Impacts	2019-2	3
FFP 1841	Business Contingency Planning	2019-2	3
FFP 1850	Public Relations and Media Interactions in Emergency Management	2019-2	3

Justification: The Emergency Management degree program has maintained low enrollment numbers for the past several years. State and National research shows that there are currently over 200 on-line degree programs in Emergency Management; there is significant competition between educational institutions. Further compounding the issue is a lack of entry level emergency management jobs available in our region and any advanced positions are filled with candidates coming from other related fields such as criminal justice or fire and emergency medical services. These cross-over candidates often already have advanced degrees and there is no incentive to return to complete an A.S. degree program.

Presenter: Ms. Barbara Cipriano

Discussion:

Data sources consulted: Curriculum Support Documents: PBSC Program Termination approved by College President 10/1/18; Teach-Out approval TBD.

Action: The deleted program above will have the statement in the 2019-2020 catalog “THIS PROGRAM IS SUSPENDED AND NO LONGER ACCEPTING NEW STUDENTS.” The program will be removed from the 2019-2020 catalog addendum.

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V. CURRICULUM COMMITTEE BUSINESS

A. 2019-2020 Proposed Curriculum Schedule

Curriculum Due Dates			Curriculum Committee Meeting Dates		
If completed curriculum proposal is received by:			It is <i>eligible</i> to be reviewed by the Curriculum Committee on:		
FALL DATES					
DAY	DATE	TIME	DAY	DATE	TIME
Thursday	Sept. 5, 2019	3:00 pm	Thursday	Sept. 26, 2019	3:00 pm
Thursday	Oct. 3, 2019	3:00 pm	Thursday	Oct. 24, 2019	3:00 pm
Thursday	Nov. 7, 2019	3:00 pm	Thursday	Dec. 5, 2019	3:00 pm
SPRING DATES					
DAY	DATE	TIME	DAY	DATE	TIME
Thursday	Jan. 9, 2020	3:00 pm	Thursday	Jan. 30, 2020	3:00 pm
Thursday	Feb. 6, 2020	3:00 pm	Thursday	Feb. 27, 2020	3:00 pm
Thursday	Mar. 12, 2020	3:00 pm	Thursday	Mar. 26, 2020	3:00 pm

Discussion:

Action:

VI. MOTION TO DISMISS

Discussion: NA

Action:

Curriculum Development Session immediately following adjournment.

The Curriculum Agendas and Minutes are at <http://www.palmbeachstate.edu/curriculum-development>.

Attendance	Faculty and Instructors
	Cynthia Alexandre, Mathematics – CHAIR 3rd Year LW
	Emmanuel Alvarado, Spanish – 2nd Year PBG
	Tina Collins, Nursing – 1st Year LW
	Robin D’Agati, Accounting – 2nd Year LW
	Timothy Finamore, Math – 2nd Year BR
	Paul Friedman, Public Safety - 1st Year LW
	Sabrina Greenwell, Social Science – 1st Year LW
	Marcy Katz, English/LIT – 1st Year LW
	Eligio Marquez, Trade & Industry – 1st Year LW
	Daniel Neff, Trade & Industry – 2nd Year LW
	Trineshia Sellars, Chemistry – 2nd Year LW
	Juliett Tracey, Business – 1st Year LW
	Administrative Members
	Dr. Velmarie Albertini, Dean Curriculum District (Non-voting)
	Mike Sfiropoulos, Interim Academic Associate Dean LW
	Michelle Williams, Campus Registrar BG & Lox
	Teresa Armas, Financial Aid Associate Director
	Peter Biegel, Interim Campus Registrar
	Kathleen Karran-Mccoy, Interim Dean Student Development
	Christi White, Academic Services (Non-voting)

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Presenters:

Guests:

Degree Type	Program Action			Course Action		
	New	Rev	Delete	New	Rev	Delete
BAS/BS	-	-	-	-	-	-
AA	-	-	-	-	38	-
AS	-	-	2	-	3	-
ATC	-	1	-	-	-	-
ATD	-	-	-	-	-	-
CCC	-	-	1	-	-	-
Developmental Ed.	-	-	-	8	-	-
PSAV	-	-	-	-	-	-
TOTAL	0	1	3	8	41	-