

**PALM BEACH STATE COLLEGE CURRICULUM COMMITTEE MEETING AGENDA  
DECEMBER 3, 2020**

The Curriculum Committee meetings will be held via Zoom virtual conference. College personnel are asked to contact [Christi White](#) by Thursday at noon if they wish to attend but have not received an invitation to the Curriculum Committee Meeting.

***Curriculum Development Session immediately following adjournment of curriculum agenda.***

**\*Appointed members (serving 2-year terms).**

<b>Curriculum Committee Members</b>		<b>List of Guests:</b>
Trineshia Sellars – Chair	Chemistry, Year 4	Julie Sivigny, Academic Services – Curriculum Development
Juliett Tracey – Vice Chair	Business, Year 3	Jen Hudson, Academic Services – Catalog
Cynthia Alexandre – Past Chair	Mathematics, Year 4*	Doreen Singer, Surgical Assisting
Dr. Angela Adame-Smith	Psychology, Year 2	Jane Fisher, Surgical Assisting
Joseph Brownlee	Mathematics, Year 1	Penny Knight, Medical Assisting
Dr. Jehu Chong	Business/Bachelors, Year 2	Jo Lana Cota, Surgical Assisting
Chad Crouse	Public Safety, Year 1	Dugues Jean-Laurent, Financial Aid
Eligio Marquez	Trade and Industry, Year 3*	Moises Pena, Veterans Financial Aid
Lawanna McCoy	Social Science, Year 1	Roz McFarlane-McCalla, Associate Registrar
Allen Mullenax	Trade and Industry, Year 2	Susan Bierster, ERP Associate Dean
Dr. Nadine Sirota	Nursing, Year 2	
Julia Steff	Health Sciences, Year 1	
<b>Administrative Members</b>		
Dr. Velmarie Albertini (Non-Voting)	Dean, Curriculum	
Teresa Armas	Financial Aid	
Kenneth Badaracco	Campus Registrar	
Santrel Carries	Office of the Registrar	
Jennifer Johnson	Academic Dean	
Dr. Kathleen Karran-McCoy	Student Services	
Christi White (Non-Voting)	Academic Services, Curriculum	

\*(renewed)

**List of Presenters:**

Doreen Singer and Jane Fisher – Surgical Services  
Penny Knight – Medical Assisting

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**FA** - Possible Financial Aid Action Warranted

Changes are highlighted in yellow

**WELCOME**

**I. APPROVAL OF MINUTES OF OCTOBER 29, 2020**

**Discussion:**

**Data sources consulted:** Minutes

**Action:**

**II. FOR YOUR INFORMATION**

**A. CCE/Avocational: 10/29/ 2020 through 11/20/2020**

New Avocational and CCE Courses	Title	Clock Hours
FSO0138	Fundamentals of Professional Cooking	36
FFO0972	Survival Techniques and Rescue	40
Revised Avocational and CCE Courses	Title	Changes
LGO0114	Intensive English 2: Combined Skills for Everyday Communication	Changed fee from \$165 to \$65; Revised course description.
NRO0160	HESI Admission Assessment Exam Review	Added \$75 special fee.

**B. VPAA/DBOT Action:**

At the 11/10/2020 meeting, the DBOT approved the following:

1. Approved Deletion of Medical Assisting College Career Program, Effective 2021
2. Approved Addition of Medical Assisting Advanced Associate in Science and Medical Assisting Specialist College Credit Certificate, Effective Fall 2021

**C. Minutes Corrections: 10/29/2020**

**IV.C.2. Medical Assisting Advanced A.S. Corrections**

Program Notes: **Controlled access**

Change from **MEA2801C** to **MEA 2803C**

Change from **MEA2306C** to **MEA2305C**

**IV.C.3.1. Medical Assistant Specialist CCC Corrections**

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(e.) Change from MEA2246C Pharmacology Lab to MEA2246L

(h.) Change from MEA2246C to MEA1355C; Change from 1 credit (32 Lab) to 3 credits (32 Lecture/32 Lab)

(i.) Change from MEA2248C to MEA2305C

**IV.C.3.2. New Program**

Change MEA2248C from 1 credit to 3 credits

**D. Housekeeping-** None

**III. OLD BUSINESS**

**A. Medical Assisting Advanced A.S.**

A motion was made at the 10/29/2020 for **Medical Assisting Advanced A.S. and Medical Assisting Specialist CCC to add Medical Assisting Codes to HIM courses; revisit prerequisites; add fees; and sequence change.** The updates are listed below:

- Added courses fees (SF04 and SF06) to match current course fees.
- Sequenced to put HIM1442C and MEA2246L (3 credits) in 3rd semester to meet current prerequisite required in course. Moved MEA2248C from 3rd semester to 2nd to balance this & made adjustment of prerequisite to a corequisite instead.
- Sequenced to include Gen eds within each semester instead of "at any time"
- Changed MEA2803 prerequisite to "Department Chair's permission required"

<u>Medical Assisting Advanced A.S. degree</u>							
Course Prefix/Number	Title	Credit Hours	Term Offered	Area	Pre/Co Requisites	New or Existing Course?	COURSE FEES
BSC 2085	Anatomy and Physiology 1	3	Fall 1	Gen Ed	Corequisite: BSC2085L	Existing	
BSC 2085L	Anatomy and Physiology 1 Lab	1	Fall 1	Gen Ed	Corequisite: BSC2085	Existing	
ENC 1101	College Composition 1	3	Fall 1	Gen Ed		Existing	
HIM 1610C	Office Applications for Health Professions	3 (2 Lecture/2 Lab)	Fall 1	Required	None	Existing	
HSC 2531	Medical Terminology	3 (3 Lecture)	Fall 1	Required	None	Existing	
MEA 1007C	Introduction to Medical Assisting	3 (32 Lecture/32 Lab)	Fall 1	Required	None	New	(4) \$10.00
BSC 2086	Anatomy and Physiology 2	3	Spring 1	Gen Ed	Prerequisites: BSC2085 and BSC2085L with grade of C or higher. Corequisite: BSC2086L	Existing	

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BSC 2086L	Anatomy and Physiology 2 Lab	1	Spring 1	Gen Ed	Prerequisites: BSC2085 and BSC2085L with grade of C or higher. Corequisite: BSC2086	Existing	
MEA 1021C	Diseases, Disorders and Treatments 1	3 (32 Lecture/32 Lab)	Spring 1	Required	Prerequisites: MEA1007C, HSC2531, BSC2085 and BSC2085L all with a grade of C or higher. Corequisites: BSC2086 and BSC2086L	New	(6) \$15.00 (10) \$4.75 + \$8.15
MEA 1304C	Introduction to Medical Office Procedures	3 (32 Lecture/32 Lab)	Spring 1	Required	Prerequisite: MEA1007C with a grade of C or higher.	New	(4) \$10.00
MEA 2248C	Basic Lab and Phlebotomy	3 (32 Lecture/32 Lab)	Spring 1	Required	Corequisite: MEA 1021C	New	(6) \$15.00 (10) \$4.75 + \$8.15
PSY 2012	Intro to Psychology	3	Spring 1	Gen Ed		Existing	
Mathematics	Any course from Mathematics-Area III	3	Fall 2	Gen Ed		Existing	
HIM 1442C	Pharmacology for HIM	2 (1 Lecture/2 Lab)	Fall 2	Required	Prerequisites: BSC2086 and BSC 2086L with a grade of C or higher.	Existing	
MEA 1250C	Diseases, Disorders and Treatments 2	3 (32 Lecture/32 Lab)	Fall 2	Required	Prerequisite: MEA 1021C with a grade of C or higher.	New	(6) \$15.00 (10) \$4.75 + \$8.15
MEA 1355C	Physician Reimbursement and Revenue	3 (32 Lecture/32 Lab)	Fall 2	Required	Prerequisite: MEA 1304C with a grade of C or higher.	New	(4) \$10.00
MEA 2246L	Pharmacology Lab	1 (32 Lab)	Fall 2	Required	Corequisite: HIM 1442C	New	(6) \$15.00 (10) \$4.75 + \$8.15
MEA 2253C	Diagnostic Procedures	3 (32 Lecture/32 Lab)	Fall 2	Required	Prerequisite: MEA 1021C with a grade of C or higher.	New	(6) \$15.00 (10) \$4.75 + \$8.15

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MEA 2305C	Advanced Medical Office Procedures	3 (32 Lecture/32 Lab)	Fall 2	Required	Prerequisite: MEA 1304 with a grade of C or higher.	New	None
HIM 1000C	Intro to Health Information Management	3 (2 Lecture/2 Lab)	Spring 2	Required	Corequisites: CGS1100 or HIM1610C with a grade of C or higher	Existing	
Humanities	Any course from Humanities-Area II, Tier 1	3	Spring 2	Gen Ed		Existing	
MEA 2803C	Externship for Medical Assisting	3 (16 Lecture/ 256 Clinical)	Spring 2	Required	Prerequisite: Department Chair's permission required.	New	(4) \$10.00 (10) \$4.75 + \$8.15
MEA 2903	Leadership for Medical Assisting	3 (48 Lecture)	Spring 2	Required	Corequisite: MEA 2803C	New	None
SPC 1017	Fundamentals of Speech Communication	3	Spring 2	Gen Ed		Existing	
		<b>Total</b>	<b>65</b>				

**Discussion:**

**Data sources consulted:** Curriculum Support Documents

**Action:**

**B. Medical Assisting Specialist CCC**

<u>Medical Assisting Specialist CCC</u>						
Course Prefix/Number	Title	Credit Hours	Term Offered	Area	Pre/Co Requisites	New or Existing Course?
BSC 2085	Anatomy and Physiology 1	3	Fall 1	Gen Ed	Corequisite: BSC2085L	Existing
BSC 2085L	Anatomy and Physiology 1 Lab	1	Fall 1	Gen Ed	Corequisite: BSC2085	Existing
HIM 1610C	Office Applications for Health Professions	3 (2 Lecture/2 Lab)	Fall 1	Required	None	Existing
HSC 2531	Medical Terminology	3	Fall 1	Required	None	Existing

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MEA 1007C	Introduction to Medical Assisting		Fall 1	Required	None	New
BSC 2086	Anatomy and Physiology 2	3	Spring 1	Gen Ed	Prerequisites: BSC2085 and BSC2085L with grade of C or higher. Corequisite: BSC2086L	Existing
BSC 2086L	Anatomy and Physiology 2 Lab	1	Spring 1	Gen Ed	Prerequisites: BSC2085 and BSC2085L with grade of C or higher. Corequisite: BSC2086	Existing
MEA 1021C	Diseases, Disorders and Treatments 1	3	Spring 1	Required	Prerequisites: MEA1007C, MEA1304C, HSC2531, BSC2085 and BSC2085L all with a grade of C or higher. Corequisites: BSC2086 and BSC2086L	New
MEA 1304C	Introduction to Medical Office Procedures	3	Spring 1	Required	Prerequisite: MEA1007C with a grade of C or higher.	New
MEA 2248C	Basic Lab and Phlebotomy	3	Spring 1	Required	Corequisite: MEA 1021C	New
HIM 1442C	Pharmacology for HIM	2	Fall 2	Required	Prerequisites: BSC2086 and BSC 2086L with a grade of C or higher.	Existing
MEA 1250C	Diseases, Disorders and Treatments 2	3	Fall 2	Required	Prerequisite: MEA 1021C with a grade of C or higher.	New
MEA 1355C	Physician Reimbursement and Revenue	3	Fall 2	Required	Prerequisite: MEA 1304C with a grade of C or higher.	New
MEA 2246L	Pharmacology Lab	1	Fall 2	Required	Corequisite: HIM 1442C	New
MEA 2253C	Diagnostic Procedures	3	Fall 2	Required	Prerequisite: MEA 1021C with a grade of C or higher.	New
MEA 2305C	Advanced Medical Office Procedures	3	Fall 2	Required	Prerequisite: MEA 1304 with a grade of C or higher.	New
MEA 2803C	Externship for Medical Assisting	3	Spring 2	Required	Prerequisite: Department Chair's permission required.	New
		<b>Total</b>	<b>44</b>			

**Discussion:**

**Data sources consulted: Curriculum Support Documents**

**Action:**

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**C. Surgical Services A.S.** resubmitted with the following changes: removed all corequisites on STS courses, adjusted sequence, and adjusted prerequisites on STS courses and:

- Removed “C” from STS 1302 and STS 2365 and changed contact hours, changed sequence, changed prerequisites, and removed corequisites except for STS 1302, STS 1304C, STS1323C, and STS1340C which have a corequisite of MC2010 and MCB2010L.
- Added \$37.58 fee to HSC 1434C and STS 2944C for dosimeters.
- Added \$257 fee to STS 2945C for Association of Surgical Technology Student membership, study guide, and the Certified Surgical Technologist national certifying exam.
- Changed contact hours for STS 2944C and STS 2945C.

**Program Application Requirements:**

- Attend Program information session.
- Submit a complete Surgical Services A.S. degree program application.
- BSC 2085, BSC 2085L, BSC 2086, and BSC 2086L must be taken within the last 10 years.

**Program Admission Requirements:**

Students must complete the following courses with a C or higher before being admitted to the program:

BSC 2085      Anatomy and Physiology 1  
 BSC 2085L    Anatomy and Physiology 1 Lab  
 BSC 2086      Anatomy and Physiology 2  
 BSC 2086L    Anatomy and Physiology 2 Lab  
 HSC 2531      Medical Terminology

**Admission Points awarded for:**

CATEGORY	POINTS AWARDED
<b>Courses:</b>	
ENC 1101 - English	10
Math - MAC, MGF, or STA	10
SYG 2000 Principles of Sociology <b>or</b> PSY 2012 Introduction to Psychology	10
Humanities - Any course Area 3	10
SPC 1017 Fundamentals of Speech Communication	10
MCB 2010 Microbiology & MCB 2010L Microbiology Lab	30
<b>College Education:</b>	
up to 29 credits earned	10
30 credits earned	20

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Bachelor's degree or higher	30
<b>Healthcare Experience</b> Specific health care experience of 6 months or more in the following areas: operating room tech (tech in surgery not certified or does not hold a diploma from an accredited institution) or ortho tech or anesthesia tech or orderly (documentation of direct operating room experience is required)	10
<b>GPA 2.5-4</b>	25-40
<b>Total points possible</b>	120

**Graduation requirements:**

Students must complete all courses must be completed with a grade of C or higher.

Please note that CAAHEP accreditation requires the following requirements for completion of the Surgical Technology Services program and to be able to take the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

- The total number of cases the student must complete is 120.
- Students are required to complete 30 cases in General Surgery. Twenty of the cases must be in the First Scrub Role.
- Students are required to complete 90 cases in various surgical specialties. Sixty (60) of the cases must be in the First Scrub role and evenly distributed between a minimum of 5 surgical specialties. However, 15 is the maximum number of cases that can be counted in any one surgical specialty.
- The surgical technology services program is required to verify through the surgical rotation documentation the students' progression in First and Second Scrubbing surgical procedures of increased complexity as he/she moves toward entry-level graduate abilities.
- Diagnostic endoscopy cases and vaginal delivery cases are not mandatory, but up to 10 diagnostic endoscopic cases and five vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases.
- Observation cases must be documented, but do not count toward the 120 required cases.
- Counted Cases: cases will be counted according to surgical specialty. Examples:
  - Trauma patient requires a Splenectomy and repair of a LeFort I fracture. Two cases can be counted and documented since the splenectomy is general surgery specialty and repair of LeFort I is oral-maxillofacial surgical specialty.
  - Patient requires a breast biopsy followed by mastectomy. It is one pathology, breast cancer, and the specialty is general surgery; therefore, it is counted and documented as one procedure – one case.



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**Effective: August 2021**

<b><u>Surgical Services A.S. degree - New</u></b>							
<b>Course Prefix/Number</b>	<b>Title</b>	<b>Credit Hours</b>	<b>Term Offered</b>	<b>Area</b>	<b>Pre/Co Requisites</b>	<b>Fee Changes</b>	<b>New or Existing Course?</b>
BSC 2085	Anatomy and Physiology 1	3	Fall 1	Gen Ed	Corequisite: BSC2085L		Existing
BSC 2085L	Anatomy and Physiology 1 Lab	1	Fall 1	Gen Ed	Corequisite: BSC2085		Existing
ENC 1101	College Composition 1	3	Fall 1	Gen Ed			Existing
SPC 1017	Fundamentals of Speech Communication	3	Fall 1	Gen Ed			Existing
HSC 2531	Medical Terminology	3	Fall 1	Required			Existing
BSC 2086	Anatomy and Physiology 2	3	Spring 1	Gen Ed	Prerequisites: BSC2085 and BSC2085L with grade of C or higher. Corequisite: BSC2086L		Existing
BSC 2086L	Anatomy and Physiology 2 Lab	1	Spring 1	Gen Ed	Prerequisites: BSC2085 and BSC2085L with grade of C or higher. Corequisite: BSC2086		Existing
PSY2012 OR SYG 2000	Intro to Psychology or Intro to Sociology	3	Spring 1	Gen Ed			Existing
Mathematics	Any course from Mathematics-Area III	3	Spring 1	Gen Ed			Existing
Humanities	Any course from Humanities-Area II, Tier 1	3	Spring 1	Gen Ed			Existing

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MCB 2010	Microbiology	3	Summer 1	Gen Ed	Prerequisite: BSC2085 or BSC1010 with grade of C or higher. Corequisite: MCB2010L		Existing
MCB 2010L	Microbiology Lab	1	Summer 1	Gen Ed	Corequisite: MCB2010		Existing
STS 1302C	Intro to Surgical Technology	<del>3 (Lecture 2/Lab 2)</del> 3 credits lecture	<del>Summer 1</del> Fall 2	Required	<del>Prerequisites: BSC2085, BSC2085L and HSC2531 all with a grade of C or higher.</del> Prerequisites: BSC2086, BSC2086L and HSC2531 all with a grade of C or higher. Corequisites: MCB2010 and MCB2010L		New
STS 1304C	Intro to Surgical Techniques	3 (Lecture 2/Lab 2)	Fall 2	Required	<del>Prerequisites: STS1302C, MCB2010, MCB2010L all with a grade of C or higher.</del> Prerequisites: BSC2086, BSC2086L, and HSC2531, MCB2010 and MCB2010L all with a grade of C or higher. Corequisites: STS1323C, STS1340C, HSC1434C Corequisites: MCB2010 and MCB2010L		New
STS 1323C	Surgical Techniques and Procedures 1	3 (Lecture 2/Lab 2)	Fall 2	Required	<del>Prerequisites: STS1302C, MCB2010, MCB2010L all with a grade of C or higher.</del>		New

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					<p>Prerequisites: BSC2086, BSC2086L, and HSC2531, <del>MCB2010 and MCB2010L</del> all with a grade of C or higher.</p> <p>Corequisites: STS1304C, STS1340C, HSC1434C</p> <p>Corequisites: MCB2010 and MCB2010L</p>		
STS 1340C	Pharmacology and Anesthesia	3 (Lecture 2/Lab 2)	Fall 2	Required	<p><del>Prerequisites: MCB2010, MCB2010L, STS1302C</del> all with a grade of C or higher.</p> <p>Prerequisites: BSC2086, BSC2086L, and HSC2531 <del>MCB2010 and MCB 2010L</del> all with a grade of C or higher.</p> <p>Corequisite: STS1304C, STS1323C, HSC1434C</p> <p>Corequisites: MCB2010 and MCB2010L</p>		New
HSC 1434C	Central Sterile Clinical	3 (Lecture 2/Clinical 8)	Fall 2	Required	<p><del>Prerequisites: STS1302C, MCB2010, MCB2010L</del> all with a grade of C or higher.</p> <p>Prerequisites: BSC2086, BSC2065L, MCB2010 and <del>MCB2010L</del> all with a grade of C or higher.</p> <p>Corequisites: STS1304C, STS1323C, STS1340C</p>	(2) \$37.58 (dosimeters) + (7) \$10.00 + (10) \$12.90	New

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STS 2324C	Surgical Techniques and Procedures 2	3 (Lecture 2/Lab 2)	Spring 2	Required	<p>Prerequisites: STS1304C, STS1323C, STS 1340C, and HSC1434C all with a grade of C or higher.</p> <p>Prerequisites: STS1302 STS1304C, STS1323C, STS1340C, and HSC1434C all with a grade of C or higher.</p> <p>Corequisites: STS2365C, STS2944</p>		New
STS 2365C	Leadership for Surgical Services	3 (Lecture 2/Lab 2) 3 credits Lecture	Spring 2	Required	<p>Prerequisites: STS1304C, STS1323C, STS1340C, and HSC1434C all with a grade of C or higher.</p> <p>Prerequisites: STS1302 STS1304C, STS1323C, STS1340C, and HSC1434C all with a grade of C or higher.</p> <p>Corequisites: STS2324C, STS2944C</p>		New
STS 2944C	Surgical Specialties Clinical 1	5 (Lecture 2/Lab 2/Clinical 16) 5 credits (Lecture 3/ Clinical 2)	Spring 2	Required	<p>Prerequisites: STS1304C, STS1323C, STS1340C and HSC1434C all with a grade of C or higher.</p> <p>Prerequisites: STS 1302 STS1304C, STS1323C, STS1340C, and HSC1434C all with a grade of C or higher.</p> <p>Corequisites: STS2324C, STS2365C</p>	(2) \$37.58 (dosimeters) + (7) \$10.00 + (10) \$12.90	New

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STS 2945C	Surgical Specialties Clinical 2	5 (Lecture 1/Lab 4/Clinical 16)  5 credits (Lecture 3/Clinical 2)	Summer 2	Required	Prerequisites: STS2324C, STS2365, and STS2944C with a grade of C or higher.  Corequisites: STS2955	(2) \$37.58 (dosimeters) + (7) \$257.00 (AST membership/CST exam/web-based learning) + (10) \$12.90	New
STS 2955C	Capstone for Surgical Technology	3 (Lecture 2/Lab 2)	Summer 2	Required	Prerequisites: STS2324C, STS2365, and STS2944C all with a grade of C or higher.  Corequisite: STS2945C		New
		<b>Total 64</b>					

**Discussion:**

**Action:**

**IV. NEW BUSINESS**

**Credits**

**A. A.A. COURSES AND TRACKS**

The Architecture A.A. track will be posted to the Career Pathways website: [www.palmbeachstate.edu/career-pathways/pathway-art/default.aspx](http://www.palmbeachstate.edu/career-pathways/pathway-art/default.aspx)

**V. MOTION TO DISMISS ADMINISTRATIVE MEMBERS AND GUESTS**

**Discussion:** N/A

**Action:**

**A. General Education Council – Dr. Karen Pain**

**Discussion:** None

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**Action:** None

**VI. CURRICULUM COMMITTEE BUSINESS**

A. Proxy votes for absent members

**Discussion:**

**Action:**

B. Curriculum Management System – preview

**Discussion:**

**Action:**

**NEXT MEETING JANUARY 28, 2021, 3 p.m.**

*Curriculum Development Session immediately following adjournment.*

**2020-2021 Curriculum Actions**

Actions	BAS/BS	AA	AS	ATC	ATD	CCC	CCP	Dev. Ed	Totals
New Program	-	-	1	-	-	1	-	-	2
New Course	-	1	11	-	-	-	-	2	14
Revised Program	-	-	-	-	-	-	-	-	-
Revised Course	-	-	-	-	-	-	-	-	-
Deleted Program	-	-	-	-	-	-	1	-	1
Deleted Course	-	-	-	-	-	-	9	-	9
Other	-	-	-	-	-	-	-	-	-
<b>Agenda Totals</b>	-	<b>1</b>	<b>12</b>	-	-	<b>1</b>	<b>10</b>	<b>2</b>	<b>26</b>
<b>Cumulative Total for AY 20-21</b>	-	<b>2</b>	<b>23</b>	-	-	<b>2</b>	<b>19</b>	<b>4</b>	<b>50</b>