

PALM BEACH STATE COLLEGE CURRICULUM COMMITTEE AGENDA

APRIL 29, 2021

The Curriculum Committee meetings will be held via Microsoft Teams virtual conference. College personnel are asked to contact Julie Sivigny by Thursday at noon if they wish to attend but had not yet received an invitation.

Curriculum Development Session immediately following adjournment of curriculum agenda.

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

Curriculum Committee Members		List of Guests:
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*	
Dr. Angela Adame-Smith	Psychology, Year 2	
Joseph Brownlee	Mathematics, Year 1	
Dr. Jehu Chong	Business/Bachelors, Year 2	
Chad Crouse	Public Safety, Year 1	
Eligio Marquez	Trade and Industry, Year 3	
Allen Mullenax	Trade and Industry, Year 2	
Dr. Nadine Sirota	Nursing, Year 2	
Julia Steff	Health Sciences, Year 1	
Carrie Thompson	Communications, Year 1	
Administrative Members		
Dr. Velmarie Albertini (Non-Voting)	Dean, Curriculum	
Teresa Armas	Financial Aid	
Kenneth Badaracco	Campus Registrar	Linda Madera, Reports Coordinator
Santrel Carries	Office of the Registrar	Moises Pena, VA
Jennifer Johnson	SLC Director	Roz McFarlane-McCalla, Senior Registrar
Dr. Kathleen Karran-McCoy	Student Services	Susan Bierster, Associate Dean
Christi White (Non-Voting)	Academic Services, Curriculum	Dugues Saint-Laurent, Financial Aid

*(renewed)

List of Presenters:

Robert Jones II – BAS Management & Supervision

Lynn Highsmith & Rick Reeder – Trade & Industry: HVAC

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FA - Possible Financial Aid Action Warranted

Changes are highlighted in **yellow**

WELCOME

I. APPROVAL OF MINUTES OF FEBRUARY 25, 2021

Discussion:

Data sources consulted: Minutes

Action:

II. FOR YOUR INFORMATION

A. CCE/Avocational

New Avocational and CCE Courses	Title	Clock Hours
HEO0297	Enhancing Literacy through Extension Activities	4
HEO0298	Exploring Nature in Preschool	5
HEO0299	STEAM Lesson Design and Implementation for Early Childhood	4
HEO0300	Enhance Social-Emotional Development Through Literacy in the Preschool Classroom	5

B. VPAA/DBOT Action

1. **3/3/2021** via email VPAA approved the revision of **the contact and credit hours for MAC1105C** previously approved by the Curriculum Committee on 1/28/2021. The course will be revised from 5 credits (3 lecture/2 lab contact hours) to 4 credits (3 lecture/ 2 lab contact hours).

Approved by SCNS.

2. **4/19/2021** via email VPAA approved the revision of **NUR 3164 Prerequisites**. NUR 3125 should be removed from the Prerequisite list due to Curriculum Committee approval as a Corequisite on 2/25/2021. To be submitted to SCNS.

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C. Minutes Corrections:

1. A. Revision of **Course Title** approved by the Curriculum Committee on 10/29/2020

IV.C.1.c Medical Assisting Advanced A.S. ~~MEA 1021C Diseases and Disorders 1~~

IV.C.1.d ~~MEA 1021C Diseases and Disorders 1~~
MEA 1021C Diseases, Disorders and Treatments 1

IV.C.2. ~~MEA 1250C Diseases and Disorders 2~~

MEA 1250C Diseases, Disorders and Treatments 2

IV.C.3.1.c Medical Assisting Specialist CCC

IV.C.3.1.d

IV.C.3.2.

B. Revision of **Course Title** referenced in February 2021 e-vote

2. Medical Assisting Advanced A.S. ~~MEA 1021C Diseases and Disorders 1~~

MEA 1021C Diseases, Disorders and Treatments 1

3. Medical Assisting Specialist CCC ~~MEA 1250C Diseases and Disorders 2~~

MEA 1250C Diseases, Disorders and Treatments 2

D. Housekeeping

1. The new *Associate in Science in Construction Management Technology* program implementation is confirmed for August 2021; deferred from August 2020.

III. OLD BUSINESS

Discussion:

Data sources consulted:

Action:

IV. NEW BUSINESS

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A. BACHELOR PROGRAMS AND COURSES

1. Revised Courses - COURSE LEARNING OUTCOMES

Presenter: Robert Jones II

Assigned Curriculum Reviewers:

CC Discipline Representative: Dr. Jehu Chong, Juliett Tracey

Justification: Update Course Learning Outcomes

Effective: Fall 2021

Cluster Approved: 4/20/2020

Business Partnership Council Approved: N/A

	Current Course Number	Current Title	Proposed Changes																			
a.	REVISE	GEB3213	Business Writing CLO Changes Only	<p>ILO Changes: Remove Ethics. Global Awareness. Add Socio-Cultural Understanding Assessments: Remove: Objective Tests and Comprehensive Final Exam. Add Other (Media Presentation)</p> <table border="1"> <thead> <tr> <th>Change From:</th> <th>Change To:</th> </tr> </thead> <tbody> <tr> <td>1. Explain how business writing affects business outcomes.</td> <td>1. Explain the importance of clear and accurate communication to business success.</td> </tr> <tr> <td>2. Describe the environment within which business messages are sent and the issues facing business correspondence.</td> <td>2. Describe the environment of business as it relates to communication and understand the core issues facing business correspondence.</td> </tr> <tr> <td>3. Prepare an effective media presentation.</td> <td>3. Prepare and deliver an effective media presentation.</td> </tr> <tr> <td>4. Develop clear and concise letters and memos in various media formats.</td> <td>4. Develop clear and concise letters and memos in various media formats.</td> </tr> <tr> <td>5. Integrate business decision making and analytical thinking skills into written correspondences.</td> <td>5. Integrate business decision making and analytical thinking skills into written correspondences.</td> </tr> <tr> <td></td> <td>6. Develop information literacy and academic research skills.</td> </tr> <tr> <td></td> <td>7. Identify ethical, legal, cultural, and global issues affecting business communication.</td> </tr> <tr> <td></td> <td>8. Describe the ever-changing nature and critical importance of social media.</td> </tr> </tbody> </table>	Change From:	Change To:	1. Explain how business writing affects business outcomes.	1. Explain the importance of clear and accurate communication to business success.	2. Describe the environment within which business messages are sent and the issues facing business correspondence.	2. Describe the environment of business as it relates to communication and understand the core issues facing business correspondence.	3. Prepare an effective media presentation.	3. Prepare and deliver an effective media presentation.	4. Develop clear and concise letters and memos in various media formats.	4. Develop clear and concise letters and memos in various media formats.	5. Integrate business decision making and analytical thinking skills into written correspondences.	5. Integrate business decision making and analytical thinking skills into written correspondences.		6. Develop information literacy and academic research skills.		7. Identify ethical, legal, cultural, and global issues affecting business communication.		8. Describe the ever-changing nature and critical importance of social media.
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Discussion:

Data sources consulted: Curriculum Support Documents

Action:

B. Associate in Arts

1. Revised Courses

Presenter: Sapna Gupta

Assigned Curriculum Reviewers:

CC Representative: Trineshia Sellars; Julia Steff

Justification:

Effective: Fall 2021

Cluster Approved: 8/25/2020

The CHM1045 honors course had been approved previously and it was recommended by the Honors college to update the course learning outcomes with the new Honors program outcomes.

	Current Course Number	Title	Proposed Changes
a.	Revise CHM1045	General Chemistry 1 (AA)	Update Learning Outcomes
b.	Revise CHM1045	Honors General Chemistry 1 (AA)	Update Learning Outcomes
c.	Revise CHM1046	General Chemistry 2 (AA)	Update Learning Outcomes

Discussion:

Data sources consulted: Curriculum Support Documents

Action:

C. CAREER CERTIFICATION PROGRAM (CCP)

Trade and Industry

1. New Program - HVAC

Program Name: Residential Cooling and Heating Technician CCP

CIP Code: Program: C400410 CIP: 0615050111

Clock Hours: 750

Presenter: Lynn Highsmith & Rick Reeder

Effective: Fall 2021

Cluster Approved: 2/8/2021

Business Partnership Council Approved: 11/10/2020

Deans Council Step 1 Approval:

Deans Council Step 2 Approval:

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Assigned Curriculum Reviewers:

CC Representative: Eligio Marquez, Allen Mullenax

Presidents Cabinet Approval: 2/15/2021

District Board of Trustees Approval: 4/13/2021

PLOs Approved by IRE:

Justification: This program of study uses the existing Part 1 750 clock hour FLDOE academic frameworks to provide a shorten, concentrated program of study for Residential Cooling and Heating Technician. Residential cooling and heating technicians are in strong demand in our service area, with demand far exceeding the output of all training programs available within the county. This program is focused on residential systems, which enables students to complete in less time than the regular program (1350 clock hour) that includes residential and commercial systems. A separate program will be created for Commercial HVAC systems technician that will be an important resource for student who complete the residential program.

The program duration is expected to be 30 weeks, using 25 hours per week of instructional time and 15-week semester scheduling.

The program of study will include programmatic accreditation and will feature embedded certifications within the program of study. The certifications help to validate the student learning and skills attainment which are key to ensuring students will be hired upon completion.

Courses in this program are the courses already approved and in use is the existing program. Standards and Benchmarks listed in the academic frameworks are applied to the courses used in this program of study. Six of the seven Program Learning Objectives are applicable to this program and are indicated. Modification was made to the Measures and Targets to align to the new program.

Equipment purchases to be made using grant funds. Course names and numbers are listed in SCNS system per the **academic frameworks**.

Residential Cooling and Heating Technician CCP

	Course Prefix/Number	Title	Credit/Clock Hours
a.	<u>ACR 0501</u>	Air Conditioning, Refrigeration, and Heating Helper 1 (Satisfies ACR0000 Introduction to HVAC/R); OCP Title/Letter-A	125 Clock Hours
b.	<u>ACR 0549</u>	Air Conditioning, Refrigeration, and Heating Helper 2 (Satisfies ACR0000 Introduction to HVAC/R); OCP Title/Letter-A	125 Clock Hours
c.	<u>ACR 0530</u>	Air Conditioning, Refrigeration, and Heating Assistant 1 (Satisfies ACR0001- HVAC/R Fundamentals); OCP Title/Letter-B	125 Clock Hours
d.	<u>ACR 0706</u>	Air Conditioning, Refrigeration, and Heating Assistant 2 (Satisfies ACR0001- HVAC/R Fundamentals); OCP Title/Letter-B	125 Clock Hours

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e.	<u>ACR 0307</u>	Air Conditioning, Refrigeration, and Heating Mechanic 1 (Satisfies ACR0012- HVAC/R Service Practices); OCP Title/Letter-C	125 Clock Hours
f.	<u>ACR 0622</u>	Air Conditioning, Refrigeration, and Heating Mechanic 2 (Satisfies ACR0012- HVAC/R Service Practices); OCP Title/Letter-C	125 Clock Hours

Discussion:

Data sources consulted: Curriculum Support Documents

Action:

V. CURRICULUM COMMITTEE BUSINESS

A. General Education Council – Dr. Karen Pain

Discussion:

Action:

B. End of year

- a. Handbook revisions
- b. Annual Report
- c. 2021-2022 Membership
- d. 2021-2022 Planning

VI. MOTION TO DISMISS ADMINISTRATIVE MEMBERS

Discussion: NA

Action:

Curriculum Development Session immediately following adjournment.

2020-2021 Curriculum Actions

Actions	BAS/BS	AA	AS	ATC	ATD	CCC	PSAV	Dev. Ed	Totals
New Program	-	-		-	-			-	
New Course	-	-		-	-	-		-	
Revised Program	-	-		-	-	-	-	-	

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Revised Course	-	-		-	-	-	-	-	
Deleted Program	-	-		-	-	-	-	-	
Deleted Course	-	-		-	-	-	-	-	
Other	-	-		-	-	-	-	-	
Agenda Totals	-	-		-	-	-	-	-	
Cumulative Total for AY 19-20	-	-	-	-	-	-	-	-	-