

Palm Beach State College Curriculum Committee Agenda September 24, 2020

The Curriculum Committee meetings will be held via Zoom virtual conference. Please contact [Christi White](#) by Thursday at noon if you wish to attend and have not 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	
Dr. Jehu Chong	Business/Bachelors, Year 2	
Chad Crouse	Public Safety, Year 1	
Joseph Brownlee	English/Lit, Year 1	
Eligio Marquez	Trade and Industry, Year 3*	
Lawanna McCoy	Social Science, Year 1	
Allen Mullenax	Trade and Industry, Year 2	
Dr. Nadine Sirota	Nursing, Year 2	
Julia Steff	Health Sciences, Year 1	
Administrative Members		
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:

Jane Fisher and Doreen Singer

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FA - Possible Financial Aid Action Warranted

Changes are highlighted in yellow

WELCOME

Introduction of new members

I. APPROVAL OF MINUTES OF April 23, 2020

Discussion:

Data sources consulted: Minutes

Action:

II. FOR YOUR INFORMATION/CONSENT AGENDA

A. CCE/Avocational NEW and REVISED CCE and Avocational Courses 04/21/2020 to 9/15/2020

New Avocational and CCE Courses	Title	Clock Hours
BEO0411	Resilience: How to Keep Going When the Going Gets Tough	5
BEO0412	Leading Others Through Change	9
BEO0413	Managing Off-Site Employees	5
BEO0414	Staying Focused: Handling Change and Uncertainty in the Workplace	4
BEO0415	Selling Essentials: Understanding the Sales Cycle	4
BEO0416	Selling Essentials: Prospecting and Territory Management	5
BEO0417	Selling Essentials: Opening the Sales Call	4
BEO0418	Selling Essentials: What to Ask and How to Listen	4
BEO0419	Selling Essentials: Presenting Solutions, Overcoming Objections and Closing the Sale	4
BEO0420	Selling Essentials: Developing Clients for Life	5
FSO0137	Wine Appreciation, Service and Sales	24
HEO0292	Creating Safety Through the Lens of SEL	15
HOO0132	Certified Recovery Peer Specialist	40

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B. VPAA/DBOT Action

The District Board of Trustees approved the following actions at the April 14, 2020 Board Meeting:

1. Approve Addition of Marketing Associate of Science degree and Marketing Operations College Credit Certificate, Effective August 2020
2. Approve Deletion of Business Administration and Management Associate of Science, Marketing Concentration and Marketing, Effective August 2020

The State Board of Education Approval of New Baccalaureate Programs

President Parker announced at the April 14, 2020 DBOT meeting that the Florida Department of Education approved the following:

1. Cardiopulmonary Sciences BS degree
2. Human Services BS degree

The District Board of Trustees the following actions at the August 11, 2020 Board Meeting:

1. Approve Proposed Course and User Fee Adjustment; Practical Sonography 2 (SON1001)
2. Approve Proposed Course and User Fee Adjustment; Firefighter 2 (FFP0031)

Summer e-votes

1. **Approved E-vote 5/13/2020: RET 4524 Course number/title change.**

Area of change	Current	Revised
Course Number	RET4525	RET4524
Course title	Patient Education and Disease Management	Patient Education and Disease Management in the Community
Course Description	This course is an introduction to the evolving role of respiratory therapists in health care, with a focus in patient education for those with respiratory disease. Discussion of educational methodologies involving disease self-management for acute and chronic cardiopulmonary illness.	This course is an introduction to the evolving role of the respiratory therapist in community health care with a focus in patient education for those with respiratory disease. Discussions will include educational methodologies and strategies involving disease self-management for acute and chronic cardiopulmonary illness, community health policy and state/local emergency management.
Course Objectives	#1 Discuss the historical foundation of patient education. #2 Identify learning characteristics of patients and families. #3 Apply teaching and learning strategies and techniques appropriate to patient education. #4 Identify and justify educational plans for cardiopulmonary disease patients.	#1 Discuss the historical foundation of patient education and health policy. #2 Discuss the foundations of community health and emergency management. #3 Identify learning characteristics of patients and families. #4 Apply teaching and learning strategies and techniques appropriate to patient education in community health settings. #5 Identify and justify educational plans for cardiopulmonary disease patients.

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Justification: Requested RET4524, SCNS assigned RET4525. Three other institutions offering the Cardiopulmonary Sciences degree offer the course at RET4524. RET4525 is focused on patient education and disease and RET 4524 is focused on community health. The changes to this course are to make the course more community health centered to align with the RET4524 designation.

2. **Approved E-vote 5/18/2020: FFP Fees** and Correction: **FFP0030** (\$142.45) and **FFP0031** (\$280.49) fee updates were different from the amounts listed in the e-vote approval notice below.

Area of change	Current	Revised
Course Number	FFP0010	FFP0030
Clock Hours	206	191
New Course Fee	0	\$140.00
Course Number	FFP0020	FFP0031
Clock Hours	192	301
New Course Fee	0	\$295.00
Affected Programs	Firefighter CCP and Firefighter/EMT Combined CCP	

Dr. Yohe has approved an e-vote request for the curriculum action attached. This is a FLDOE and Bureau of Fire Standards and Training (BFST) mandated change. Effective July 1, 2020.

3. **Approved E-vote 5/26/2020: two new Portuguese courses**

Course Number	Title	Course Information	Prerequisites	Course Description (CRM)
POR 1120	Elementary Portuguese	4 credits (64 lecture); AA elective; AW grading scale	None	This class provides opportunities to develop to basic language skills of listening, speaking, reading and writing in Portuguese, with an emphasis on the spoke language. The course drills pronunciation, vocabulary building and elementary grammar and composition. Cultural aspects of Portuguese-speaking populations will be discussed.

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POR 1121	Elementary Portuguese 2	4 credits (64 lecture hours)	POR1120 with a grade of C or higher	The course focuses on pronunciation, vocabulary building and elementary grammar and composition. Additional cultural aspects of Portuguese-speaking populations will be explored.
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C. Housekeeping

- a. The **Health Information Technology AS and CCC** were updated in PantherNet to reflect a grade of “C” or higher for all courses per Professor Julia Steff and Associate Registrar Roz McFarlane McCalla.
- b. The **Cardiopulmonary Sciences BS** was approved for exemption of the following courses in the Florida Common Prerequisite Manual per FLDOE: **Speech, Physics and Computers**

At the May 20, 2020 Articulation Coordinating Committee (ACC) meeting, Palm Beach State College’s proposal to amend the Common Prerequisites Manual requesting exemption from prerequisite courses as a condition of admission into upper-division program course requirements for CIP 51.0908 was approved.

BACHELOR OF SCIENCE IN CARDIOPULMONARY SCIENCES	
GENERAL EDUCATION REQUIREMENTS (Unless otherwise specified, select courses from each General Education category. See General Education tab under Degrees & Certificates)	CREDITS
ENC 1101 College Composition 1	3
ENC 1102 College Composition 2	3
Select two courses from Area II (Humanities)	6
Area III (Mathematics) MAC1105 or Higher	3
Area III (Mathematics) STA2023 Statistics	3
BSC 2085 Anatomy and Physiology 1	3
BSC 2086 Anatomy and Physiology 2	3
MCB 2010 Microbiology	3
SYG 2000 Introduction to Sociology	3
Any course from Area V (Social Science) (AMH/POS)	3
AA Elective Course	3
Total Required General Education Credits	36
Core Respiratory courses from A.S. Degree	41
LOWER DIVISION COMMON PREREQUISITE Credits	7
BSC 2085L Anatomy and Physiology 1 Lab	1
BSC 2086L Anatomy and Physiology 2 Lab	1
CHM 1032/L Principles of Chemistry or	4

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BSC 1005/L Concepts of Biology or BSC 1010/L General Biology MCB 2010L Microbiology Lab	1
Courses from Bachelor of Science degree program Credits:	36
RET 3050 Evidence Based Medicine in Respiratory Care	3
RET3354 Medical Pharmacology	3
RET 3536 Cardiopulmonary Rehabilitation	3
RET 4034 Problems in Patient Management	3
RET 4505 Chest Medicine	3
RET 4524 Patient Education and Disease Management	3
RET 4715 Advanced Neonatal Medicine	3
RET 4934 Selected Topics in Cardiopulmonary Science	3
HSC 3243 Teaching Skills for Health Professions	3
HSC 4652 Health Care Ethics	3
HSA 4184 Leadership and Management in Healthcare	3
SUBTOTAL	36
TOTAL CREDITS	120

III. OLD BUSINESS - None
Discussion: NA
Data sources consulted: Curriculum Support Documents
Action:

IV. NEW BUSINESS

Credits/Clock Hours

A. ASSOCIATE IN SCIENCE (AS)
Surgical Services AS

FA

1. New Courses
Presenter: Jane Fisher and Doreen Singer
Assigned Curriculum Reviewers:

Effective: August 2021
Fees Effective: Spring 2022 Pending BOT approval
Cluster Approved: 3/26/19

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Business Partnership Council Approved: 11/29/18

Justification: Program is transitioning from clock hour to credit per CAAHEP requirements. Required by the National Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA) to transition to an AS degree by 2021. The Standards and Guidelines for the Accreditation of Educational Programs in Surgical Technology are indicating that as of August 1, 2021, all sponsoring institutions should award a minimum of an associate's degree at the completion of the program. The Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredits programs upon the recommendation of the Accreditation Review Council on Surgical Technology Surgical Assisting (ARC/STSA).

Surgical Services AS Courses - New					
	Course Number	Title	Course Information	Prerequisites	Fee(s)
a.	STS1323C	Surgical Techniques and Procedures 1	3 credits (Lecture 2/Lab 2); AW grading scale; Enrollment Limited to Surgical Services AS; ACT/SAT/PERT required	BSC2086, BSC2086L, ENC1101, HSC2531, SPC1016 all with a grade of C or higher.	(1) \$174.00 (7) \$10.00 (10) \$12.90 Total: \$196.90
b.	STS1340C	Pharmacology and Anesthesia for Surgical Services	3 credits (Lecture 2/Lab 2); AW grading scale; Enrollment Limited to Surgical Services AS; ACT/SAT/PERT required	BSC2086, BSC2086L, Math Area 3, MCB2010, MCB2010L, HSC2531 all with a grade of C or higher	(7) \$10.00 (10) \$12.90 Total: \$22.90
c.	STS2365C	Leadership for Surgical Services	3 credits (Lecture 2/Lab 2); AW grading scale; Enrollment Limited to Surgical Services AS; ACT/SAT/PERT required	BSC2086, BSC2086L, ENC1101, HSC2531, SPC1016 all with a grade of C or higher.	(7) \$10.00 (10) \$12.90 Total: \$22.90
d.	STS2944C	Surgical Specialties Clinical 1	5 credits (Lecture 2/Lab 2/Clinical 16); AW grading scale; Enrollment Limited to Surgical Services AS; ACT/SAT/PERT required	BSC2086, BSC2086L, MCB2010, MCB2010L, HSC2531, and PSY2012 or SYG2000 all with a grade of C or higher	(7) \$10.00 (10) \$13.25 Total: \$23.25
e.	STS2945C	Surgical Specialties Clinical 2	5 credits (Lecture 1/Lab 4/Clinical 16); AW grading scale; Enrollment Limited to Surgical Services AS; ACT/SAT/PERT required	BSC2086, BSC2086L, MCB2010, MCB2010L, HSC2531, and PSY2012 or SYG2000 all with a grade of C or higher.	(7) \$10.00 (10) \$13.25 Total: \$23.25
f.	STS2955C	Capstone for Surgical Services	3 credits (Lecture 2/Lab 2); AW grading scale; Enrollment	BSC2086, BSC2086L, ENC1101, HSC2531, SPC1016, Math Area 3, Humanities, and	(3) \$49.99 (7) \$10.00

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		Limited to Surgical Services AS; ACT/SAT/PERT required	PSY2012 or SYG2000 all with a grade of C or higher.	(10) \$12.90 Total: \$72.89	
g.	HSC1434C	Central Sterile Clinical	3 credits (Lecture 2/Clinical 8); AW grading scale; Enrollment Limited to Surgical Services AS; ACT/SAT/PERT required	BSC2086, BSC2086L, MCB2010, MCB2010L, HSC2531 all with a grade of C or higher.	(7) \$10.00 (10) \$12.90 Total: \$22.90
h.	STS2324C	Surgical Techniques and Procedures 2	3 credits (Lecture 2/Lab 2); AW grading scale; Enrollment Limited to Surgical Services AS; ACT/SAT/PERT required	BSC2086, BSC2086L, MCB2010, MCB2010L, HSC2531 all with a grade of C or higher.	(1) \$174.00 (7) \$10.00 (10) \$12.90 Total: \$196.90
i.	STS1304C	Introduction to Surgical Techniques	3 credits (Lecture 2/Lab 2); AW grading scale; Enrollment Limited to Surgical Services AS; ACT/SAT/PERT required	BSC2086, BSC2086L, ENC1101, HSC2531, SPC2016 all with a grade of C or higher.	(1) \$174.00 (7) \$10.00 (10) \$12.90 Total: \$196.90
j.	STS1302C	Introduction to Surgical Technology	3 credits (Lecture 2/Lab 2); AW grading scale; Enrollment Limited to Surgical Services AS; ACT/SAT/PERT required	BSC2086, BSC2086L, ENC1101, HSC2531, SPC2016 all with a grade of C or higher.	(7) \$10.00 (10) \$12.90 Total: \$22.90

Discussion:

Data sources consulted: Curriculum Support Documents

Action:

2. New/Revised Program

Program Name: Surgical Services AS

CIP Code: 1351000002

Credits: 64

Presenter: Jane Fisher and Doreen Singer

Assigned Curriculum Reviewers:

Effective: Fall 2021

FA

Cluster Approved: 10/22/2018

Business Partnership Council Approved: 11/29/2018; 12/19/2019

Deans Council Step 1 Approval: 10/18/2018

Deans Council Step 2 Approval: 12/6/2018

President's Cabinet Approval: 1/25/2019

District Board of Trustees Approval: 5/14/2019

PLOs Approved by IRE: 7/27/2020

Justification: Program is terminating the clock hour program and creating a credit hour program per CAAHEP requirements. Required by the National Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA) to transition to an A.S. degree by

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2021. The Standards and Guidelines for the Accreditation of Educational Programs in Surgical Technology are indicating that as of August 1, 2021, all sponsoring institutions should award a minimum of an Associate's degree at the completion of the program. The Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredits programs upon the recommendation of the Accreditation Review Council on Surgical Technology Surgical Assisting (ARC/STSA).

Surgical Services AS degree - New			
Course Prefix/Number	Title	Credit/Clock Hours	Term Offered
General Education Requirements- 27 credits required			
BSC 2085	Anatomy and Physiology 1	3	Fall 1
BSC 2085L	Anatomy and Physiology 1 Lab	1	Fall 1
BSC 2086	Anatomy and Physiology 2	3	Spring 1
BSC 2086L	Anatomy and Physiology 2 Lab	1	Spring 1
ENC 1101	College Composition 1	3	Fall 1
Mathematics	Any course from Mathematics-Area III	3	Spring 1
PSY2012 OR SYG 2000	Intro to Psychology or Intro to Sociology	3	Spring 1
SPC 1017	Fundamentals of Speech Communication	3	Fall 1
MCB 2010	Microbiology	3	Summer 1
MCB 2010L	Microbiology Lab	1	Summer 1
Humanities	Any course from Humanities-Area II, Tier 1	3	Summer 1
Required Courses – 37 credits required			
HSC 2531	Medical Terminology	3	Fall 1
STS 1302C	Intro to Surgical Technology	3	Fall 2
STS 1304C	Intro to Surgical Techniques	3	Fall 2
STS 1323C	Surgical Techniques and Procedures 1	3	Fall 2
STS 1340C	Pharmacology and Anesthesia	3	Fall 2
STS 2365C	Leadership for Surgical Services	3	Fall 2
HSC 1434C	Central Sterile Clinical	3	Spring 2
STS 2324C	Surgical Techniques and Procedures 2	3	Spring 2
STS 2944C	Surgical Specialties Clinical 1	5	Spring 2
STS 2945C	Surgical Specialties Clinical 2	5	Summer 2

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STS 2955C	Capstone for Surgical Technology	3	Summer 2
	Total	64	

Discussion:

Data sources consulted: Curriculum Support Documents

Action:

B. CAREER CERTIFICATE PROGRAM (CCP)

Discipline: Surgical Technology PSAV/CCP

1. Deleted Program

Presenter: Jane Fisher and Doreen Singer

CIP Code: 0351090905

Total Clock Hours: 1330 **Program Code:** 5235

Assigned Curriculum Reviewers:

Effective: Fall 2021

FA

Cluster Approved: 10/22/2018

Business Partnership Council Approved: 11/29/2018; 12/19/2019

Deans Council Approved: 10/18/2018; 12/6/2018

President's Cabinet Approved: 1/25/2019

DBOT Approved: 5/14/2019

Justification: Program is terminating the clock hour program and creating a credit hour program per CAAHEP requirements. Required by the National Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA) to transition to an A.S. degree by 2021. The Standards and Guidelines for the Accreditation of Educational Programs in Surgical Technology are indicating that as of August 1, 2021, all sponsoring institutions should award a minimum of an Associate's degree at the completion of the program. The Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredits programs upon the recommendation of the Accreditation Review Council on Surgical Technology Surgical Assisting (ARC/STSA).

Surgical Technology CCP (PSAV) - Terminated			
Course Prefix/Number	Title	Last Term Offered	Clock Hours
a. STS 0003	Introduction to Surgical Technology	Spring 2020	144 clock hours
b. STS 0003L	Introduction to Clinical Practicum	Spring 2020	144 clock hours
c. STS 0008	Pharmacology for the Surgical Technologist	Spring 2020	32 clock hours
d. STS 0150C	Surgical Technology Procedures	Spring 2020	32 clock hours
e. STS 0120	Surgical Specialties 1	Fall 2020	48 clock hours

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f.	STS 0255L	Surgical Specialties 1 Clinical	Fall 2020	441 clinical hours
g.	STS 0121	Surgical Specialties 2	Summer 2020	48 clock hours
h.	STS 0256L	Surgical Specialties 2 Clinical	Summer 2020	441 clinical hours

Discussion:

Data sources consulted: Curriculum Support Documents

Action:

V. CURRICULUM COMMITTEE BUSINESS

A. General Education Council – Dr. Karen Pain

Discussion:

Action:

B. Selection of Committee Members – Chair

- Chair will have responsibility to send email to all Deans, Associate Deans, and Chairs in February each year for the areas that are vacant with complete description of role.
- New members will be approved in March and invited to April meeting for orientation.
- New members will be vetted by VPAA.
- Chair will email Dr. Yohe thanking him for new process and giving him the information she wants communicated to the new members in the new process in February.

Discussion:

Action:

C. Curriculum Committee Manual Updates

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	CCP/PSAV	Dev. Ed	Totals
New Program	-	-	1	-	-	-	-	-	1

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New Course	-	-	10	-	-	-	-	-	10
Revised Program	-	-	-	-	-	-	-	-	-
Revised Course	-	-	-	-	-	-	-	-	-
Deleted Program	-	-	-	-	-	-	1	-	1
Deleted Course	-	-	-	-	-	-	8	-	8
Other	-	-	-	-	-	-	-	-	-
Agenda Totals	-	-	11	-	-	-	9	-	20
Cumulative Total for AY 20-21	-	-	11	-	-	-	9	-	20