POLK STATE COLLEGE
ACADEMIC QUALITY COUNCIL MINUTES

Meeting:	Academic Quality Council (AQC)
Date/Time:	January 19, 2023 at 3:00 p.m.
Location:	LTB 1295 and via Zoom Videoconferencing
Recorder:	Yvonne Velez
Attending Members:	David Sutton, April Robinson, Fatin Morris Guirguis, Earl Brown, Von McGriff, Pamela Jones, Ben Pila, Dawn Drake, Greg Harris, Carolyn Orr, Meriem Diouri, Koushik Banerjee, Margaret Strengel-Martinez, Megan Cavanah, Beth Luckett, Merrybeth Etherton, Danetta Wearing, Shavonda Harris, Chris Fullerton, Keith Bonney (on behalf of Lawrence Pakowski), Mary Clark (on behalf of Orathai Northern), and Kris Hatcher
Faculty/Staff Guests:	Maria Lehocky, Richard Benson, John Denney, Shakia Young, Katie Ragsdale, Andy Oguntola, and Steve Bucklin

I. **Welcome and Introductions**
Mary Clark welcomed everyone and called the meeting to order. A quorum was reached at 3:12 p.m. Mary welcomed and introduced the College's new Executive Director for Financial Aid, Kris Hatcher (AQC Resource Member, non-voting).

II. **Approval of Minutes**
Fatin Morris Guirguis made a motion to approve the meeting minutes from November 21, 2022; Margaret Strengel-Martinez seconded. No further discussion ensued; the motion passed unanimously.

III. – X. **Military Science**
<u>New Courses:</u> MSL 3201 *Training Management and the Warfighting Functions*, MSL 3201L *Training Management and the Warfighting Functions Lab*, MSL 3202 *Applied Leadership in Small-Unit Operations*, MSL 3202L *Applied Leadership in Small-Unit Operations Lab*, MSL 4301 *The Army Officer*, MSL 4301L *The Army Officer Lab*, MSL 4302 *Company-Grade Leadership*, and MSL 4302L *Company-Grade Leadership Lab*
Presenters: David Sutton and Lieutenant Colonel John Denney

David Sutton provided the history related to these courses: At the October 20, 2022 meeting, course approval was tabled to continue the discussion of the scholarship process, as well as excess-credit and state-reporting implications, because these courses exist outside of a designated program. David reminded the committee that the College has been working to expand its Army Reserve Officers Training Corps (ROTC) Military Science course offerings. Polk State already offers lower-division, one- and two-thousand-level Military Science courses, and has done so successfully for several years. The proposed changes enable the College to add upper-division, three- and four-thousand-level courses for ROTC members.

Lieutenant Coloney Denney explained there are many different financial aspects to consider; for the upper-division courses students must complete the Army prerequisite of "contracting" to become a cadet. Contracting allows the student to benefit from Army-sponsored scholarships and a monthly stipend in support of program coursework. Florida Southern is the host for the program, and in the arrangement made with the Army, Florida Southern is to provide the buildings and the training facilities, but Polk State is to receive the tuition fees for the new upper-division courses.

Andy Oguntola inquired about the process for handling excess credit hours, as this pertains to the ROTC classes. Lt. Colonel Denney explained that each student must sign and submit the required *ROTC Registration Form* (for contracting as a cadet) to an academic advisor for his or her signature. The student must then return the form to Lt. Coloney Denney. He then signs the form, reviews information with the student, and confirms his or her graduation date. The graduation date affects the commissioning date for the future officer and allows the individual to be eligible for stipends and scholarships.

Mary Clark indicated that she has additional questions regarding compliance with Polk State College's accrediting body, as the classes are being taught at Florida Southern. Mary plans to contact Santa Fe State College to discuss how these excess credit hours are handled, inquire about Southern Association of Colleges and Schools Commission on Colleges approval, and determine how to report the instructor of record.

Pending reconciliation of the aforementioned concerns, the new courses are set to go into effect during the Fall 2023 Term (2024-1).

Earl Brown made a motion to approve pending the process being ironed out; Dawnetta Wearing seconded. No further discussion ensued; the motion passed unanimously.

XI. – XVII. Business Administration (Lower Division)
New Courses**:** MAN 2582 *Introduction to Project Management* and PAD 1002 *Introduction to Public Administration*
Course Modifications**:** BUL 2131 *Commercial Law*, GEB 2350 *Introduction to International Business*, GEB 2930 *Selected Topics in Business*, and ISM 2000 *Introduction to Management Information Systems*
Program Modification: Associate in Science in Business Administration
Presenters: **Maria Lehoczky and Richard Benson**

Richard Benson represented the four course modification proposals as a group. The proposed action is to make BUL 2131 *Commercial Law*, GEB 2350 *Introduction to International Business*, GEB 2930 *Selected Topics in Business*, and ISM 2000 *Introduction to Management Information Systems* eligible as Associate in Arts electives. This change can provide content to ease students' transition from the Associate in Science in Business Administration program into Polk State's Bachelor of Applied Science in Supervision and Management program, as well as into other state university baccalaureate programs.

The new course modifications go into effect during the Fall 2023 Term (2024-1).

Ben Pila made a motion to approve; Greg Harris seconded. No further discussion ensued; the motion passed unanimously.

Maria Lehoczky explained the purpose and application of the newly developed courses: MAN 2582 *Introduction to Project Management* and PAD 1002 *Introduction to Public Administration*. The Department of Education (FLDOE) has determined a need for a Public Service and Civic Literacy pathway for students who have completed a Civic Literacy Certificate while in high school. This course is designed to support these pathways and allow for articulation of the earned certification. This course supports a Public Service pathway for the Associate in Arts degree. It also serves to support a Public Service Management specialization under the Associate in Science in Business Administration degree program. Project Management is used extensively in the field of Public Administration. The utilization of project-management software prepares a student to be efficient and effective as a public servant and business professional. For this reason and others, the skillsets and leadership concepts covered in MAN 2582 *Introduction to Project Management* and PAD 1002 *Introduction to Public Administration* are beneficial to many business majors.

The new courses go into effect during the Fall 2023 Term (2024-1).

Greg Harris made a motion to approve; Ben Pila seconded. No further discussion ensued; the motion passed unanimously.

Maria discussed the proposal to modify the Associate in Science in Business Administration degree program by adding a Public Service Management specialization concurrent with the newly developed coursework. The proposed specialization provides a pathway toward a career in public administration or any public service-related occupation. It can also prepare an individual to enter the Polk State Bachelor of Applied Science in Supervision and Management degree program, which offers several concentrations of study.

The new specialization merges the two newly developed courses (MAN 2582 *Introduction to Project Management* and PAD 1002 *Introduction to Public Administration*) with a pre-existing business and managerial course GEB 1091 *Leadership Fundamentals*. These three courses are being added as electives to the Associate in Science program so that students can specialize skillsets.

The new course and program modifications go into effect during the Fall 2023 Term (2024-1).

Greg Harris made a motion to approve; Ben Pila seconded. No further discussion ensued; the motion passed unanimously.

XVIII. – XXX. Computer Systems
Course Modifications: CEN 2071 *Information System Testing and Quality Assurance*, CGS 1061 *Introduction to Computers and Information Systems*, CGS 1100 *Computer Applications for Business*, CIS 2321 *Systems Analysis and Design*, COP 1000 *Introduction to Programming*, COP 1170 *Programming in Visual Basic*, COP 2224 *Programming in C++*, COP 2800 *Programming in Java*, CTS 1102 *Survey of Operation Systems Technologies*, CTS 1441 *Database Fundamentals*, CTS 2442 *Database Applications*, CTS 2433 *Programming SQL*, and CTS 2450 *Business Intelligence and Data Mining*
Presenter: **Shakia Young**

Shakia Young presented the course modifications as a group. These changes are meant to align the Course Learning Outcomes (CLOs) and Program Learning Objectives (PLOs) with *Quality Matters Course Design Standards*. The modifications require changes to the course content as well. Per Quality Matters, the module- and unit-level learning objectives and competencies must describe outcomes that are measurable and consistent with the course-level objectives and competencies.

The course modifications and learning-outcome alignment go into effect during the Fall 2023 Term (2024-1).

Greg Harris made a motion to approve; Shavonda Harris seconded. No further discussion ensued; the motion passed unanimously.

XXXI. Adjournment
Mary Clark reminded the Council members that the next meeting is scheduled for Monday, February 20, 2023.

Greg Harris made a motion to adjourn the meeting; Fatin Morris Guirguis seconded. The meeting adjourned at 3:53 p.m.