

**POLK STATE COLLEGE
ACADEMIC QUALITY COUNCIL MINUTES**

Meeting: Academic Quality Council (AQC)

Date/Time: October 20, 2022 at 3:00 p.m.

Location: LTB 1295 and Zoom Videoconferencing

Recorder: Yvonne Velez

Attending Members: Orathai Northern, April Robinson, Fain Morris Guirguis, Earl Brown, Von McGriff, Pamela Jones, Ben Pila, Dawn Drake, Greg Harris, Arielle Gaudiello (on behalf of Meriem Diouri) Koushik Banerjee, Margaret Strengel-Martinez, Megan Cavanah, Beth Luckett, Merrybeth Etherton, Dawnetta Wearing, Shavonda Harris, Courtlann Thomas, Chris Fullerton, Lawrence Pakowski, Susan Morgan, Mary Clark, Cody Moyer, Bob Evans, and Andy Oguntola

Faculty/Staff Guests: Maria Lehoczky, Debra Metcalfe-Hazelwood, and John Woodward

I. Welcome and Introductions

Orathai Northern welcomed everyone and called the meeting to order. A quorum was reached at 3:04 p.m.

II. Approval of Minutes

Greg Harris made a motion to approve the meeting minutes from April 18, 2022; Ben Pila seconded. No further discussion ensued; the motion passed unanimously.

III. Greg Harris made a motion to approve the meeting minutes from September 19, 2022; Earl Brown seconded. No further discussion ensued; the motion passed unanimously.

IV. – VI. Business and Technology: Accounting Course Modification and New Course

New Course: GEB 1002 *Career Explorations in Business*

Program Modifications: AS in Accounting Technology and AS in Business Administration

Presenter: Maria Lehoczky

Maria summarized information from the September 19, 2022 AQC meeting related to the ACG 2021 *Principles of Financial Accounting* course modification reducing the credit hours from four credits (currently) to three credits. This credit reduction affected the total program hours for the Associate of Science (AS) in Accounting Technology and Business Administration degree programs. The credit-hour reduction allows for the creation of the new course GEB 1002 *Career Explorations in Business* (one credit), that can be added to the core curriculum of the Associate in Science Accounting Technology and Business Administration degree programs. This course is being added as a requirement for all AS in Accounting Technology and Business Administration students as a departmental strategy to improve student success and bolster degree completion. The program-based, cohort-level interaction can enable students to better align

their coursework and education plans for career development that improves workforce-integration skills. GEB 1002 is meant to prepare business-program students with the career competencies and soft skills necessary in the workplace. Students are provided an overview of career-based expectations and a plan for developing required skills.

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

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

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

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

VII. – XII. Early Childhood Education and Management: Lower-Division Coursework

Course Modifications: CHD 1380 *Facilitating the Development of Young Children*, CHD 1440 *Early Learning Practicum*, CHD 2220 *Child Growth and Development*, CHD 2320 *Early Childhood Curriculum*, CHD 2801 *Overview of Child Care Management*, and EEC 2930 *Seminar in Early Childhood Education*

Presenter: Debra Metcalfe-Hazelwood

Debra explained that the following four courses impact students in the Associate in Science (AS) in Early Childhood Education degree program and the Preschool Certificate. The course modification documents change the passing grade to a C or better in these specific courses. Participants earn the Florida Child Care Professional Credential issued by the Department of Children and Families by completing these courses.

- CHD 1380 *Facilitating the Development of Young Children*
- CHD 1440 *Early Learning Practicum*
- CHD 2220 *Child Growth and Development*
- CHD 2320 *Early Childhood Curriculum*

The course, CHD 2801 *Overview of Child Care Management*, impacts students in the Associate in Science in Early Childhood Education degree program and the Child Care Management Certificate. Students also earn the Florida Director Credential issued by the Department of Children and Families by completing this course.

Lastly, the Capstone Course, EEC 2930 *Seminar in Early Childhood Education*, is the final course in the program in the Associate in Science (AS) in Early Childhood Education degree program.

Since Polk State is charged with verifying that students have met all requirements to earn the professional credential and confirming that coursework maintains high integrity for learning outcomes, a course grade of *D* is not acceptable; this grade does not signify satisfactory learning achievement. The proposals recommend that the passing level for these courses be changed to only include the grades *A*, *B*, and *C* to maintain quality in earning the Florida Child Care Professional Credential.

These modifications go into effect during the Fall 2023 Term (2024-1).

Greg Harris made a motion to approve; Margaret Strengel-Martinez seconded. No further discussion ensued; the motion passed unanimously.

XIII. Update Military Science: ROTC Program
Presenter: Orathai Northern

Orathai reminded the Committee that at the September 19, 2022, AQC meeting, Dean Sutton presented the proposed new upper-division Reserve Officer Training Corp (ROTC) courses for inclusion in the *Polk State College Catalog/Student Handbook*. Polk State has had a long-standing relationship with Florida Southern College, where students register for the lower-division courses at Polk State and the courses are taught at Florida Southern College. In September, a case was for placement of these upper-division elective courses within Polk State's baccalaureate programs; however, there were concerns regarding financial aid implications for students due to superfluous credits.

Orathai informed the members about her conversation with the Director of Financial Aid and the Registrar about the possibility of including ROTC upper-division courses as elective options for baccalaureate degrees. Orathai noted that since Polk State's BS and BAS degrees are capped at 120 credits, the College cannot add these additional courses to any of its current programs. The discussion continued regarding how financial assistance grants and programs do not fund courses that are not part of a student's degree program, so a student who wishes to take these additional ROTC courses would have to utilize either scholarship funding or the military stipend for living expenses to make up the difference in cost. The committee discussed the issue of excess credit hours, as taking the ROTC courses would then result in the student having an excess number of credit hours on his or her transcript. Additionally, there is no guarantee that a student could obtain a scholarship or obtain funding to cover these extra credits.

Earl Brown made a motion to table these new courses pending continuation of discussion of the scholarship process and excess-credit and state-reporting implications; Ben Pila seconded. No further discussion ensued; the motion passed unanimously.

XIV. Informational Item: Stale Course report

Orathai shared that each fall, as required by State rule, the College must review all courses that have not been offered in the past five years. A *Stale Course Report* (spreadsheet) is generated during the fall, and the various departments provide feedback regarding the courses noted on the spreadsheet.

XV. Adjournment

Orathai reminded the Council members that the next meeting is scheduled for Monday, November 21, 2022.

Earl Brown made a motion to adjourn the meeting; Andy Oguntola seconded. The meeting adjourned at 3:36 p.m.