POLK STATE COLLEGE
ACADEMIC QUALITY COUNCIL MINUTES

Meeting:	Academic Quality Council (AQC)
Date/Time:	November 15, 2021 at 3:00 p.m.
Location:	Zoom: Videoconferencing
Recorder:	Yvonne Velez
Attending Members:	Julie Alexander, Orathai Northern, David Sutton, April Robinson, Fatin Morris Guirguis, Earl Brown, Pamela Jones, Ben Pila, Dawn Drake, Greg Harris, Carolyn Orr, Greg Toole, Koushik Banerjee, Margaret Strengel-Martinez, Megan Cavanah, Beth Luckett, Amy Rutledge, Merrybeth Etherton, Dawnetta Wearing, Ricky Rodriguez, Courtlann Thomas, Chris Fullerton, Lawrence Pakowski, Mary Clark, Sandra Ward-Jones, Cody Moyer, and Bob Evans
Faculty/Staff Guests:	Andy Oguntola, John Stewart, Shana Kent-Smith, and Sue Candia

I.   Welcome and Introductions
Orathai Northern welcomed everyone and called the meeting to order. A quorum was reached at 3:02 p.m.

Orathai shared that there is a slight change to the meeting's agenda, as only the Program Modification for the Network Security Certificate is to be presented; the Network Infrastructure Certificate is no longer being modified. This proposal has been deleted from Curriculog.

II.   Network Systems Engineering Technology Program
Program Modification: Network Security Certificate
John Stewart said the proposed modification of the Network Systems Engineering Technology (NSET) Program's Network Security Certificate seeks to address changes to the *2021–2022 Florida Department of Education Curriculum Framework*, which requires 30 credit hours. Currently the Polk State College certificate only has 21 credit hours. To align with the Curriculum Framework, the NSET Department plans to add the following three courses (nine credit hours) into the Network Security Certificate:
- CET 2615C *Scaling Networks*
- CTS 1191C *Microsoft Azure Fundamentals*
- CTS 2192C *Microsoft Azure Administrator*

Orathai explained that for the College's Associate in Science programs and college credit certificates (CCC), the *Florida Department of Education Career and Technical Education* (CTE) *Curriculum Frameworks* provide the curriculum and set the standards and benchmarks for content in each program, including the number of credit hours.

Mary Clark plans to create a notification letter to The Southern Association of College and Schools Commission on Colleges (SACSCOC) detailing the changes to this CCC, specifically the addition of the three courses (nine credits) and alignment with the State's curriculum of 30 credit hours. Mary asked John to email her with information regarding the new curriculum, the three additional courses, and the current program of study showing the 21 credit hours. Mary stated that she plans to share the notification letter with Orathai and Julie Alexander for review. Julie recommended including the program of study that the Network Security Certificate is part of.

The addition of the nine credits for this certificate go into effect for the Fall 2022 Term (2023-1).

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

III. **Respiratory Care Program**
Program Modification: Associate in Science (AS) in Respiratory Care
Shana Kent-Smith is seeking to include BSC 2086C *Human Anatomy and Physiology II* as a prerequisite to the Respiratory Care Program prior to matriculation into program-specific coursework. This class is already required within General Education coursework for the program, but the proposed change moves its position in the curriculum's sequence to ensure it is taken prior to more specialized program coursework. BSC 2086C includes information relating to the Cardiovascular and Respiratory organ systems (among other topics), which are critical to program-specific coursework and can greatly enhance student success.

The program modification is to become effective in the Fall 2022 Term (2023-1).

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

IV. **Discussion: *Academic Quality Council Handbook* Revisions**
At the September meeting, Orathai asked the committee to look at the proposed revisions to the Handbook. Orathai pointed out the recommended changes to the AQC membership and opened the floor for discussion. The following items are under consideration for revision:
- Alignment of individuals' titles
- An added member for the Humanities faculty group (i.e., increasing the membership to two individuals)
- Movement of the "AS/Baccalaureate Program" members to the beginning of the membership
- The addition of two resource members

Polk State College Procedure 6002: *Committee System* addresses standing committees and their membership. If the AQC determines that these recommended changes to the membership are necessary, this would require the College to follow its protocol to revise Procedure 6002 first. After the revision is approved, the AQC can then implement these changes within the Handbook.

Yvonne plans to add the title Dean of Workforce Education and Economic Development/Director of the JDA Center as a Voting Member.

Under the Resource Members, the titles for both the Dean of Student Services and Associate Dean of Student Services must be updated, and the Associate Vice President for Student Services needs to be added.

V. – VI. Informational Items

- <u>State-Mandated Curriculog Changes</u>: Orathai shared that the College has received communication from the State Course Numbering System (SCNS) Office, directing changes to a couple of Polk State College's Supply Chain Program courses, such that prefixes and numbers for supply-chain focused courses must be revised. The following two courses are affected:
  - TRA 1154 *Introduction to Supply Chain Management* is being changed to SCM 1010.
  - TRA 2131 *Purchasing and Inventory Management* is being changed to SCM 2140.

  These changes become effective for the Fall 2022 Term (2023-1).

- <u>Associate in Science degree General Education coursework and Civic Literacy requirement changes</u>: Orathai explained that recent legislation impacts the College's courses and programs.
  - *Senate Bill 1108:* This legislation changes the Social Science requirement choices to AMH 1020 *History of the United States: 1877 to the Present* and POS 2041 *American National Government;* the student must also pass the *Florida Civic Literacy Exam* (FCLE).
  - *House Bill 1507*: This legislation relates to the General Education Core Course Options in Associate in Science programs. All AS programs must review the General Education curriculum requirements to ensure that course options align with the list of courses provided.

VII. Adjournment

Orathai reminded the Council members that the next AQC meeting is scheduled for Thursday, January 20, 2022, and the proposal deadline for this meeting is Wednesday, November 17, 2021.

Additionally, any proposed changes for the *2022-2023 Polk State College Catalog/Student Handbook* must be presented no later than the February 21, 2022 AQC meeting, which requires that all remaining proposals for the spring semester must be launched and approved by Curriculog Originators before the proposal deadline of Wednesday, January 19, 2022.

Greg Harris made a motion to adjourn the meeting; Fatin Morris Guirguis seconded. The meeting adjourned at 3:41 p.m.