POLK STATE COLLEGE
AQC MINUTES

Meeting: Academic Quality Council

Date/Time: November 18, 2019 at 3:00 p.m.

Locations: Winter Haven Campus – WMS 124
                                       Lakeland Campus – LAC 1243

Recorder: Yvonne Velez

Attending Members: Lee Thomas, Orathai Northern, John Glenn, April Robinson,
                                       Rafaela Ellis, Von McGriff, Aaron Morgan, Mark Hartfield,
                                       Susie Moerschbacher, Greg Harris, Carolyn Orr, Joyce Lee
                                       (on behalf of Gregory Toole), Bulmuo Maakuu, Bruce
                                       Dubendorff, Norma Gaddy, Maria Lehoczky, Merrybeth
                                       Etherton, Richard Benson, Mary Westgate, Chris Fullerton,
                                       Sylvester Little, Sandra Ward-Jones, and Cody Moyer

Other Faculty/Staff: Don Guillette, Frank Dunn, Patty Linder, Christina Gesmundo,
                                       and John Huff

I.   Welcome and Introductions
        Lee Thomas welcomed everyone and called the meeting to order. A quorum was
        reached at 3:03 p.m.

        Lee requested those in attendance introduce themselves.

II.   Approval of Minutes from September 16, 2019
        Rafaela Ellis made a motion to approve; Merrybeth Etherton seconded. There was no
        further discussion; the motion passed unanimously.

III. – V. New Program: *Associate in Science in Surgical Technology*

        New Courses: STS 2360 *Professional Skills for the Surgical Technologist*; STS 9999
        Surgical Technology Block Credit
        Presenters: Orathai Northern; Nadena Everson-Lovett and Christina Bevis from Traviss
        Technical College

        Lee shared that the Surgical Technology proposals had been tabled; these are to be
        presented at the January 23, 2020 meeting.

VI. – XV.   Course End Term: EMS 2010 *Body Systems for the Paramedic*

        Course Modifications: EMS 1059C *Emergency Medical Responder*, EMS 1158
        Emergency Medical Technology, EMS 1158L *Emergency Medical Technology
        Lab/Clinical*, EMS 2603 *EMT: Paramedic I*, EMS 2603L *EMT: Paramedic I Lab/Clinical*,
        EMS 2604 *Paramedic II*, EMS 2604L *EMT: Paramedic II Lab/Clinical*, EMS 2605
        Paramedic III, and EMS 2605L *EMT: Paramedic III Lab/Clinical*

Presenters: Don Guillette and Frank Dunn

Don Guillette and Frank Dunn shared that the Emergency Medical Services (EMS) Advisory Committee determined that the course, EMS 2010 *Body Systems for the Paramedic,* is no longer necessary to the program. This is because BSC 1084C *Basic Anatomy and Physiology* took the place of this course and its content. Therefore, EMS 2010 is to be end-termed effective Fall Term 2020 (2021-1).

While all the course modifications include the newly aligned Emergency Medical Services Program Learning Outcomes (PLOs), Frank explained each proposal modification individually:

- EMS 1059C *Emergency Medical Responder* – The corequisite course, CEV 2319, which formerly provided for first aid and CPR certification, is no longer offered through Polk State College. The Emergency Medical Services Program is now utilizing Higher Reach offerings for non-credit courses. The non-credit option, EM1002 *BLS for Healthcare Providers,* is offered at the College's Center for Public Safety. The course EMS 2930 *Special Topics in Emergency Medical Services* is to be offered for those students who are seeking financial aid and includes CPR and AED training. EMS 2930 (credit) and EM1002 (non-credit) are both listed as prerequisite courses.

- EMS 1158 *Emergency Medical Technology* – This proposal addresses changes to the program's learning outcomes (PLOs), aligning and updating wording. The changes place this course over the 20% revision guideline such that it requires oversight through the Academic Quality Council.

- EMS 1158L *Emergency Medical Technology Lab/Clinical* – This proposal addresses changes to the program's learning outcomes (PLOs), aligning and updating wording. The changes place this course over the 20% revision guideline such that it requires oversight through the Academic Quality Council.

- EMS 2603 *EMT: Paramedic I* – The prerequisite course, EMS 2010 *Body Systems for the Paramedic,* is no longer offered by the College and is being removed as a prerequisite.

- EMS 2603L *EMT: Paramedic I Lab/Clinical* – The College no longer requires each paramedic student to acquire 80 ambulance hours and 20 calls in this semester. This change came about due to the inability to get students placed on ambulances for this clinical period, as this was the same time that program graduates from the previous semester were doing their preceptorships. Time limitations have made this portion of the course untenable. The course description is being modified to remove the number of ambulance hours and calls.

- EMS 2604 *Paramedic II* – This proposal addresses changes to the program's learning outcomes (PLOs), aligning and updating wording. The changes place this course over the 20% revision guideline such that it requires oversight through the Academic Quality Council.

- EMS 2604L *EMT: Paramedic II Lab/Clinical* – Previously the specific field experience hours of EMS 2603L *EMT: Paramedic I Lab/Clinical* have been listed as 80 ambulance hours and 20 calls, and the hours for EMS 2604L *EMT: Paramedic II Lab/Clinical* have been listed as 220 and 40 calls, totaling 300 hours and 60 calls. Due to the elimination of ambulance hours and calls for EMS 2603L, the course description is being changed to reflect the number of calls and hours in this program as a statement within this course (i.e., " The EMS clinical experience consists of a total of 300 ambulance hours and 60 ambulance calls..."). This statement replaces the former statement of '220 hours and 40 calls' and reflects a removal of fieldwork specificity from the course description of EMS 2603L.

- EMS 2605 *Paramedic III* – This proposal addresses changes to the program's learning outcomes (PLOs), aligning and updating wording. The changes place this course over the 20% revision guideline such that it requires oversight through the Academic Quality Council.

- EMS 2605L *EMT: Paramedic III Lab/Clinical* – The EMS Program's accrediting body, CoAEMSP, states that the College must provide a program Capstone Experience that consists of 150 hours and 20 EMS calls on the ambulance after all classroom course material for the term has been completed. The Capstone Experience enables terminal assessment of program objectives. This course's clinical time formerly consisted of a total of 200 hours and 40 calls. The total amount of clinical hours and calls is still 200 hours and 40 calls for the term, but the new distribution of hours allows for the capstone experience. The course description is being modified to reflect the Capstone Experience language.

All course modifications are effective starting in the Fall 2020 Term (2021-1).

Richard Benson made a motion to approve; Maria Lehoczky seconded. There was no further discussion; the motion passed unanimously.

XVI. – XVIII. **Course End Terms**: CHD 1104 *Introduction to Early Childhood Education*, CHD 2322 *Curriculum Activities for Young Children*, and CHD 2831 *Child Care Center Services*
Presenter: Patty Linder

Patty explained that CHD 1104 *Introduction to Early Childhood Education,* CHD 2322 *Curriculum Activities for Young Children,* and CHD 2831 *Child Care Center Services* were originally offered in the Associate in Applied Science in Early Childhood Education and Management degree program (AAS-A5320). The AAS program was end-termed for the 2012-2013 Academic Year, and these courses were last offered in the Fall 2015 Term (2016-1). Therefore, these courses are to be end-termed for the Fall 2020 Term (2021-1).

Greg Harris made a motion to approve; Von McGriff seconded. There was no further discussion; the motion passed unanimously.

XIX. **Course Modification**: SPC 2594 *Introduction to Speech and Debate*
Presenter: Christina Gesmundo

Christina explained that the proposed change to the current course title is expected to increase not only the promotion of the College's Speech and Debate Team, but also provide an increase in enrollment for the course itself. This change promotes the course as specifically for students interested in practicing debate and speaking skills. A change to a more detailed course title is expected to also eliminate criminology-focused forensics students from mistakenly enrolling in the course. Additionally, 'requesting a satisfactory audition and gaining permission from the instructor' are no longer required and can be removed from the prerequisite language.

Christina mentioned that SPC 2594 is a required course for members on the College's Speech and Debate Team, but it is also open to all students. While tournament travel is not mandatory, participating in the weekly team meetings and practice sessions is mandatory.

Course modifications are effective for the Fall 2020 Term (2021-1).

Rafaela Ellis made a motion to approve; Bruce Dubendorff seconded. There was no further discussion; the motion passed unanimously.

XX. – XXIII. **Course End Terms**: CET 1174C *A+ Essentials*, CET 2662C *Ethical Hacking for Network Professionals*, and CTS 2110C *A+ Practical Application*

New Courses: CET 2688C *System Security Practitioner (SSCP)*, CTS 1131C *Computing Infrastructure*, CTS 1132C *Operating Systems and Security*, CTS 2126C *Cybersecurity Analyst (CySA+)*, CTS 2135C *Computer Forensics*, and CTS 2352C *Ethical Hacking*

Course Modifications: CET 1600C *Network Fundamentals*; CTS 2321C *Linux+*; CTS 2354C *Installation, Storage, and Configuration with Windows 2016*; CTS 2376C *Firewall Services and Cybersecurity Essentials*; and CTS 2664C *CCNA Security*
Presenter: John Huff

John Huff shared that technology evolves constantly, so CET 1174C *A+ Essentials* and CTS 2110C *A+ Practical Application* are now obsolete; these courses are currently being replaced within the program. The courses are to be taught until the effective end-term date in the Fall 2021 Term (2022-1). This allows current students to complete the Associate in Science in Network Systems Engineering Technology degree program.

CET 2662C *Ethical Hacking for Network Professionals* is to be taught until the effective end-term date in the Fall 2021Term (2022-1) for those students currently in the AS in Network Systems Engineering Technology degree program. Newly enrolled students in the AS degree are to be advised to register for the new state-recognized course CTS 2352C *Ethical Hacking*.

The following courses have at least one of the end-termed courses as a prerequisite; therefore, these need to be updated: CET 1600C *Network Fundamentals*; CTS 2321C *Linux+*; CTS 2354C *Installation, Storage, and Configuration with Windows 2016*; CTS 2376C *Firewall Services and Cybersecurity Essentials*; and CTS 2664C *CCNA Security*. The prerequisites to these courses are to be modified for the Fall 2020 Term (2021-1).

John mentioned that a Network Systems Engineering Technology (NSET) Program modification is forthcoming since the goal is to offer two specializations: Infrastructure and Security. As the NSET Program moves toward offering two specializations, the new courses will consist of cybersecurity-related coursework and skillsets needed for the CompTIA A+ core exams. Additionally, John is working with the College's grant department to partner with Miami-Dade's Cybersecurity Certificate Grant. The new courses are to be effective in the Spring 2020 Term (2020-2).

John and Karen Walfall (Assistant Registrar) are assisting current students with their degree plans to determine which courses may need a course substitution or waiver.

Norma Gaddy made a motion to approve; Merrybeth Etherton seconded. There was no further discussion; the motion passed unanimously.

XXIV. Adjournment
Lee reminded the committee members of the next meeting scheduled for Thursday, January 23, 2020, as well as the upcoming proposal deadline on Monday, December 9, 2019.

Bruce Dubendorff made a motion to adjourn the meeting; Richard Benson seconded. The meeting adjourned at 3:38 p.m.