

**POLK STATE COLLEGE  
ACADEMIC QUALITY COUNCIL MINUTES**

Meeting: Academic Quality Council (AQC)

Date/Time: September 18, 2023 at 3:00 p.m.

Location: Via Microsoft Teams Videoconferencing

Recorder: Yvonne Velez

Attending Members: Amy Bratten, Bert Rivera, Kim Thomas, Fatin Morris Guirguis, Earl Brown, Von McGriff, Dawn Drake, Carolyn Orr, Arielle Gaudiello, Margaret Strengel-Martinez, Koushik Banerjee, Megan Cavanah, Jaime Selph, Merrybeth Etherton, Dawnetta Wearing, Shavonda Harris, Courtlann Thomas, Chris Fullerton, Andy Oguntola, Susan Morgan, Mary Clark, Sandra Ward-Jones, Cody Moyer, and Bob Evans

Faculty/Staff Guests: Johnny Stewart, Reggie Webb, David Sutton, Orathai Northern, Deleise Wilson, and Beth Lockett

**I. Welcome and Introductions**

Amy Bratten welcomed everyone and called the meeting to order. A quorum was reached at 3:03 p.m.

Amy requested that those in attendance introduce themselves.

**II. Approval of Minutes**

Fatin Morris Guriguis made a motion to approve the *Academic Quality Council Meeting Minutes: March 20, 2023*; Margaret Strengel-Martinez seconded. No further discussion ensued; the motion passed unanimously.

**III. – VIII. Network Systems Engineering Technology (NSET) Program**

End-Term Course: CTS 1191C *Microsoft Azure Fundamentals*

Course Modification: CTS 2192C *Microsoft Azure Administrator*

Program Modifications: Network Infrastructure Certificate, Network Security Certificate, AS in Network Systems Engineering Technology (Infrastructure Specialization), and AS in Network Systems Engineering Technology (Security Specialization)

**Presenter: Johnny Stewart**

Johnny explained several changes to the curricula in the Associate in Science in Network Systems Engineering Technology (NSET) degree program and its specializations, as well as the associated certificates. These changes are being made to streamline the coursework to prepare the program to seek the National Centers of Academic Excellence--Cybersecurity Designation (CAE-CD).

The course content of CTS 1191C *Microsoft Azure Fundamentals* is being combined into CTS 2192C *Microsoft Azure Administrator*, as there are curricular overlaps. CTS 1191C is to be end-termed.

The NSET Program's Associate in Science Shared Core Requirements are being increased from 22 credits to 28 credits. Additionally, the Program is removing a three-credit course, CTS 1191C *Microsoft Azure Fundamentals* (end-term), and adding three established three-credit courses to the Shared Core Requirements:

- CTS 1131C *Computing Infrastructure*
- CTS 1132C *Operating Systems and Security*
- CTS 2321C *Linux+*

Further, within the degree's Infrastructure Specialization, the requirements are being increased from 12 to 15 credits. To accomplish this, the following actions are being taken:

The Program is moving the following three-credit course into the degree's Shared Core and out of the Specialization Requirements (i.e., removal of three credits from the Specialization area):

- CTS 2321C *Linux+*

It is adding two established three-credit courses to the Specialization Requirements (i.e., adding six credits):

- CTS 2312C *Cloud Security*
- CTS 2830C *DevNet Associate*

The Security Specialization Requirements are also being changed from 12 to 15 required credits. To accomplish this, the program is adding an established three-credit course: CTS 1120C *Cybersecurity Fundamentals*.

The Electives Section for both AS specializations' Program Narratives are being deleted; however, the Total Program Hours sections are to remain the same.

The Network Infrastructure Certificate Program Requirements are being revised to remove two three-credit classes:

- CTS 1191C *Microsoft Azure Fundamentals*
- CTS 2192C *Microsoft Azure Administrator*

The program is instead adding the following two established three-credit courses:

- CTS 2321C *Cloud Security*
- CTS 1120C *Cybersecurity Fundamentals*

The Network Security Certificate Program Requirements are being revised to remove CTS 2321C *Linux+* (three credits) while adding the established course CET 2615C *Scaling Networks* (three credits).

The course end-term for CTS 1191C is effective in the Summer 2025 Term (2025-3).

The course, program, and certificate modifications go into effect in the Fall 2024 Term (2025-1).

Dawn Drake made a motion to approve; Bert Rivera seconded. No further discussion ensued; the motion passed unanimously.

## IX. – XI. **Informational Items**

ROTC Military Science Upper-Level Courses

**Presenter: David Sutton**

David provided an update on the Military Science Reserve Officer Training Corps (ROTC). Polk State has been instructing 1000- and 2000-level ROTC classes for nearly two decades. Recently, the ROTC Program administrators made the request that Polk State also include 3000- and 4000-level courses. At the January 19, 2023 AQC meeting, the Council reached the conclusion that it would be appropriate to provide approval for the inclusion of such courses on the condition that the College could confirm that it would remain in full compliance with all applicable regulations prior to placing them into the *Polk State College Catalog/Student Handbook*. David stated that Mary Clark had determined compliance, and the College is able to offer the 3000- and 4000-level ROTC courses beginning in the Fall 2023 Term (2024-1).

Stale Course Report

2023 – 2024 AQC meeting schedule with proposal deadlines

**Presenter: Amy Bratten**

Amy 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. Amy reminded the committee members that courses that have not been offered in the last five years are removed from the course offerings, but it does not mean that that course is gone forever.

Amy also asked committee members to review the AQC 2023-2024 meeting dates and the Curriculog launch deadlines.

**XII. Adjournment**

Amy reminded the Council members that the next meeting is scheduled for Thursday, October 19, 2023.

Dawn Drake made a motion to adjourn the meeting; Earl Brown seconded. The meeting adjourned at 3:18 p.m.