

**Curriculum Minutes for**  
**Monday, March 30, 2009**  
North Campus: Building 47, Room 112

**Members Present**

Deborah Hefferin, Chair; Michelle Apps./Gregg Brickman, Chris Casper, Linda Fields, Greg Lindeblom, Debbie Martin, Lisa Rubin, Jan Shakespeare, Leo Stitsky, and Peggy Turcotte.

**Members Absent**

Susan Desbrow, Russell Dunn, Rick McCawley, Ed Key, Linda Washington, and Andrew Borish and Telisa Stubbs (*student*)

**Ex-Officio's Present**

Willie Alexander , Peter Battaglia, Eileen Garcia and Judith Scherer

**Visitor's Present**

Janine Chidsey, Jacqueline Conrad, Marie Dugan, Susan Edelstein, Michael Fenick, Greg Ferenchak, Gino Galli, Casey Gilson, Teresa Hodge, John Kaufman, Pam Kerr, Michelle Marshall, Angie Matthews, Behnoush Memari, Jeff Nasse, Natalie Osterhoudt, Avis Proctor, Monica Ramirez-de Arellano, Mary Rousseau, Denise St. Patrick Bell, Jerry Schwartz, Loretta Scherperel, Jacqueline Stawicki, Dorothy Sterrett, and Lisa Tunks

**I. Call to Order,**

Chair Hefferin called the meeting to order at 2:32 p.m.

**II. Approval of the March 30, 2009 Agenda**

Motion was made and seconded to approve the agenda as corrected.

**III. Approval of the February 16, 2009 Minutes**

Motion was made and seconded to approve the minutes as presented.

**IV. FYI Business (non-voting presentation)**

Presenter #1: **Janine Chidsey**, Associate Dean, Criminal Justice Department, Central

**Course Revision:**

CJK0081, Traffic Stops changed to CJK0082, Traffic Stops

**New Course:**

CJK0083, DUI Traffic Stops

**Program Revisions:**

Broward County Police Academy, Certificate ,5269

CMS Law Enforcement Officer-Crossover from Correctional Officer , 5278

**Discussion:**

The Florida Department of Law Enforcement issued certification requirement revisions; number change for Traffic Stops, CJK0081- new number (CJK0082), and reducing the credit hours from 48 to 24. A new course, CJK0083, DUI Traffic Stops was also created.

**Summary of Proposal**

State certification requirements for law enforcement has changed. Course CJK0081, Traffic Stops, was reduced from 48 hours to 24 hours and was issued a new course CJK0082. A new 24 hour course, CJK0083, DUI Traffic Stops, was created.

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**Rationale of Proposal**

To meet state certification requirements of the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission.

**Recommendations:**

The state mandated changes do not need Committee approval, therefore no action was taken by the Curriculum Committee.

**V. Old Business**

**Presenter #1:** Teresa Hodge, Faculty, Math, Central for E. Deronn Bowen, Faculty, Math, Central

**Teresa represented the E. Bowen for a ‘Second Read’ on:**

**Course Revision:**

MAT1033, Intermediate Algebra

**Discussion:**

The title on the agenda is incorrect; should read Intermediate Algebra. Changes will go into effect 20101.

**Summary of Proposal:**

This is a proposal to revise the current course outline for MAT1033 (intermediate algebra to better align it with the already-revised curricula of MAT0012 (prealgebra) and MAT0024 (elementary algebra).

**Rationale of Proposal:**

This is a continuation of what has been a collegewide, bottom-up approach to revising math course outlines to allow students to better transition among courses. Thus far, MAT0012 (prealgebra) and MAT0024 (elementary algebra) revisions have been made and approved by the Curriculum Committee. MAT1033 (intermediate algebra) is the next course of the sequence to be revised.

**Presenter #2:** Denise St. Patrick Bell, Director, Title V-Co-OP Grant, South Baccalaureate Degree, Teacher Education Program - Middle Grades (5-9) and Secondary Grades (6-12) - Mathematics

Denise returned for a ‘Second Read’ on:

**Middle Grades - New Courses:**

MHF4404, History of Mathematics

MTG3312, Geometry

MAS4300, Abstract Algebra with Introductory Number Theory

MAE4320, Methods of teaching Math in the Middle School

MAE3941, Interactive Middle School Mathematics Projects

MAE3148, Teaching Middle School and Secondary School Math Practicum

MAE4945, Student Training

**New Program:**

B.S., xxxx \$ 400, Teacher Education Degree Program: Middle Grades Mathematics

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**Secondary Grades - New Courses:**

MHF4404, History of Mathematics  
MTG3312, Geometry  
MAS4300, Abstract Algebra with Introductory Number Theory  
MAE4330, Methods of Teaching Math in the Middle School  
MAE3941, Interactive Middle School Mathematics Projects  
MAE3148, Teaching Middle School and Secondary School Math Practicum  
MAE4945, Student Training

**New Program:**

B.S., xxxx \$ 500, Teacher Education Degree Program: Secondary Grades Mathematics

**Discussion:**

The Baccalaureate Degree programs were developed by Broward College faculty and the School Board of Broward County content experts using the State of Florida Department of Education mandated guidelines for teacher certification.

It is mandatory that students take and pass the 8 CORE Teacher Education courses prior to entering into the Math or Science programs.

**Summary of Proposal:**

The purpose of this proposal is to introduce the proposed course of study for the new Baccalaureate Degree in Middle Grades Mathematics Education into the Broward College Programs of Study. A total of 7 new courses are being proposed for this degree.

Middle Grades Math Ed students must also take the 8 CORE Teacher Education courses, and complete many 2000 levels math courses which include MAC 2311, STA 2023, MAS 2103, MAD 2104

**Rationale for Proposal:**

The proposed courses were developed by Broward College faculty and School Board of Broward County content experts according to guidelines and learning outcomes mandated by the State of Florida Department of Education. Each course has a Master Syllabus to ensure that all mandates for teacher certification be met. The upper division courses include 60 credit hours, over 500 field experience hours, and critical assignments which demonstrate competencies in the Florida Educator Accomplished Practices.

**Recommendations:**

Motion was made, seconded and unanimously approved the Middle and Secondary Math new courses and programs.

Denise will forward suggested proposal revisions for: MAE3148, MAE3149, MAE4320, MAE4330, MAE4945 to the Curriculum office after conferring with Dr. Scherer, VPAA about the depth of the revisions. Documentation must be received well in advance of the April Board packet due date.

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**Presenter #3:** Angie Matthews, Faculty, Math, Central  
Angie returned for a **'Second Read'** on:

**Course Revision:** MAC2313, Calculus 3

**Discussion:**

The change to MAC2313, Calculus 3 is in credit hours. It was determined that by increasing the hours from 4 to 5 would benefit the students by giving them extra contact time with the instructor enabling a more successful timeframe to cover the required syllabus.

**Summary of Proposal:**

I am proposing a change in the number of credits for MAC2313 (Calculus 3) from 4 to 5.

**Rationale of Proposal**

A college wide committee of mathematics professors met to review the curriculum for the calculus sequence of courses. It was determined that, according to the FL statewide numbering system, each course in the calculus sequence can be either 4 or 5 credits. The current Calculus 1 and Calculus 2 classes at Broward College are both 5 credit courses; however, Calculus 3 is currently a 4 credit course. Those professors teaching Calculus 3 found it challenging to cover the topics within the four credit time span, since Calculus 3 contained 8 more sections than either Calculus 1 or Calculus 2. The committee considered possible solutions to this, including shifting material to lighten the load in Calculus 3. It was determined that the material currently in Calculus 3 needed to remain in that course; therefore, the committee decided that the increase in credit hours from 4 to 5 was the best solution. There are several colleges, in the state college system, that have made Calculus 3 a 5 credit course already. This change would allow the instructors extra contact time with students and will enable them to successfully cover the required course material.

**Recommendations:**

The committee voted to approve the hours, however, the proposal will need to be forwarded to all campus Associate Deans for their approvals and the Deans forward the proposal to the 'appropriate faculty' for their review. The approvals will be sent to the presenter who will forward to the CurrComm email address. The Vice President of Academic Affairs and the Committee Chair will receive a copy of the approvals, review and add their signatures to the Articulation form thereby finalizing the proposal approval process.

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**Presenter #4:** Michael Fenick, Faculty, *Business Administration, Central*

Michael returned for a '*Second Read*' on:

**New Courses:**

- FSS2251 Food & Beverage Management,
- FSS1203C Quantity of Food Production,
- FSS1246C Baking & Pastries I,
- FSS2204C Quantity of Food Production II,
- FSS2247C Baking & Pastries II,
- FSS2248C Garde Manger,
- FSS2205C Quantity of Food Production III

**New Program:** Culinary Arts Management, (A.S., xxxx)

**Discussion:**

The Culinary Arts Management, A.S. degree program, will offer graduate students from various technical centers; Culinary Arts programs, the opportunity to pursue an Associate's degree at Broward College.

**Summary of Proposal:**

The Culinary Arts Management, A.S. degree will combine the practical application of food preparation, sanitation safety, food production with a foundation of management and business concepts. Meetings have taken place between members of the Broward Technical Centers, Broward College Career and Technical Education,, and the Business Administration Department to create this degree and the newly required courses.

**Rationale for Proposal:**

The degree will fill a gap in the currently available A.S. programs at the College for applied technical skills in food preparation, safety, sanitation, banking, and catering management. This program will help graduates from the Culinary Arts program at the technical centers to pursue an Associate's Degree at Broward College. The creation of this degree and courses will allow transfer credit to be provided at Broward College for the knowledge, skills, and abilities gained at the technical centers. This is an extension of the idea of a traditional articulation agreement which will help many students to pursue an Associate's Degree at Broward College.

**Recommendations:**

Motion was made, seconded and unanimously approved all new courses and programs.

**Presenter #5:** Michelle Marshall, Faculty, *Office Systems Technology, North*

Michelle returned for a '*Second Read*' on:

**Course Revisions: Inactivate**

- OFT0010, Office Skills Training I
- OFT0011, Office Skills Training II
- OST1113, Intermediate Keyboarding
- OST1114, Intermediate Keyboarding - 5

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**Course Revisions: Inactivate (cont'd)**

OST1115, Intermediate Keyboarding - 6  
OTA0001, Office Support I  
OTA0002, Office Support II  
OTA0312, Office Communications I  
OTA0313, Office Communications II  
OTA0323, Office Communications III  
OTA0612, Medical Secretarial I  
OTA0613, Medical Secretarial II  
OTA0614, Medical Secretarial III  
OTA0940, Office Supervision I  
OTA0948, Office Supervision II  
OTA0949, Office Supervision III  
OTA0475, Legal Aspects of Business  
OTA0476, Legal Office I  
OTA0477, Legal Office II  
OTA0478, Legal Office III  
OCA0450, Spreadsheet and Database Application  
OCA0451, Spreadsheet and Database Applications II  
MKA0043C, Customer Assistance I  
MKA0047C, Customer Service Rep

**Program Revisions:**

**VC, 5280, Medical Administrative Spec.,**  
**VC, 5295, Legal Administrative Spec.,**  
**VTC, 5298, Customer Assistance Tech.,**  
**VC, 5297, Administrative Assistant**

**Course Revisions:**

**OST2431, Legal Office Techniques I**  
**OST2432, Legal Office Techniques II**  
**OST1110, Keyboarding & Document Processing I**

**Summary of Proposal:**

4 PSAV Programs and courses associated with those programs are being made inactive.  
Revising 3 OST courses in remaining OST programs.

**Rational of Proposal:**

4 PSAV programs are being made inactive due to low student enrollment and no business/industry demand for the program.  
Revising courses that reflect the change in office technologies and implementation of new books.

**Recommendations:**

Motion was made, seconded and unanimously approved all new courses and programs.

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**VI. New Business**

**Presenter #1: Denise St. Patrick Bell, Director, Title V Co-Op Grant, *South***  
Denise will return for a '**Second Read**' on:

**Baccalaureate Degree: Teacher Education Program.-Middle Grades (5-9) Science**

**New Courses: Middle Science**

PCB 4043, Ecology  
CHM 3047, Survey of General Chemistry  
CHM 3047L, Survey of General Chemistry Lab  
PHY 3023, General Physics Survey  
PHY3023L, General Physics Survey Lab  
SCE 3320, Integrative Teaching Methods In Middle Grades Science  
SCE 4945, Student Teaching in Science

**New program:**

Teacher Education Degree: Middle Grades Science, (B.S., xxxx), \$ 400

**Baccalaureate Degree: Teacher Education Program.- Secondary Grades (6-12) Science**

**New Courses: Secondary**

PCB 4043, Ecology  
SCE 4945, Student Teaching in Science  
PCB 4273, Comparative Vertebrate Morphology and Physiology  
PCB 4273L, Comparative Vertebrate Morphology and Physiology Lab  
MCB 3020, General Physics Survey  
MCB 3020L, General Physics Survey Lab  
CHM 3205, Organic and Biochemistry  
CHM 3205L, Organic and Biochemistry Lab  
PCB 3063, Genetics

**New program:**

Teacher Education Degree: Secondary Grades Science, (B.S., xxxx), S 500

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**Presenter #2: Lisa Tunks, Associate Professor, Science and Wellness, North**

**Course Revision:**

**PEM1116, Slimnastics to Functional Wellness**

**Discussion:**

The course title revision is intended to convey a more appropriate and relevant course description. The course title revision (listed as *Slimnastics*) was recommended to and approved by the Board on February 24, 2009. The course title should have been listed as *Functional Wellness* which aligns with current trends in the Wellness industry. *Functional Wellness* needs to be published in the 20093 catalog, therefore, Lisa requested, at the meeting, **Waive of First Read**. Motion was made, seconded, and unanimously approved the **Request Waive of First Read**. Motion was made, seconded, and unanimously approved the title revision.

**Presenter #3: Jacqueline Stawicki, Associate Dean, Radiation, North**

Jacqueline will return for a **'Second Read'** on:

**Course Revisions:**

**New Course:** RAT2248, Radiation Oncology Sectional Anatomy

**Course Revision:** RAT2834, Clinical Education III

**Program Revisions:** Radiation Therapy, A.S., 2159 (77 credits)  
Radiation Therapy Specialist, T.C., 6228 (44 credits)

**Discussion:**

We are changing the credits, and contact hours for RAT2834, Clinical Education III, and creating a new course, RAT2248, Clinical Education III. These changes and addition are in compliance with state mandated levels.

**Recommendations:**

None

**Presenter #4: Jan Shakespeare, Associate Dean, Aviation, South**

**Course Revisions:**

**Air Traffic Control Program**

**Special Fees: (ATC)**

Lab Hours: (24): ATT2821C, Radar Procedures (**Fee Type L**, (Amt. 140.00))  
AT2824C, Enroute Operations (**Fee Type L**, (Amt. 140.00))  
ATT2822C, Tower Operations (**Fee Type L**, (Amt. 210.00))  
Lab Hours: (16): ATT2826, Capstone Project (**Fee Type L**, (Amt. 280.00))

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**Program Revision:** Air Traffic Control, A.S., A039

**Discussion:**

Broward College received FAA approval to offer Air Traffic Control curriculum, locally and nationally. The special fees for lab hours, are needed for part-time lab personnel who will be employed to assist in the lab as students perform assignments and hands-on simulator equipment exercises.

**Presenter #5: John Kaufman, Assistant Prof., Visual/Performing Arts, Central**

John will return for a **'Second Read'** on:

**Course Revisions:**

ART1201C, Two Dimensional Design  
ART1300C, Drawing I  
ART1301C, Drawing II  
ART2540C, Watercolor  
GRA2191C, Graphic Design II  
PGY2806C, Digital Photography

**New Courses: Special Topics**

ART2934C, Computer Art  
ART2931C, Drawing  
ART2933C, Sculpture  
ART2935C, Computer Art  
PGY2931C, Drawing  
GRA2930C, Graphic Design  
ARH2930, Art History

**Program Revisions:**

Art, 1003  
Art History, 1095  
Art Teacher Education, 1096  
Graphic Design, 1060

**Program Deletion:**

Studio/Fine Art, 1124

**Discussion:**

The proposed *course revisions* are part of the 5 Year Course Review; courses with 20% or greater course outline revisions. The proposed *special topics* courses will provide availability to media and academic areas. Students currently taking these classes and specific students, will benefit from these courses. Program sheet revisions and deletions, Art 1003, Art History 1095, Graphic Design

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1060 and Art Teacher Education 1096 will be revised to reflect the course changes. Program sheet Studio/Fine Art 1124, marked for deletion, is a duplicate program of Art 1003.

**Presenter #6: Susan Edelstein, Associate Dean, Sonography, Central**

Susan will return for a **'Second Read'** on:

**New Course:** SON1003L, Fundamentals of Sonography Lab

**Course Revisions:** SON1824, Clinic 'C'  
SON1834, Clinic 'D'  
SON1844, Clinic 'E'

**Program Revisions:** Diagnostic Medical Sonography Technology, (Ultrasound), A.S., 2176  
General Sonography Specialist (Ultrasound), T.C., 6230

**Discussion:**

We are proposing to revise credits from 4 to 3 in course SON1824, Clinic 'C'. The revision leaves credit hour that was used to create new course, SON1003L, Fundamentals of Sonography Lab. Revisions to clinical hours in SON2834, Clinic 'D' and SON2844, Clinic 'E', will meet the students needs in contact hours. The program sheets will reflect these changes.

**Presenter #7 Mary Rousseau: Associate Dean, Office Systems Technology, South**

Mary will return for a **'Second Read'** on:

**New Course:** OST1257C, Medical Terminology for the Medical Administrative Assistant

**Course Revisions:** OST2452, Medical Billing and Coding I  
OST2453, Medical Billing and Coding II  
APB2801, Office Computerized Accounting Applications

**Course Prefix Revision:** DIG2500C, Authoring I

**Program Revisions:** Medical Office Specialization, A.S., A022,  
Medical Office Management, T.C., 6281,  
Digital Media/Multimedia Production, T.C., 6287,  
Digital Media/Multimedia Technology, AAS, A018

**Discussion:**

Changing the course ID (DIG) will offer students a more uniform structure in their selected major. Programs of Study will reflect the new course and course revisions. The program sheets will reflect the course revisions.

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**Recommendations:**

Mary will return for a '*Second Read*' with suggested PCI's for deletions, clarification DIG 'C', Special Fee forms.

**Presenter #8: Loretta Scherperl:** Associate Dean, Visual/Performing Arts, *Central*

**New Courses:**

MUN1712, Combo Lab  
MVB1011, Pre-Principal Trumpet  
MVB1012, Pre-Principal French Horn  
MVB1013, Pre-Principal Trombone  
MVB1014, Pre-Principal Baritone Horn (Euphonium)  
MVB1015, Pre-Principal Tuba  
MVJ1010, Pre-Principal Jazz Piano  
MVJ1011, Pre-Principal Jazz Voice  
MVJ1013, Pre-Principal Jazz Guitar  
MVJ1014, Pre-Principal Electric Bass  
MVJ1019, Pre-Principal Jazz Percussion  
MVJ1219, Jazz Percussion  
MVJ2229, Jazz Percussion  
MVJ1319, Principal Jazz Percussion I  
MVJ2329, Principal Jazz Percussion II  
MVK1013, Pre-Principal Organ  
MVP1011, Basic Percussion  
MVS1011, Pre-Principal violin  
MVS1012, Pre-Principal Viola  
MVS1013, Pre-Principal Cello  
MVS1014, Pre-Principal String Bass  
MVS1015, Pre-Principal Harp  
MVS1016, Pre-Principal Classical Guitar  
MVW1011, Pre-Principal Flue  
MVW1012, Pre-Principal Oboe  
MVW1013, Pre-Principal Clarinet  
MVW1014, Pre-Principal Bassoon  
MVW1015, Pre-Principal Saxophone

**Course Revisions:**

MVK1011, Basic Piano  
MVP1011, Basic Percussion  
MVV1011, Basic Voice

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**Course Deletions:**

**MVB1110, Basic Techniques**  
MVS1110, Pre-Principal Violin  
MVW1110, String Techniques

**Program Deletions:**

Music History and Literature, A.A, 1139  
Music Performance, A.A, 1140

**Discussion:**

Loretta will return for a *'Second Read'* in April.

Broward College's Jazz program received extensive review this year. The results indicated that three courses needed title changes, three courses and two music programs to be deleted. Twenty-six new courses in applied music are being introduced in accordance with the State wide Course Numbering System. Proposed course ,(MUN1712) is needed to add an ensemble to Broward College's 'expanding' jazz program

**Recommendations:**

Loretta will return for a *'Second Read'* in April.

**VII. Reports/Announcements**

It was suggested that an Ad Hoc committee be formed to review the Curriculum Proposal Procedures and Guidelines. The committee will review guidelines and rewrite procedures to better assist the faculty, administration and staff with a better understanding of implementing a proposal.

Chair Hefferin will forward an email to the Curriculum Committee to invite them to sit on the committee. Dr. Scherer, VPAA, suggested that the initial 'working' meeting be scheduled as soon as possible.

**VIII.** With no further business, the meeting adjourned at 4:45 p.m.

**The next Curriculum Committee meeting is scheduled as follows:**

South Campus  
Building 71/ Room 101  
April 20, 2009



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Respectively submitted: Barbara Piscitelli  
April 6, 2009