

Curriculum Minutes for
Monday, April 20 2009
South Campus: Building 71, Room 101

Members Present

Deborah Hefferin, Chair; Michelle Apps, Chris Casper, Russell Dunn, Linda Fields, Ed Key, Greg Lindeblom, Debbie Martin, Lisa Rubin, Jan Shakespeare, Leo Stitsky, and Peggy Turcotte

Members Absent

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

Ex-Officio's Present

Willie Alexander , Peter Battaglia, Monica Ramirez-de Arellano, and Judith Scherer

Visitor's Present

Donnie Blalack, Susan Edelstein, Greg Ferenchak, Gino Galli, Karen Hoban, Michelle Marshall, Mary Rousseau, Denise St. Patrick Bell, Mary Rousseau, Loretta Scherperel, and Jacqueline Stawicki

I. Call to Order,

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

II. Approval of the April 20, 2009 Agenda

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

III. Approval of the March 30, 2009 Minutes

Loretta Scherperel:

1. *Corrections:* to the minutes -DAA2220, *Pointe I* and DAA2610, *Dance Composition* were left off the minutes as approved.
2. *Delete:* MVP1011, *Basic Percussion*, from New Courses. It is correctly listed under Course revisions MVP1011
3. *Course Deletions :* titles should read, MVP1110, *Brass Techniques*, MVS1110, *String Techniques*, and MVW1110 *Woodland Techniques*
4. *Discussion:* The program that received extensive review is: *Applied Music*

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

IV. FYI Business (non-voting presentation)

Presenter #1: [Janine Chidsey](#), Associate Dean, Criminal Justice Department, Central

Janine returned for a ***Third Read:***

Recommendations:

The proposal returned to read: Delete: CJK0081, *Traffic Stops* and propose, (CJK0082), *Traffic Stops*, and (CJK0083), *DUI Traffic Stops*, two new courses. Credit revisions to proposed program sheets; *Broward County Police Academy*, Certificate, 5269 and *CMS Law Enforcement Officer-Crossover from Correctional Officer*, 5278.

Committee action is not necessary for state mandated changes, therefore no action was taken by the Curriculum Committee.

Curriculum Minutes for
Monday, April 20 2009
South Campus: Building 71, Room 101

VI. Old Business

Presenter #1: Angie Matthews, Faculty, Math, Central

The proposal returned for a *'Third Read'*; review of received signature approvals (forwarded to the currcomm email address), from all campus Associate Deans and appropriate faculty as stated in the below Recommendation section.

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:

Addressed at the March 30, 2009 Curriculum Committee meeting:

The committee voted to approve the proposal, 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.

Action taken at the April 20, 2009 Curriculum Committee meeting:

Motion was made, seconded and unanimously approved; course revision for MAC2313.

Curriculum Minutes for
Monday, April 20 2009
South Campus: Building 71, Room 101

The correct procedure was fulfilled, therefore, the protocol has been set. The Vice President of Academic Affairs and the Committee Chair reviewed the approvals; adding their signatures to the Articulation form at the adjournment of the meeting; finalizing the proposal approval process for MAC2313, Calculus; course revision.

Presenter 2: Donnie Blalack, Associate Dean, Aviation Maintenance Technology, South

Donnie returned for a *'Third Read'* on:

New Program:

A.S., xxxx, Aviation Management Maintenance

Discussion: Donnie returned with a revised Program Rationale reflecting a 4-year college level math courses. "I am currently working with Larry Wummer, Broward College, CPA to review our fees".

At this point, the special fees will remain the same as the Applied Associate of Science.

Summary of Proposal:

Broward College currently offers an Aviation Maintenance Management Associate in Applied Science degree major code A005. Aviation would also like to offer an Aviation Maintenance Management Associate in Science degree by increasing the level of the Area 4 requirements for Mathematics / Natural Science 3 credit requirement to require successful completion of MAC1105 College Algebra.

Rationale for Proposal:

Industry requires a higher level of math from our students since the technology is becoming more advanced. We are very interested in encouraging our students to further their education and career in two directions:

- **Prepare for the add-on certificate of Avionics once they complete the AMM program.**
- **Enroll in the new B.A.S. degree in Management and Supervision that will be offered at the College in the near future.**

The difference between the A.A.S. and proposed A.S. degree for the Aviation Maintenance Management (AMM) program is the level of math required.

- **The MAC1105 College Algebra course, required for the A.S. degree, is also transferrable to a bachelor's degree program.**
- **The BAS in Management and Supervision will require completion of MAT1105 or higher.**

Recommendations:

Motion was made, seconded and unanimously approved

Curriculum Minutes for
Monday, April 20 2009
South Campus: Building 71, Room 101

Presenter #3: Denise St. Patrick Bell, Interim Dean, Teacher Education, South Baccalaureate Degree, Teacher Education Program: Middle Grades (5-9) and Secondary Grades (6-12) – Science

Denise returned for a ***Second Read*** on:

- A. Baccalaureate Degree, Teacher Education, Middle Science
 - a. New Middle Science Courses:
 - PCB4043, Ecology
 - CHM3047, Survey of General Chemistry
 - CHM3047L, Survey of General Chemistry Lab
 - PHY3023, General Physics Survey
 - PHY3023L, General Physics Survey Lab
 - PHY4xxx, Weather and Climate
 - SCE3320, Integrative Teaching Methods In Middle Grades Science
 - SCE3943, Interactive Projects
 - SCE3941, Teaching Middle School and Secondary Science Practicum
 - SCE4945, Student Teaching in Science
 - b. New Program
 - Teacher Education Degree: Middle Grades Science, (B.S., xxxx), \$200

Proposal Summary:

The purpose of this proposal is to introduce the proposed course of study for the new Baccalaureate Degree in Middle Grades Science Education into the Broward College Programs of Study. A total of 10 new courses are being proposed for this degree. Middle Grades Science Ed students must also take the 8 CORE Teacher Education courses, and complete 22 science credits at the lower division level. (including the 7 credits for GENED).

Proposal Rationale:

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 and the subject matter.

- B. Baccalaureate Degree, Teacher Education, Secondary Biology
 - a. New Secondary Courses: Biology
 - PCB4043, Ecology
 - SCE4945, Student teaching in Science
 - PCB4273, Comparative Vertebrate Morphology and Physiology
 - PCB4273L, Comparative Vertebrate Morphology and Physiology Lab
 - MCB3020, General Physics Survey
 - MCB3020L, General Physics Survey Lab
 - CHM3205, Organic and Biochemistry

Curriculum Minutes for

Monday, April 20 2009

South Campus: Building 71, Room 101

CHM3205L, Organic and Biochemistry Lab

PCB3063, Genetics

SCE3941, Teaching Middle School and Secondary Science Practicum

SCE4330, Methods and Strategies of Teaching Biological Science

b. New Program

Teacher Education Degree: Secondary Grades Science, (B.S., xxxx), \$300

Discussion:

Denise stated that all revisions had been made and that she was working with Barbara Piscitelli to attain from the state a number for the new course, *Weather and Climate*, ESC4999.

It was suggested that the prefix be changes to ESC, Earth Science therefore, the state will receive this change as well. We will wait for the state to confirm the prefix and number.

Proposal Summary:

The purpose of this proposal is to introduce the proposed course of study for the new Baccalaureate Degree in Secondary Biology into the Broward College Programs of Study. A total of 11 new courses are being proposed for this degree. Secondary Biology Ed students must also take the 8 CORE Teacher Education courses, and complete 19 science credits at the lower division level. (including the 7 credits for GENED). Two courses are still in development and is requested to be presented in the April Meeting under old business. (SCE 4330, SCE 3941)

Proposal Rationale

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 and the subject matter.

Recommendations:

Motion was made, seconded and unanimously approved the Baccalaureate Middle Science proposal. The Middle Science program will have a course prefix change from PHY4xxx to ESC4999, *Weather and Climate*; the state will provide the number.

Motion was made, seconded and unanimously approved the Baccalaureate Secondary Biology proposal.

Presenter #5: Jacqueline Stawicki, Associate Dean, Radiation, North

Jacqueline returned 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)

Curriculum Minutes for
Monday, April 20 2009
South Campus: Building 71, Room 101

Discussion:

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

Proposal Summary:

The Course RAT 2834(clinical education) is currently listed as 5 credits and 512 contact hours. The ratio of credits to contact hours in the clinical courses in the radiation therapy program is 1:128. The course RAT 2834 needs to be corrected. The reduction in credits releases 2 credits which will be dedicated to the creation of a new course RAT 2248 (Radiation Oncology Sectional Anatomy)

Proposal Rationale:

Correction of the credit to contact hour ratio needs to occur for the clinical course RAT 2834 to be in line with the other clinical courses in the radiation therapy program which use 1:128 ratio. Since the radiation therapy program levels at 7 credits for the AS degree and 43 credits for the Certificate, the creation of the new course maintains all state mandated levels.

Recommendations:

Motion was made, seconded and unanimously approved the contact hours and credit changes for RAT2834, *Clinical Education III* and the creation of a new course, RAT2248, *Radiation Oncology Sectional Anatomy* aligning the courses with the state mandated levels.

Presenter #6: Jan Shakespeare, Associate Dean, Aviation, South

A discussion at the March 30, 2009 meeting reflected that there was ‘no-clear’ policy procedure involving ‘fees’ other than the Special Fee form. Dr. Scherer and several committee members stated that there was no need for the proposal to return for a second read.

Presenter #7: Leo Stitsky, Associate Professor, Visual/Performing Arts, Central for John Kaufman, Assistant Prof. Visual/Performing Arts, Central

The proposal returned 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

Curriculum Minutes for
Monday, April 20 2009
South Campus: Building 71, Room 101

Proposal Summary:

Proposed course revisions are part of the five-year review. The included courses have more than 20% changes that are to improve clarity of the outlines and make needed additions. Attempts are made to incorporate more assessment into the outlines. It is requested that PGY2806C (Digital Photography) be changed from 4 to 3 credits.

Proposal Rational:

The Visual Arts Department has not done five-year reviews for several years. The courses need revising to meet the needs of the students and to make outcome assessments more regular. Outcomes in these courses were also considered regarding transfer to other schools. PGY2806C,

Not part of five-year review, should be changed from 4 to 3 credits to correspond to other courses in the department (when this course was created, it was thought that all department courses would become 4 credits and that is why it was assigned 4 credits). This credit change should not affect transferability and will save our students tuition expenses.

New Courses: Special Topics

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

Proposal Summary:

Special Topics courses are a needed addition to visual arts programs. The proposed courses include six studio courses and one art history course. They will make the special topics format available to all media and academic areas within the department.

Proposal Rationale:

Special Topic courses will benefit current and specific student interests or needs as determined by the faculty or department. The ability to offer such courses will give the department flexibility and a depth of subject matter currently not available. Course fees follow other studio course fees in the same medium (see special fee forms).

Program Revisions:

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

Program Deletion:

1124, Studio/Fine Art, A.A.

Curriculum Minutes for
Monday, April 20 2009
South Campus: Building 71, Room 101

Proposal Summary:

Program sheets for Art (1003), Graphic Design (1060), Art History (1095) and Art Teacher Education are to be updated. Studio/Fine Art (1124) is to be deleted.

Proposal Rationale:

Program sheets for the Visual Arts have not been updated for more than a decade. The current sheets are incorrect. Updates are required so our students and counselors know the required and recommended courses for each major so that students can more easily and efficiently transfer to four-year institutions without wasting their time or resources. Indications of degree-granting state institutions available to our students also need to be updated. Studio/Fine Art (1124) is a duplicate program that repeats Art (1003). It was instituted decades ago for a curricular reason that has been lost and its presence is confusing to students, counselors and perhaps to institutions accepting our students as transfers.

Discussion:

This proposal is an effort to clean up programs and courses which will better serve our students. The proposed course revisions are part of the 5 Year Course Review and courses with 20% or greater course outline revisions. The proposed special topics courses will provide availability to media and academic areas. Current and specific students will benefit from these courses. Program sheets 1003, *Art*; 1095, *Art History*; 1060, *Graphic Design*, 1096: *Art Teacher Education* will be revised to reflect the course changes. Program sheet 1124, *Studio/Fine Art* is a duplicate program of 1003, *Art* therefore, marked for deletion.

Recommendations:

Motion was made, seconded and unanimously approved.

Presenter #8: Susan Edelstein, Associate Dean, *Sonography*, Central
Karen Hoban, Instructor, *Physical Therapy/Occup. Therapy*, North

Susan returned 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

Curriculum Minutes for

Monday, April 20 2009

South Campus: Building 71, Room 101

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.

Proposal Summary:

Revision in credits assigned to SON 1824, correction of clinical hours in courses SON 2834 and SON 2844 as offered in the Diagnostic Medical Sonography program. The revision in credits results in the release of one credit which will be developed into a lab course for the program. The course description for SON 1824 has also been revised.

Proposal Rationale:

The credits assigned to the clinical course SON1824C (Clinic C) in the Diagnostic Medical Sonography program need to be adjusted from 4 credits to 3 credits as the course contact hours are only 384. Using the ratio of 1 credit to 128 contact hours, the course should be 3 credits only.

The actual contact hours that students attend the clinical rotations in courses SON1834 (Clinic D) and SON2844 (Clinic E) must be corrected so that they too follow the one credit to 128 contact hours that the other clinical courses in the program follow. Students attend these two clinical rotations for 384 hours; the PCI and therefore, the catalog descriptions for these two courses need to be corrected.

In making these revisions, one credit becomes available to create a new SON course entitled SON1003L (Fundamentals of Sonography Lab) so that the total mandated course credits remain for the certificate program at 42 and for the AS degree program at 72.

The course description for SON1824 has been revised to better reflect the intent of the course. These revisions/corrections are necessary as the program prepares for its accreditation visit in 2010.

Recommendations:

Motion was made, seconded and unanimously approved credit revisions to SON1824, *Clinic 'C'*, SON2834, *Clinic 'D'*, SON28344, *Clinic 'E'* and new course SON1003, *Fundamentals of Sonography Lab*.

Presenter #9: Mary Rousseau, Associate Dean, Office Systems Technology, South

Mary returned 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*

APB2450C, *Office Computerized Accounting Applications*

Course Prefix Revision:

DIG2500C, *Authoring I*

Curriculum Minutes for
Monday, April 20 2009
South Campus: Building 71, Room 101

Program Revisions:

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

Discussion:

Mary stated that the proposal was the old version and not the new resubmitted proposal. She recognized the issue and was prepared to hand out copies of the correct version. The course prefix to (DIG) will offer students a more uniform structure in their selected major. The programs will reflect the new course and course revisions.

Lisa questioned if the deleted courses were correctly taken off the programs.

Summary Program:

To change the Prefix and number of the CGS2871C course to a digital/multimedia designation.

Program Rationale:

To comply with the statewide numbering system for digitalmedia/multimedia courses. Course outlines utilizing the DIG prefix will provide more relevant objectives to the major, and create a more uniform structure for the program.

Recommendations:

Mary returned with suggested PCI's for deletions, clarification for DIG 'C', and Special Fee forms. She handed out the corrected version of the proposal. Barbara will review the submitted 'resent' proposal, and make the necessary corrections to the agenda (4/20/09).

Motion was made, seconded, and unanimously approved

Presenter #10: Loretta Scherperl, Associate Dean, Visual/Performing Arts, Central

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

New Courses:

DAA2220, Pointe I
DAA2620, Dance Composition

New Music 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

Curriculum Minutes for
Monday, April 20 2009
South Campus: Building 71, Room 101

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
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:

MJK1011, Basic Piano
MVP1011, Basic Percussion
MVV1011, Basic Voice

Course Deletions:

MVB1110, Brass Techniques
MVS1110, String Techniques
MVW1110, Woodwind Techniques

Program Deletions:

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

Discussion:

We have completed a major housekeeping project to better enable our students to succeed.

Summary of Proposal:

New Music Courses: The proposed 26 new applied music courses, 3 applied-music courses with title changes, and 3 applied-music course deletions are part of the process of improving and correcting the college's applied music course numbers according to the state common course numbering system. The proposed MUN1712 course is needed to add an ensemble to our expanding jazz program.

Deletion of Two Music Programs: The music faculty recommended deletion of two music programs (#1139 – Music History and Literature and #1140 – Music Performance).

Curriculum Minutes for

Monday, April 20 2009
South Campus: Building 71, Room 101

Program Rationale:

New Music Courses: The last extensive review of the college's applied music course numbers was in 1990; several of the course numbers in use now are incorrect and need to be deleted. The current course numbers for pre-college-level applied music study are not instrument specific which creates a problem on the student's transcripts; for example, the current generic course number might indicate that the student studied a string instrument, but there is no indication of exactly which string instrument. The new courses proposed are instrument specific. This will assist the university in evaluating the student's university prerequisites in applied music. Also included are new course numbers at all skill levels for jazz percussion; these were never added to the college's course dictionary. The proposed MUN1712 course is needed to add an ensemble to our expanding jazz program.

Deletion of two music programs: The proposed deletion of two music programs (#1139 – Music History and Literature and #1140 – Music Performance) will eliminate confusion for the music major and will more correctly identify what our music curriculum is. The 24 credits of university prerequisites for all four current music programs (#1139, #1140, #1037, and #1038) are exactly the same. Having specialized titles for music programs, as in #1139 and #1140, implies to the student that the college offers specific courses in those areas which will help the student transfer; students have noted to the music program coordinator that they perceive the listing of these two programs as “false advertising”. The music department faculty note that these two programs, #1139 and #1140, are duplications and think that they are left-over programs from when the A. A. degrees for music had more than 60 credit hours. The deletion of #1139 and #1140 will leave the college with two music programs of study: #1037 Music and #1038 Music Education. Students currently in #1139 and #1140 will be transferred to #1037 (Music). This transfer would have no affect on their music curriculum.

Recommendations:

Motion was made, seconded, and unanimously approved the Music proposal.

VII. Reports/Announcements

A) Chair Deborah Hefferin requested the volunteers for the Ad Hoc committee, who will begin a review of the Curriculum Proposal Procedures and Guidelines, meet after the adjournment of the Curriculum Committee meeting. The committee will review the Procedure Manual preparing suggestions for the, soon to be hired, District Director of Academic Affairs, Curriculum.

B) Chair Hefferin gave the Committee members accolades for their dedication and hard work during the 2008-2009 Curriculum Committee meetings. Dr. Scherer and members expressed their gratitude to Deb Hefferin for her leadership and Barbara Piscitelli for her continued support of the Committee and Curriculum Services while the department is in transition.

VIII. With no further business, the meeting adjourned at 3:25 p.m.

The next Curriculum Committee meeting is scheduled as follows:
South Campus - South 71/101
September 21, 2009 – 2:30p.m – 4:30p.m.
Proposal Deadline: Monday - August 31, 2009

Curriculum Minutes for
Monday, April 20 2009
South Campus: Building 71, Room 101