

## Curriculum Minutes for

Monday, March 15, 2010

North Campus: Building 46, Room 152

### **Members Present**

Deborah Hefferin, Chair; Michelle Apps, Linda Fields, Ed Key, Greg Lindeblom Debbie Martin, Rick McCawley, Jeffrey Nasse, Leo Stitsky, Judi Tidwell, Peggy Turcotte, Julia Vattiato and Linda Washington-Brown

### **Members Absent**

Reynaldo Acurio, Michael Harvey, Scott Mayberry, Lisa Rubin, Jan Shakespeare; and Kristine Broderick, *(student)*

### **Ex-Officio's Present**

Russell Adkins, Willie Alexander, Kevin Keating and Avis Proctor

### **Visitor's Present**

**South:** Douglas Daza-Quintero, Jose Macia, Mary Rousseau, Lynn Slossberg and Julia Vattiato

**North:** Carlton Anglin, Barbara Bryan, Fred Fiducia, Donat Forrest, Tai Houser, Lloyd Holness, Richard Louis, Michele Marshall, John Oshodi, Monica Ramirez, Jerry Schwartz, and Philip Ventura

**Central:** Joyce Abraham, Felicidad Archila, Sherry Cox, Brian Faris, Michael Fenick , Kathy Jackson, Mariah Johnson, Lani Kempner, Michelle Levine, Scott Miller, William Minervini, Roy Pocknee, Yvonne Simone and Fernando Ulibarri

**WHC:** Martin McClinton, Claudio Noriega and Karen S. Williams

**MATC:** Daniel Jones, (Miramar Automotive and Training Center)

- I. Chair Hefferin called the meeting to order at 2:30 p.m.
- II. Motion was made, seconded and unanimously approved the March 15, 2010 agenda
- III. Motion was made and seconded to approve the February 15, 2010 minutes as read

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### IV. FYI Business

1. **Jose Macia**, *Associate Dean*, South campus

**Douglas Daza-Quintero**, *Coordinator, Bridging the Gap*, South campus

Jose introduced Douglas stating Broward College was awarded a Blue Cross/Blue Shield grant for the fall and winter months of 2010-2011 for **'pilot'** courses: EAP 0381.

The combined courses will cover: reading, writing, listening, and speaking skills to better prepare a select cohort of Broward College students for college success. The requirement for the targeted Hispanic group: a health occupation degree from their native country. Future proposals will be considered after reviewing student success and administering the Level of English Proficiency Test (LOEP)

### New Courses

1. EAP0381C, ***Combined Skills III*** (6 credits)

An intermediate level combined skills course for speakers of other languages designed principally to guide students to the mastery of grammar/writing, reading and listening/speaking for those pursuing PSAV programs in the health field. The requirement to move to the next level (EAP 0481) is a C or higher. With a D or F, a student must repeat EAP381.

2. EAP0481C, ***Combined Skills IV*** (6 credits)

A high-intermediate level combined skills course for speakers of other languages designed principally to guide students to the mastery of grammar/writing, reading and listening/speaking for those pursuing PSAV programs in the health field.

### Summary of Proposal:

The purpose of this proposal is to offer two combined skills EAP courses as a pilot. The pilot courses were developed from the existing course outlines and cover reading, writing, listening, and speaking skills. Thus, the course design is established on academically sound principles as reflected in the existing course outlines. The purpose of piloting these two combined skills courses is to provide a select cohort of students the opportunity to gain the academic skills in English essential for academic

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success in their college studies. In the case of this pilot, the selected cohort will be limited English proficient students who have previously earned a degree in health

occupations from their native countries. For the pilot, the selected cohort of students will have placed at the intermediate or high-intermediate ESL levels and will be enrolled in selected health occupations programs.

### **Rationale of Proposal:**

Although our current EAP program at BC addresses the second language needs essential to prepare ESL (English as a Second Language) students for college studies, BC does not currently offer ESL combined skills courses as part of a fast track model. The proposed pilot courses will offer an innovative, alternative model, that can provide academically prepared ESL students with the second language skills they need for college success: bridging the gap for these students. Furthermore, the learning community environment will support student learning. The activities of the EAP course will reinforce the vocabulary and skills needed to succeed in the health occupations program. The students recruited will be screened to assure that they have already earned a degree from their native countries in one of the health fields. Thus, the students eligible for this pilot already have the academic skills foundation in their native language, which is important for the transfer of those skills in English. The students will also be administered the Level of English Proficiency Test (LOEP) to target the intermediate to high-intermediate language proficiency, which is appropriate for levels three and four of ESL. This proposal is to offer the pilot courses (EAP0381 and EAP0481) once each in the fall and winter (2010-2011). Student success data will be gathered and reviewed in considering future proposals for fast-track models targeting ESL students.

### 2. **Dr. Martin McClinton**, District Director, *Curriculum Services*, W H C

Martin apprized the committee of the on-going process of combining program sheets. Example: ***Office Administration, AAS (A021)***, was prepared with **Core** courses list four A.A.S. degree selections on the program sheet: ***Legal Office Specialization, Medical Office Specialization, Office Management Specialization, and Office Software***

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**Applications Specialization courses.** The **Aligning Project** will better serve the college community and students.

Please see inserted **Combined Program (between pages 3 and 4)**

3. **Deborah Hefferin**, Chair, Curriculum Committee

Deb announced the '**pilot report**', currently scheduled to be heard in

**VII. Report/Announcements**-is being moved to **V. Old Business, Item 7**; delivery by Professor Leo Stitsky

### V. Old Business

1. **Dr. Monica Ramirez**, Dean, *BAS Program*, North

Monica returned for a '**Second Read**' on the **Baccalaureate of A.S. degree in Technology Management**. Six new (3 credit) proposed *Information Systems Management (ISM)* courses; part of this degree program, however, there is a total of thirteen courses.

#### **New Courses**

ISM3013, *Introduction to Information Systems Management*

ISM3320, *Information Systems Control*

ISM3432, *Applied Quality Assurance Methodology*

ISM4315, *Applied Project Management*

ISM4382, *Global Information Systems*

MAN4572, *Procurement Management*

#### **New Program**

**T200**, *Bachelor of Applied Science Degree in Technology Management*

#### **Summary of Proposal**

The purpose of this proposal is to introduce the new *Baccalaureate Degree in Technology Management* into the Broward College Programs of Study. The *Bachelor of Applied Science Degree in Technology Management* provides individuals who hold an Associate in Science (A.S.) or Associate in Applied Science (A.A.S.) degree the opportunity to further

# Office Administration AAS (A021)

*Legal Office Specialization Associate of Applied Science*  
*Medical Office Specialization Associate of Applied Science*  
*Office Management Specialization Associate of Applied Science*  
*Office Software Applications Specialization Associate of Applied Science*

## Program Description

The Office Administration Associate in Applied Science Degree emphasizes competencies used by various office support personnel. Students will have the opportunity to develop expert skills in keyboarding, software applications, business ethics and communications, and office management. Students may choose a specific career path in either Legal, Medical, Office Support, or Office Management. This program is currently offered at the South and North campuses.

Technical Certificates that may lead to an Office Administration AAS degree are: Office Management Technical Certificate (6237); Medical Office Management Technical Certificate (6281); Office Specialist Technical Certificate (6280); and Office Support Technical Certificate (6279). (See catalog or program sheet for more information.)

### General Education Requirements:

*ENC 1101	Composition I	3
PSY 2012	General Psychology	3
Elective	Math or Science	3
Elective	Humanities/Fine Arts	3

**Total General Education Credits: 12**

### Program Core Requirements:

**CGS 1060C	Computer and Internet Literacy	3
OST 1100L	Keyboarding and Document Processing I	3
*OST 1110L	Keyboarding and Document Processing II	3
GEB 2430	Business Ethics	1
MTB 1103	Business Math	3
OST 1330	Business English	1
OST 1355	Records Management	3
ACG 1003	Accounting Survey	3
*OST 2450	Computerized Accounting Applications	3
*OST 2764	Information Word Process Applications	3
OST 2335	Communications in the Workforce	3
OST 2501	Office Management	3
CGS 1577C	Presentation Systems	3
OST 2053	Successful Job Search	1
#OST 2949	Co-op or elective	3

**Total Program Core Credits: 39**

### Legal Office Specialization

OST 2431	Legal Office Tech I	3
*OST 2432	Legal Office Tech II	3
BUL 2431	Business Law I	3
PLA 1003	introduction to Legal Assisting	3

*or*

### Medical Office Specialization

OST 1257C	Medical Terminology for the Administrative Assistant	3
*OST 2455	Medical Billing & Coding I	3
*OST 2456C	Medical Billing & Coding II	3
*OST 2464C	Medical Computer Application	3

*or*

### Office Management Specialization

MAN 2021	Introduction to Management	3
CGS 1540C	Database Management	3
OST 1811C	Desktop Publishing	3
CGS 1510	Electronic Spreadsheet	3

*or*

### Office Software Specialization

CGS 1510	Electronic Spreadsheet	3
MNA 2345	Principles of Supervision	3
OST 1811C	Desktop Publishing	3
OST 2825c	Document Design	3

**Total Specialization Credits: 12**

**Total Program Semester Hours**

It is strongly recommended that students see an academic advisor, counselor, or OST faculty member every term

See course descriptions in this catalog or online at [www.broward.edu](http://www.broward.edu).

\*Requires a pre- or co-requisite or proper score on placement test.

\*\*Must be completed within the first 15 hours of Broward College coursework.

#Electives may be selected from OST, CGS, GEB, MAN, MNA, BUL, GRA, SPC, or ACG courses.

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their education. Students completing this program will have the skills and knowledge required to become successful managers and leaders within public, private and non-profit organizations. The curriculum offers a practical approach to understanding

Technology Management. This degree has 13 upper division courses, 6 of which are new and being proposed with this Request for Action Form.

### **Rationale of Proposal**

The *Bachelor of Applied Science Degree in Technology Management* is proposed to address workforce demands in Region 22 that are currently unmet. Therefore, the State of Florida has identified this as a high demand-high need program initiative. A major aspect of the College's decision to pursue this program is the shortage of qualified graduates in the documented areas. Current projections indicate that by 2014 Broward County will require 4,425 workers in the Technology Management field.

### **Recommendations**

Motion was made, seconded, and unanimously approved the *Technology Management* (A.S degree).

2. **Dr. Monica Ramirez**, Dean, *BAS Program*, North

Monica returned for a '**Second Read**' for the *Baccalaureate of A.S. degree in Information Technology*. This thirteen course program will give students the skills and knowledge needed to become successful in the field of Information Technology

### **New Courses**

CNA4102, *Platform Technologies*

CEN3516, *Networking*

CEN3516, *Networking*

CEN4722, *Human Computer Interaction*

CIS3510, *Project Management*

CIS4205, *Social and Professional Issues in IT*

CIS4361, *Information Assurance and Security*

CIS4595, *IT Capstone Project*

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CNT3603, *System Administration and Maintenance*

CNT3702, *Infrastructure and Facilities Planning*

CNT4014, *Systems Integration and Architecture*

COP3703, *Database Concepts*

COP3853, *Web Systems and Technologies*

COP4855, *Integrative Programming and Technologies*

### **New Program**

**T300**, *Bachelor of Applied Science Degree in Information Technology*

### **Summary of Proposal**

The purpose of this proposal is to introduce the new *Baccalaureate Degree in Information Technology* into the Broward College Programs of Study. The *Bachelor of Applied Science Degree in Information Technology* provides individuals who hold an *Associate in Science (A.S.) or Associate in Applied Science (A.A.S.) degree* the opportunity to further their education. Students completing this program will have the skills and knowledge required to become successful information technologists and leaders in areas such as database and network systems administration, software engineering, etc. The curriculum offers a practical approach to understanding Information Technology. A total of 13 new courses are being proposed for this degree.

### **Rationale of Proposal**

The Bachelor of Applied Science Degree in Information Technology is proposed to address workforce demands in Region 22 that are currently unmet. Therefore, the State of Florida has identified this as a high demand-high need program initiative. A major aspect of the College's decision to pursue this program is the shortage of qualified graduates in the documented areas. Current projections indicate that by 2014 Broward County will require 3,730 workers in the Information Technology field.

### **Recommendations**

Motion was made, seconded and unanimously approved the new Baccalaureate (T300) *Bachelor of Applied Science Degree in Information Technology* program.

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3. **Yvonne Simone**, Program Manager, Respiratory Therapy, Central  
Yvonne stated that Respiratory equipment has become so advanced; creating the need for the highest level of training to be offered to Broward College students. This training will enable a student to bring advanced equipment skills to the hospital upon graduation. A question was raised about the ethic's class, Yvonne confirmed that tudents will continue to study ethics in RET2601.

### **New Courses**

RET 2265, *Advanced Respiratory Equipment*

RET 2265L, *Advanced Respiratory Equipment Lab*

### **Revised Courses**

RET1026, *Respiratory Therapy Equipment*

RET1026L, *Respiratory Therapy Equipment Lab*

RET1264L, *Mechanical Ventilation Lab*

### **Terminated Course**

RET2503C, *Advanced Cardiopulmonary Pathophysiology*

### **Revised Program**

2132, *Respiratory Therapy AS Degree*

### **Summary of Proposal**

The following changes to the respiratory program are being requested of the Curriculum Committee: Remove GEB2430 Business Ethics (1 credit) and RET 2503C (2 credits) from the Respiratory Program Curriculum. In its place insert RET 2265 Advanced Respiratory Equipment (2 credits) and RET2265L Advanced Respiratory Equipment Lab (1 credit). The new courses will provide the training that respiratory students need to acquire the skills and knowledge to work with advanced respiratory equipment. To balance the number of credit hours per semester, move MCB2010 and MCB2010I to term III of the first year. The courses RET1026, RET1026L, RET1264L course descriptions and outlines were updated.

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### Rationale of Proposal

The current curriculum for respiratory care has, up until now only provided one three credit course for training the respiratory student in mechanical ventilation and oxygenation techniques. Over the years, the equipment used in respiratory therapy has become more complex and varied and the need has arisen to offer further training with this advanced equipment. As requested by the advisory committee for respiratory care, students need additional training with the more advanced technical equipment being used in hospitals today. To meet the needs of the community and to continue to provide qualified respiratory therapists, it is necessary to provide additional training with respiratory equipment being used in healthcare.

### **Recommendations**

There being no questions, a motion was made, seconded and unanimously approved the new, revised, and terminated courses, and revised A. S., 2132, Respiratory Therapy program.

4. **Lynn Slossberg**, Assistant Professor, Legal Assisting, Lynn returned for a '**Second Read**' stating in order for Broward College to be in compliance with the Florida American Bar Association, (ABA) the following PLA courses required clarification regarding the material which will be taught in the Legal Assisting program.

### **Revised Courses**

PLA1303, *Criminal Litigation*

PLA1435, *Corporations*

PLA1610, *Procedures for Real Estate Title Closing*

PLA1800, *Domestic Relations*

PLA2466, *Debtor Creditor Relations*

### **Summary of Proposal**

The Legal Assisting Program, as part of its Five Year Curriculum Review, is proposing certain changes based upon discipline review of the curriculum as a whole as well as individual course outlines. The program has changed course outline details for the PLA courses specified to reflect more properly the subject matter currently covered, to coincide with changes in the law (for example,

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Florida statutory law recently made major changes to its domestic relations statutes), and to reflect the program's ethics across the curriculum policy. Additionally, a change in the pre and co-requisites of courses has been applied across the board to require the approval of the program manager to bypass any pre- or -co-requisites.

### Rational of Proposal

Certain course detail changes have been made to more closely represent the subject matter currently covered in specific PLA courses. Additionally, the Legal Assisting Program is approved by the American Bar Association (ABA). The ABA requires that approved programs either offer a separate legal ethics course or adopt an ethics across the curriculum policy. The Legal Assisting Program has adopted the second option and changes in the PLA course outlines have been made to more accurately reflect this. ABA Guideline G-302(E)(2) states that the program must have a rational sequencing plan for its legal specialty courses and a process to ensure that students follow it. To better monitor the program's compliance with this guideline, the program is requiring program manager approval rather than instructor approval in order for a student to be allowed to take a PLA course without fulfilling all pre- and/or co-requisites.

### Recommendations

Motion was made, seconded and unanimously approved the five PLA revisions in order to comply with the American Bar Association (ABA).

5. Lynn Slossberg, Assistant Professor, Legal Assisting, South  
Lynn returned for a '**Second Read**' Content involving crimes and business are being added to BUL2241, *Business Law* course description, with emphasis on torts and crimes and their relation to business.

### Revised Courses

BUL2241 *Business Law I*

### Summary of Proposal

The course contents of BUL 2241 Business Law I are being changed by including units on crimes and business and on torts. Sales of goods will be included in the unit on contracts. Additionally, less emphasis will be placed on the historical background of forces affecting the law and more emphasis will be placed on the relationship of ethics and the law.

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### **Rational of Proposal**

The reasons for the proposed changes are to align the course content more closely with the course description, to place more emphasis on two major classifications of law - torts and crimes- and how they relate to business, and to include a discussion of the relationship between ethics and the law.

### **Recommendations**

Motion was made, seconded and unanimously approved the contents to BUL2241, Business Law I, with emphasis on law and ethics.

6. **Fernando Ulibarri**, Instructor, Visual/Performing Art, Central

Fernando returned for a '**Second Read**' bringing to the Committee the suggested written evaluation; resubmitted on the Request for Action form, of the performance of pilot course, MUS2340, Introduction to MIDI, Systems and Sound Design.

### **New Course**

MUS 2340 *Introduction to MIDI Systems and Sound Design*

### **Revised Course**

MUS 2342 *Introduction to Computer Music*

### **Summary of Proposal**

This proposal is for the following:

- 1) Create class MUS2340. Currently offered as a pilot, the department wants to turn this class into a permanent one -Effective Term I (20111)
- 2) Course revision of MUS2342. Change the course details of MUS2342 to ones that better reflect the standard Statewide use by other institutions.

### **Rational of Proposal**

The class called Introduction to MIDI Systems and Sound Design (MUS2340) is currently being offered as a pilot course. The student response for the class has been very positive. Currently the section is completely full. In addition to this, a survey has been completed by the students that further reflect their interest in the subject matter. The class deals with two topics: the MIDI communication protocol, and basic concepts of sound design and music synthesis. The need for the graduates of Broward College to have a competitive edge in the

**Intention:** Pilot courses are intended to provide faculty with the opportunity to evaluate a new course or modify an existing course. After the assessment is completed, the course may be submitted to the Curriculum Committee to become a part of the permanent curriculum, following the procedures designated for new courses. The assessment/evaluation component of the pilot course must be included in the rationale for making the course permanent

**Limitations:** A Pilot course is subject to the following limitations:

1. Pilot courses are usually limited to one semester;
2. Under special circumstances, Pilot courses may be offered for two semesters, with approval of the Curriculum Committee and the Vice President of Academic Affairs;
3. Pilot courses shall not be required of any student to meet degree requirements;
4. Pilot courses must include a strong evaluation component to be included in the rationale for making the course permanent;
5. In exceptional circumstances when the Curriculum Committee is not in session, the Vice President of Academic Affairs can approve the pilot course.

**Submission:** All Pilot course proposals shall be submitted to the Director of Curriculum Services, as well as the appropriate academic units and administrators for "information only."

**Curriculum Committee "For Information Only":** The proposal shall be presented as "for information only" to the Curriculum Committee.

**Forwarded for Approval:** After being presented to the Curriculum Committee, the proposal shall be submitted to the Vice President for Academic Affairs for approval.

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field makes the contents of this course a necessity. The subject matter of the class is an integral part of the rapidly changing field of music technology. The department does not offer an elective that deals with these specific, and very important, topics. The class requires no purchase of additional equipment. Recent investments made by the Visual and Performing Arts department in music technology make classes such as this one possible. There is no financial impact created by offering this class other than the time of the instructor. The class will be held in the Music Technology Lab (room 138) in Building 4. The department believes that the class called Introduction to Computer Music (MUS2342) should have its title, course ID, and short title changed. Other academic institutions in the state of Florida use a different name and title for classes that have the same content as the one taught at BC. The changes proposed will allow the student a satisfactory transfer at other academic institutions in the state.

### **Recommendations**

Motion was made, seconded, and unanimously approved the new course, MUS2340, *Introduction to MIDI Systems and Sound Design* and revised course, MUS2342, *Introduction to Computer Music*.

7. **Leo Stitsky**, Professor, Visual and Performing Arts, Central

After a conference call between Leo Stitsky, who reported his finding to Chair Deborah Hefferin; Dr. Martin McClinton, Barbara Piscitelli, and Avis Proctor regarding the Pilot Course in the Procedure/Guidelines Manual, page 10. Leo took the lead to extend his expert evaluation and suggestions to the Curriculum Committee regarding revision to the 'Pilot Course' section in the manual.

Leo's suggestion to the Committee were:

1. A pilot course should house information regarding employment, enrollment, student success indicators, financial cost to student, student response, justification that other colleges are offering the course, transferability, etc. He also suggested that the second read be automatically waived, thus a 'Pilot' course would be an 'Automatic' Waive of First Read.

(Please see attached revised Pilot Course, page 10) inserted after this page.

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2. Leo stated to the Chair, that it was his understanding the Procedure Manual would be reviewed for content; asking Chair Hefferin when this would take place. Chair Hefferin stated that an Ad Hoc committee; consisting of Elaine Cohen, Deb Hefferin, Jan Shakespeare, Martin McClinton, Barbara Piscitelli and Leo Stitsky will meet to review the Procedure/ Guidelines Manual during the 2010 summer months; reporting back to the Committee with their suggestion(s).

The committee agreed that the revisions to the Pilot Course, page 10 of the Procedure Manual Guidelines, should be added to the manual.

### VI. New Business

1. **Leo Stitsky**, Professor, Visual and Performing Arts, Central for **John Kaufman**, Professor, Visual and Performing Arts, Central  
Leo stated that the lab hours included in the lecture hours to give the students a practical hands-on will return for a **'Second Read'** on three new credit courses; one special topics art course, two second level ceramics courses, and two course revisions; 1) computer skills for students in the field and 2) title change

The Art Special Topics course is being created to combine all current special topic art courses to offer a streamlined that can be used for all Special Topics Art courses.

Chair Hefferin posed a question to Mr. Willie Alexander; "would there be any issue to a student by offering a repeatable course with the same number"? Mr. Alexander stated that there will be no problem.

#### New Courses

**ART2752C**, *Ceramics: Throwing on the Potter's Wheel*

**ART2754C**, *Ceramics: Hand Building*

**ART2931C**, *Art Special Topic*

#### Course Revisions

**ART1600C**, *Computer Art*

**ART2205C**, *Color Theory*

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### **Summary of Proposal**

1. Create a new special topics art studio course (ART2931C, Art Special Topics: (specify medium))
2. Create two new ceramics courses for second level students (ART2752C, Ceramics: Throwing on the Potter's Wheel and ART2754C, Ceramics: Hand-Building)
3. ART1600C (Computer Art) and ART2205C (Color Theory) need changes to keep pace with the discipline.

### **Rationale of Proposal**

Rather than create seven or eight courses to do occasional special topics courses in different media, we need a course that can change medium focus as the demand and needs of the students evolve. Special topics courses in studio art center around a current topic of special interest to students. Such courses are occasional and greatly enrich the learning experiences of our students. One of the courses offered two years ago was "Narrative Drawing" to introduce our students to ideas in cartooning and story development. Such a course interests many students right now who are thinking of going into gaming or animation and it allowed students to decide whether this direction was appropriate for them.

Presently the second level course; Ceramics II, combines both throwing on the wheel and hand-building techniques, the same as Ceramics I. We have found that many students would like to focus on one of these techniques at the second level and that presently there is not enough time to do both well in one course. That is why we would like to create two new courses so that students may better learn these techniques. The new courses, ART2752C and ART2754C, would also give students the possibility to take three different courses that would transfer easily. We are looking ahead to NASAD (National Association of Schools of Art and Design) accreditation and these additions will be in line with their goals. These courses will also be welcomed electives for our students in the Art Programs.

ART1600C needs to be changed to reflect major changes in computer programs and imaging technology since our last course outline was written. This will allow the course to give the students the skills they need in this field. With changes the course will also become more relevant to the Graphic Design program than it was before. We need to change the title of "Color and Composition" to "Color Theory" as it is named in other schools to make transferring credits easier and to better fit the course content. As the course becomes required by

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more schools for art majors, its content also needs updating to reflect changes in pedagogy in the subject. Such revisions will also make these courses more in line with four year programs into which our students transfer and this meets our goals of being compliant with NASAD (National Association of Schools of Art and Design).

### **Recommendation**

Leo Stitsky or John Kaufman will return for a '*Second Read*' in April 2010.

### **2. Joyce Abraham, Associate Dean, Dental , Central**

Joyce explained that it is necessary to offer Broward College Dental Hygiene students, a computer literacy course that incorporates a hands-on approach to the fast advancing dental technology. CGS1061 will be replaced with DEH2840L, a dental software, various office equipment (example: radiography, microscope, office management, etc.) course. Russ Adkins asked for clarification to the basic computer literacy outcomes and outcomes to the school course? Dental Department goes in different directions; our direction satisfies SACS accreditation and the Commission on Dental Accreditation Standards.

#### **a. New Course**

DEH2840L, Advanced Dental Technology Lab (1) credit

#### **b. Course Revisions**

DEH1002, 1002L, DEH2400, DEH1800, DEH1800L, AND DEH2300

Adding DEH2840L as a co-requisite

#### **c. Program Revision**

2145, Dental Hygiene

### **Summary of proposals how students available state of the arts technology**

In 2009, former VP Academic Affairs Dr. J. Scherer organized the Basic Student Technology Literacy Implementation Team for Broward College. In a memo distributed by Dr. Scherer on June 1, 2009, dental hygiene was one of the health science programs exempted from the computer literacy requirement because it was verified the computer competencies were mapped through required coursework. The DOE curriculum frameworks mandate 88 credits for the AS in dental Hygiene. With the removal of the computer course CGS 1061 the program was less one credit. In order to satisfy SACS

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accreditation standards and the CODA, Commission on Dental Accreditation standards the addition of the course DEH 2840L Advanced Dental Technology Lab has been created by the department. This course will include computer applications necessary for each graduate to function competently with state of the art dental technology.

### **Rationale for Proposal**

Technology has moved strongly into the dental practice. It is mandatory our students graduate with the knowledge of technology used for the dental practice in order to be employable as a dental hygienist. This course will take place in the existing dental clinic and will necessitate two faculty members to keep in line with our accreditation student faculty requirements of 8: 1 for this type of class. The department has the equipment necessary for this course.

### **Recommendations:**

There being no further questions, Joyce will return for a **'Second Read'** in the month of April 2010.

- 4. Michele Marshall**, Assistant Professor, Office Systems Technology, South  
Michele stated that the 5-Year Course revisions are 'simple' housekeeping issues. Precisely there is a conflict regarding the 'L' (lab) and 'C' (combined lecture/lab) on many OST courses. The submitted courses (four) are the first of many that will be brought to the committee.  
It was stated that there are issues with adjuncts not being paid correctly. We need to define what actually happens in a classroom; how and what is considered lecture and how and what is considered a lab. This seems to be a global issue, and one that needs clarification.  
Russ Adkins, VPAA, ask if anyone knew how many adjuncts were being affected? He stated that it is the learning outcomes in the class/course that should be measured; and are in fact actually a hands-on application. Dr. Barbara Bryan suggested that before any steps are taken, the 'history' of the Lab, Lecture and Combined, should be reviewed. She

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will assist in the clarification of the Lab, Lecture and Combined status by locating with the history behind the decision.

### a. Revised Courses

OST1103 – Basic Keyboarding-(wpm revised from 24 to 25wpm)

OST1110L – Keyboarding & Document Processing II - (lab hours removed)

OST2053 -- Successful Job Search – (removal of discussions/discussion topics from description)

OST2335 -- Communications in the Workforce- (deleted mention of topics covered in class)

### Summary of Proposal

OST 1103 and OST 1110L - breakdown of hours have changed.

OST 1110L- name change

OST 1103, OST 1110L, OST 2335 and OST 2053- all had description changes

### Rational of Proposal

OST 1103 and OST 1110L- breakdown of hours eliminated the "required" lab hours. No lab hours are required for either course since both courses can be taken fully online.

OST 1110L- "L" is being removed from the title since the course is does not require a lab

### Description changes

OST 1103- is now required to complete 25 wpm instead of 24 wpm.

OST 1110- required lab hours have been removed from description.

OST 2335- removed mention of discussions and discussion topics from description

OST 2053- deleted the mention of topics covered in the class

### Recommendation

With no further questions, Michele will return for a *'Second Read'* in September 2010 (date, location, TBA) with the history of the Lab and Lecture required hour to present to the committee. Dr. Barbara Bryan has offered to assist Michele with the project.

#### 4. Lani Kempner, Assistant Professor, Wellness, Central

Lani stated that the course is being revised with substantial changes and updates to the General Education competencies. This course will target students who are taking the Wellness course and offer any student to fulfill the General Education requirements, if

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they have any form of challenge or limitation on the physical activity where it is a little more difficult to perform the lab activity, this will open a window for them. We would also be able to utilize Broward College's pool for water safety classes; a much needed course in South Florida.

### **Summary of Proposal**

Change PEN1171 from Aquatic Fitness to Aquatic Wellness to fulfill the General Education requirement.

### **Rational of Proposal**

Our wellness courses Total Wellness (HLP1081), Aerobic Wellness (PEM1141), Weight Training (PEM1131) and Functional Wellness (PEM1116) have all been modified to fulfill the general education requirement. All of the classes cover the same lecture material; the only varying factor is the activity/lab portion of the course where students may be able to concentrate on a particular aspect of training. This is demonstrated by the title of the courses with Total Wellness stressing all components of training. It would be most beneficial to allow students to learn aquatic training and safety, especially in south Florida. This may be particularly beneficial to students who are faced with any type of training limitation, i.e. pregnancy, recovering from an injury or students with given challenges where upright, weight bearing exercise may not be an option. Where certain student's could take the other GenEd wellness courses but not be able to reap the full benefit of the activity portion. Demand in the department is extremely high for classes, as each term all classes are full with many being overloaded. This would allow the department to expand both in content and in student enrollment. We would be fulfilling the need to increase the range of options for students in the types of courses to take and be increasing our use of the school's resources, i.e. swimming pool. This would result in an increase in the number of wellness classes offered thus satisfying student needs.

### **Recommendation**

Lani will return for a *Second Read* in April 2010

5. **Dr. Kathy Jackson**, Dean, Continuing Education, Central  
Kathy requested *Waive of First Read* on the courses listed below that are to be terminated due to the expiration of both Federal and State grant funding.
  - a. **Course Terminations**
    - CVT1501, Basic Electrocardiography
    - HCP0110C, Basic Nurse 1: Nursing Assistant

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NUR2946, Graduate Nurse Internship  
NUR2946L, Nurse Internship: Clinical Lab  
RTE2563, Advanced Vascular/Interventional Radiography

b. **Program Terminations**

4263, Coronary Care Nursing  
4262, Critical Care Nursing  
4261, Graduate Nurse Intern  
4264, Home Health Nursing  
4260, Multiskilled Health care Professional  
4282, Progressive Care Nursing  
4275, Vascular Sonography

### **Summary of Proposal**

Terminate seven advanced technical certificates and five courses no longer offered by the college.

### **Rationale of Proposal**

These programs were created to fulfill the terms of State and Federal Grants that have now expired. There has been no demand from the health community and/or partner hospitals to offer these programs or the associated credit courses in the last five years. Per Florida State Statute regarding courses not taught in 5 years, BC will terminate the program's courses and therefore we need to also terminate these certificates. There have been no students in these programs since the grant ended over four years ago. The courses have not been taught in over five years and there is no intention to teach them again in the future: three of them are part of the programs that are to be terminated and the other two are not associated with any programs.

### **Recommendation**

Motion was made, seconded, and unanimously approved the request for *'Waive of First Read'*.

Motion was made, seconded, and unanimously approved the request to terminate the courses due to lack of funding.

6. **Dr. Michael Giovanniello**, Associate Professor, Radiography, Central  
Michael stated that it is mandatory the Radiography department offers a computer literacy course in their curriculum in order to meet the specifications of the State of Florida

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ASRT. Therefore, CGS1060c will replace RTE2473 on Program of Study A025. We will be changing the credit limits on the A025 from 77 to 79.

a. **Course Termination**

RTE2473, Radiographic Quality Assurance

b. **Course addition to Program Sheet**

CGS1060C, Basic Computer Literacy

c. **Program Revision**

A025 Radiography

### **Summary of Proposal**

Radiography is requesting to add CGS1060C into the prerequisites for the radiography program. This inclusion will put the 77 credit capped program over the maximum allowed by the State of Florida. Computer literacy is required by the ASRT (American Society of Radiology Technologist) as part of their curriculum and the ARRT (American Registry of Radiologic Technologist) requires computer technology in their content specifications. In order to bring the radiography program back into compliance, we are requesting to delete RTE 2473 Radiographic Quality Assurance, a 2 credit course from the radiography curriculum. The department has met and made provisions for any vital content from the Quality Assurance course to be included in other radiography courses during a complete program revision next year.

### **Rational of Proposal**

Radiography has decided to include CGS1060C as a program requirement; in fact they are moving it into their prerequisite area. This would make the mandatory state capped 77 credit program a 79 credit program. After much department discussion and a review of the current suggested curriculum changes coming to us from the ARRT (American Registry of Radiologic Technologist) it was decide that deleting RTE 2473 Radiographic Quality Assurance, a 2 credit class would bring the program into compliance at state level. In making this decision the curriculum has been evaluated and some of the content from RTE 2473 will be included in other RTE courses as we begin revision of the entire program for presentation next year.

### **Recommendation**

Michael will return for a *'Second Read'* in April 2010.

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7. **Monica Ramirez**, Dean, BAS Program, North

Monica presented the new BAS Certificate Program, *Basic Solar Technician*; a basic and advanced Certificate program in solar photovoltaic courses within the Engineering Technology department. The alternative energy program will receive State and Federal support as the country works to develop a new power source for the future.

### New Courses

EET2550, *Introduction to solar Photovoltaic Systems*

EET2551, *Installation of Solar Photovoltaic Systems*

### Summary of Proposal

The purpose of this proposal is to introduce the new Basic Solar Technician Certificate program into the BC Programs of Study. This Certificate provides individuals the opportunity to learn industry standard methods and terms relating to the installation of solar photovoltaic systems. Students completing this program will have the skills and knowledge required to successfully certify as a solar photovoltaic system installer through the North American Board of Certified Energy Practitioners (NABCEP). There are a total of 2 new courses (EET2550 & EET2551) along with 3 existing courses (MTB1325, EET1015C & EET1025C) are being proposed for this certificate.

### Rationale for Proposal

The State of Florida and the Federal Government has declared their commitment to supporting alternative energy as the power source of the future. In the past, BC has embraced this declaration by offering a 2 day photovoltaic (PV) introduction class through its continuing education department. As this technology is most suited for the Engineering Technology Division we have been asked to create credit related certificate programs to replace the initial introduction courses once offered by continuing education.

### Recommendation

Chair Hefferin asked for clarification on the effective date, the effective date reads 20102, please change to 20111. The request for ***'Waive of First Read'*** was selected in order to be able to have the opportunity to attain federal finances, while available, in order to assist with the program. The program will initiate on North campus and move to all other campuses.

Motion was made seconded and unanimously approved the ***'Waive of First Read'***.

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Motion was made, seconded and unanimously approved the BAS Certificate program, Basic Solar Technician.

8. **Monica Ramirez**, Dean, BAS Program, North

Monica stated that the new BAS Certificate Programs, *Basic Solar Technician*; basic and Advanced Certificate in solar photovoltaic courses within the Engineering Technology department is an alternative energy program. The State and Federal government will financially support programs such as this as the country moves forward in the development of a new power source for the future and therefore, Broward College should move on this BAS program in order to attain funding.

Recruitment will begin promptly this is the reasoning for the request for waive of first read. It will be offered on North but go to all other campsuses.

### **New Courses**

EET2550, *Introduction to solar Photovoltaic Systems*

EET2551, *Installation of Solar Photovoltaic Systems*

### **Summary of Proposal**

The purpose of this proposal is to introduce the new Basic Solar Technician Certificate program into the BC Programs of Study. This Certificate provides individuals the opportunity to learn industry standard methods and terms relating to the installation of solar photovoltaic systems. Students completing this program will have the skills and knowledge required to successfully certify as a solar photovoltaic system installer through the North American Board of Certified Energy Practitioners (NABCEP). There are a total of 2 new courses (EET2550 & EET2551) along with 3 existing courses (MTB1325, EET1015C & EET1025C) are being proposed for this certificate.

### **Rationale for Proposal**

The State of Florida and the Federal Government has declared their commitment to supporting alternative energy as the power source of the future. In the past, BC has embraced this declaration by offering a 2 day photovoltaic (PV) introduction class through its continuing education department. As this technology is most suited for the Engineering Technology Division we have been asked to create credit related certificate programs to replace the initial introduction courses once offered by continuing education.

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### Recommendation

The request for '**Waive of First Read**' was selected in order to be able to have the opportunity to attain federally funded monies finances, while available. The program will initiate on North campus; will be offered at other campuses.

Motion was made seconded and unanimously approved the '**Waive of First Read**'.  
Motion was made, seconded and unanimously approved both BAS Certificate program, Basic and *Advanced Solar Engineering Technician*.

9. **Felicidad Archila**, Assistant Professor, Computer Science, Central

This program is only on Central campus- registration in June. The Committee suggested that the proposal be articulated to all campuses and brought back in April for Committee review. Is there a rationale for computer science people to take CIS1000C?

### Course Revisions

CGS2100C, *Computer Applications*  
CTS1213C, *Microsoft Specialist: Advanced Outlook*  
CTS1220C, *Microsoft Specialist: Advanced Word*  
CTS1225C, *Microsoft Specialist: Advanced Excel*  
CTS1230C, *Microsoft Specialist: Advanced Powerpoint*  
CTS1431C, *Microsoft Specialist: Advanced Access*

### Course Termination

CTS2153C, *Supporting Microsoft Office*

### Program Revisions

21493, CIT, Tech Support Specialist, A.S. option  
A1010, IT, Tech Support Specialist, A.A. S. option  
62823, IT, Support Specialist, T.C. - MS Office Specialist (MOS) option  
6284, IT, Analysis Linux System Administrator Option T.C.  
62822, IT, Support Specialist T.C. Help Desk Specialist option

### Summary of Proposal

This proposal updates the Tech Support A.S. and A.A.S. degrees and their associated Technical Certificates (Help Desk Specialist, Support Technician, and MCAS). It also revises several Microsoft courses to maintain alignment with Microsoft's updated official curriculum and replaces a computer science elective with CIS1000C - Intro to Computer Science, to give

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students a stronger foundation in computer science concepts. All changes were enthusiastically approved by the program's industry Advisory Committee.

### **Rationale of Proposal**

1. To maintain alignment with current industry (Microsoft, CompTIA) standards.
2. Recommendation of program's Advisory Committee.

### **Recommendation**

There being no '**Waive of First Read**', the proposal will Faculty are being taught with no design

10. **Michelle Levine**, Assistant Professor, Contract & Civil Engineering, Central Michele explained that the three new courses, ten revised courses one terminated course; and five program revisions; supported were made to improve the courses within the programs designing a stronger basic foundation for students which will lead to success in the higher level program. The Committee suggested that the proposal be articulated to South campus for review.

### **New Courses**

CIS1000C, *Introduction to Computer Science*  
COP2360C, *C# Programming*  
CTS2465C, *Sun: Advanced Java Development*

### **Revised Courses**

CIS2321, *Systems Design & Development*  
COP1334C, *Introduction to C++*  
COP1335C, *Intermediate C++*  
COP2171C, *Visual Basic Programming*  
COP2361C, *Object-Oriented Design & Programming using C++*  
COP2700C, *Database Programming using SQL*  
COP2800C, *Programming in Java*  
CTS1460C, *Microsoft C# Application Development Foundation*  
CTS2463C, *Microsoft C# Web Application Development*  
CTS2464C, *Sun: Advanced Java Programming*

### **Course Terminations**

CIS2342, *Designing Data Services and Data Models*

### **Program Revisions**

2195, *Computer Programming and Analysis Associate in Science*  
21492, *Oracle Professional Database Administrator Associate in Science*

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62386, *Oracle System Administrator (Database Administrator Option) Technical Certificate*  
21134, *Oracle Professional Database Developer Associate in Science*  
62385, *Oracle Software Engineering (Database Developer Option) Technical*

### **Summary of Proposal**

This proposal updates the Computer Programming & Analysis A.S. degree and revises several Microsoft and Sun courses to maintain alignment with Microsoft's and Sun's updated official curriculum. Several foundational computer programming and analysis courses are also updated to current technology standards and prerequisites are modified to provide a more defined sequence (to improve student success). It also replaces two computer science electives with CIS1000C - Intro to Computer Science and CIS1513C - Project Management, to give students a stronger foundation in computer science concepts and project management skills. All changes were enthusiastically approved by the program's industry Advisory Committee.

### **Rationale of Proposal**

1. To maintain alignment with current industry (Microsoft, Sun) standards.
2. To improve student success by more clearly defining course sequencing.
3. Recommendation of program's Advisory Committee.

### **Recommendations**

Chair Hefferin asked for a motion to approve the **'Waive of First Read'**.

A motion was not made, and Michele will return in April for a **'Second Read'**.

Michele will return with a rationale statement.

#### **11. Sherry Cox**, Assistant Professor, Computer Science, Central

Sherry stated he proposal is a realigning the course descriptions to meet Adobe and CIW standards; with the exception of PTS2852C, which has title, credit, and requisite revisions.

### **Course Revisions**

CTS1212C, *Adobe Photoshop*  
CTS1800C, *Macromedia Dreamweaver*  
CTS1801C, *Macromedia Flash*  
CTS1802C, *Cascading Style Sheets*  
CTS1851C, *Certified Internet Webmaster Foundations*  
CTS2803C, *Flash Programming*  
CTS1852C, *CIW Javascript Fundamentals*  
CTS2854, *CIW: E-Commerce Strategies And Practices I*  
CTS2855C, *CIW: E-Commerce Strategies And Practices II*  
CTS2857C, *Server-Side Scripting*

### **Program Revisions**

2196, *Internet Services Technology Master Designer Option Associate in Science*

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A036, *Internet Services Technology Associate in Applied Science*  
6285, *Web Development Specialist Technical Certificate*

### **Summary of Proposal**

This proposal updates the Internet Services Technology A.S. and A.A.S. degree's, and the associated Web Development Technical Certificate by revising several Adobe and CIW courses (to maintain alignment with Adobe's and CIW's updated official curriculum). It also replaces a computer science elective with CIS1000C - Intro to Computer Science, to give students a stronger foundation in computer science concepts. All changes were enthusiastically approved by the program's industry Advisory Committee.

### **Rationale of Proposal**

1. To maintain alignment with current industry (Adobe, CIW) standards.
2. Recommendation of program's Advisory Committee.

### **Recommendation**

For lack of motion, the request for **'Waive of First Read'** was not approved.

A concern was presented about whether the Office System Technology and Computer Science are competing with each other; the course redundancy is being questioned some of the classes in one A.S. program versus another A.S. program. Rick McCawley stated that the technical arena of their programs is the 'design' aspect. Therefore, we are not in competition.

Sherry will return for a **'Second Read'** in April 2010.

### **12. Brian Faris, Assistant Professor, Computer Science, Central**

Brian stated that anytime Microsoft changed, as did CISCO changed their programs Broward College's computer Science department must keep up with the changes and that is why this proposal is before the Curriculum Committee.

#### **a. New Courses**

CTS2342C, *Microsoft Windows Enterprise Administration*  
CTS2343C, *Microsoft Windows Application Infrastructure*  
CTS2345C, *Microsoft Windows Active Directory*  
CTS2346C, *Microsoft Windows Server Administration*  
CTS2360C, *Microsoft System Center Configuration Manager*  
CTS2361C, *Microsoft SharePoint Server*

#### **b. Course Revisions**

CET2625C, *Cisco Networking V*

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CET2627C, *Cisco Networking VII*  
CET2628C, *Cisco Networking VIII*  
CET2660C, *Cisco Fundamentals of Network Security I*  
CTS1111C, *Linux+*  
CTS1133C, *A+ Essentials*  
CTS1134C, *Network+*  
CTS1327C, *Microsoft Windows Professional*  
CTS1334C, *Implementing Windows Infrastructure*  
CTS2120C, *Security+*  
CTS2131C, *A+ Advanced*  
CTS2330C, *Implementing Microsoft Exchange Server*

### c. **Course Terminations**

CET1850C, *Cisco Fundamentals of Wireless LANs*  
CET2626C, *Cisco Networking VI (Implementing Secure Converged WANs)*  
CET2667C, *Cisco Security II*  
CTS1328C, *Implementing Microsoft Windows Server*  
CTS1334C, *Implementing Microsoft Windows Network Infrastructure*  
CTS2302C, *Implementing Microsoft Windows Directory Services*  
CTS2304C, *Planning and Maintaining Microsoft Windows Network Infrastructure*

### d. **Program Revisions**

2201, *Network Services Technology Associate in Science*  
A038, *Network Services Technology Associate in Applied Science*  
6282, *Information Technology Technician Novell CNA Technical Certificate*  
6283, *Information Technology Management (Microsoft MCSA option)*  
62387, *Networking-Cisco CCNA Technical Certificate*

### e. **Special Fees**

CTS2342C, \$150.00  
CTS2343C, \$150.00  
CTS2345C, \$150.00  
CTS2346C, \$150.00  
CTS2360C, \$150.00  
CTS2361C, \$150.00

### **Summary of Proposal**

This proposal updates our Networking Services Technology A.S. and A.A.S degrees, and their associated Technical Certificates (MCITP, CCNA, and Network Support Technician) from

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Microsoft's MCSE and MCSA standards to its new MCITP - Enterprise and MCITP - Server certification standards and from Cisco's old CCNP to its new CCNP standard. Additionally, several Comp TIA certification courses are updated to maintain alignment with Comp TIA's official curriculum. It also replaces a computer science elective with CIS1000C - Intro to Computer Science, to give students a stronger foundation in computer science concepts. All changes were enthusiastically approved by the program's industry Advisory Committee.

### **Rationale of Proposal**

1. To maintain alignment with current industry (Microsoft, Cisco, CompTIA) official curriculum standards.
2. Recommendation of program's Advisory Committee.

### **Recommendation**

Chair Hefferin requested a motion to approve '**Request Waive of First Read**'

Motion was made, seconded and unanimously approved the '**Waive of First Read**'.

Motion was made, seconded and unanimously approved the Network Services Technology six new, twelve revised, and seven terminated courses, and five program revisions.

### **13. Claudio Noriega, Professor, Architectural Technology, WHC**

Claudio is requesting to delete ARC1301 from ARC2461 stating that ARC1301, Architectural Design I, is irrelevant to ARC2461, *Materials and Methods of Construction*.

### **Course Revisions**

ARC2461, *Materials and Methods of Construction*

### **Summary of Proposal**

Change pre requisite from ARC1301 to None.

The course does not need ARC 1301 as a pre-requisite. There is no relationship between the learning in 1301 and 2461.

### **Rational of Proposal**

The course does not need ARC 1301 as a pre-requisite. There is no relationship between the learning in 1301 and 2461.

### **Recommendation**

Claudio will return for a '**Second Read**' in April 2010.

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14. **Julia Vattiato**, Director, Education Preparation Institute, South for  
**Kristine Volpi**, Assistant Professor, BSED, South

Julie stated that to better serve our students and faculty, a breakdown of the contact hours is needed for clarification. We are requesting that the 'lecture' hours be revised to read 48; students will continue to be required to complete 16 hours of field experience in K-12 placement.

### **Course Revisions**

RED3342, Foundations of Reading

RED3352, Reading In The Content Area

RED4519, Literacy Assessment and Differentiated Instruction in Reading Education

### **Summary of Proposal**

On the current course outlines for RED3342 (Foundations of Reading), RED3352 (Reading in the Content Area) and RED4519 (Literacy Assessment and Differentiated Instruction in Reading Education), the contact hour breakdown is listed as 32 "lecture" and 16 "other." In order for the course requirements to be clear to both faculty and students, the Teacher Education Program is proposing that the contact hour breakdown be revised to 48 "lecture" hours. In addition the 48 lecture hours, students are required to complete 16 hours in the field experience K-12 placement.

### **Rational of Proposal**

None

### **Recommendation**

Julia or Kristine will return for a '**Second Read**' in April 2010.

15. **Julia Vattiato**, Director, Education Preparation Institute, South for  
**Kristine Volpi**, Assistant Professor, BSED, South

Julia explained that changes in the prerequisites on TSL4081, *ESOL Issues and Strategies I*, is to make certain that students completed the required courses; TSL3080 and the infused TSL courses before signing up for TSL4081. We are requesting to add prerequisites: TSL3080, EDF3280, EDF4430, EDG4410, EDP4004, EEX3011, RED3342, and RED3352.

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### **Course Revision**

TSL4081, ESOL Issues and Strategies II

### **Summary of Proposal**

This proposal is to change to the required prerequisites for the TSL4081, ESOL Issues and Strategies II, course (part of the Teacher Education Program - baccalaureate programs of study).

### **Rational of Proposal**

Students in the Teacher Education Program have two stand alone TSL courses - TSL3080 and TSL4081. In addition to the stand alone courses, the seven education core courses are infused with TSL theory and strategies. The TSL3080 course is meant as an introductory course whereas the TSL4081 course is meant to be the "capstone" course. To ensure that students complete the TSL3080 stand alone and the infused TSL courses prior to taking the TSL4081 course, the course's prerequisites need to be updated. Currently the only prerequisite listed on the TSL4081 course is TSL3080.

### **Recommendation**

Julia or Kristine will return for a '**Second Read**' in April 2010.

#### **16. Carlton Anglin, Instructor, North**

Carlton stated that the proposal is deleting course from a program and adding a new course.

#### **New Course**

CTS2382, *Managing a Server Network Operating system*

#### **Program Revisions**

A010, *Computer Systems Specialist*, A. A.S.

A013, *Electronics Engineering Technology*, A.A.S.

A035, *Computer Engineering Technician*, A.A.S.

21491, *Computer Systems Specialist*, A.S.

#### **Summary of Proposal**

This request is to remove all references of CNT 2001 - Local Area Network from programs A010, A013, A03 & 21491. These will be replaced with new course "CTS2383 - Managing a Server Network Operating System".

#### **Rational of Proposal**

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The original course (CNT2001) is based on Novell which is outdated. Additionally, like many corporate organizations, the college has moved away from Novell requiring the department to maintain separate licenses and hardware to continue offering the course. By moving to the new course we can use any one of several networking operating systems to deliver the new course. Any material from the old CNT2001 course not covered in the new CTS2383 course is either no longer applicable or is covered in other courses already in the programs.

### Recommendations

Carlton will return for a *'Second Read'* in April 2010.

#### 17. **Lloyd Holness**, Associate Dean, Health Sciences, North

Lloyd presented the proposal with two program deletions stating that the programs have not been offered since 2000.

### Program Deletion

21892, Ophthalmic Technology, A.S.  
A030, Ophthalmic Technology, A..A. S

### Summary of Proposal

This is a request for the removal of the Ophthalmic Technician Associate in Science, Major Code 21892 and Ophthalmic Technician Associate in Applied Science Major Code A030 from the College program offerings.

### Rationale of Proposal

The Associate in Science and Associate in Applied Science programs Ophthalmic Technology Major codes 21892 and A030 have not been offered since the year 2000. There has been very little or no demand for this offering primarily because it does not require licensing by the state of Florida. The salary paid to these professionals tends to be much lower than that of other ophthalmic health care professionals, making the investment in a formal program prohibitive. Additionally, the Opticianry program covers the material necessary for the entry level Ophthalmic Assistant, should the graduate decide to pursue this career path. This was discussed, and has the approval of the Vision Care advisory board. (Advisory Committee Meeting Minutes, attached)

### Recommendations

Motion was made, seconded and unanimously approved the request for *'Waive of First Read'*.  
Motion was made, seconded and unanimously approved the program deletions.

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**18. Mariah Johnson, Assistant Professor, Visual/Performing Arts, Central**

**Course Revision**

TPP2260, *Acting for Film and Television*

**Summary of Proposal**

The Acting for Film and Television class is a relatively new course being taught at Broward College. The presenter created the course curriculum based on State Course guidelines and personal experience as a professional actress in the film industry. In teaching the course, it has become apparent to this instructor that student success would be greatly enhanced by the creation of a pre-requisite for the course. Indeed, the State Course description suggests the creation of a pre-requisite consisting of some kind of basic acting class. The instructor has discovered that students who do not have a basic understanding of Acting Technique (which is taught in TPP2110-Acting I) progress much more slowly than those who have passed Acting I. In Acting I technique-specific vocabulary is taught and students gain an experiential understanding of terms and practices that are crucial to mastering the technique of acting on film. By attaching a pre-requisite of Acting I to the course outline, students will be equally empowered to succeed in class and Broward College will be in compliance with state guidelines.

**Rationale of Proposal**

The State Course description for this class indicates that a pre-requisite of some sort of basic acting class is strongly recommended. In Acting I (TPP2110) students learn basic acting technique, giving them a strong foundation upon which to build film acting skills. Without having this foundation, students are at a disadvantage in the Acting for Film and Television course and lack the basic vocabulary needed to succeed at the same level as their counterparts. The Acting for Film and Television course teaches students how to adjust basic acting technique for a new medium, and attaching a pre-requisite of Acting I to the course will provide them with basic building blocks needed to expand their skills in a way that will result in excellence in their film performance.

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**19. Daniel Jones, Associate Dean, Automotive Technology, South**

Daniel presented the new Marine Technology certificate program which will enable students to work at their own pace and degree desires. The course in basic welding is needed in order to offer the certificate program at the Miramar Center.

**New Course**

MTE1651C, *Basic Welding*

**New Program**

XXXX, *Marine Technology*

**Summary of Proposal**

The basic welding course is the only new course needed to offer a certificate in Marine Technology at Broward College. The additional ten courses listed above needed for the certificate are already part of the marine engineering management program curriculum. The marine certificate will consist of eleven (11) courses for a total of thirty four (34) credits. The courses are MTE1004C, MTE1018, MTE1040C, MTE1167C, MTE1312C, MTE1400C, MTE2041C, MTE2234C, MTE2420C, MTE2490C & MTE1651C. All of the courses are currently being taught at the Miramar Automotive Center except for MTE1651C, Basic Welding.

**Rationale of Proposal**

The certificate program will enable students the ability to complete the program and continue their academic education at a pace that is conducive with their degree aspirations. Florida already has a Marine Technology certificate approved in the curriculum framework catalog. Electrical and gas welding equipment will be needed for this course. The course will be held at the Miramar Automotive Training Center.

**Recommendation**

Daniel will return for a '*Second Read*' in April 2010.

**20. Mary Rousseau, Associate Dean, Office Systems Technology, South**

The new TRA courses will assist in preparing students for employment; students will receive cross-functional skills necessary for the business world.

**New Courses**

TRA1010, *Transportation and Logistics*

TRA1150, *Operations Management for Transportation*

TRA1154, *Supply Chain Management*

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### Summary of Proposal

The purpose of this specialization is to prepare students for initial employment with an occupational title or to provide supplemental training for persons previously or currently employed in these occupations with cross-functional skills necessary for planning, acquisition, flow and distribution of goods and services. The program curriculum should include, but not be limited to: related business and accounting practices, such as standard policies and operating procedures, transportation business techniques, planning, organizing, logistics concepts, purchasing and inventory control theory. Emphasis is placed on the development of business and managerial skills necessary for the efficient and effective performance of all operations within a company's supply chain.

### Rationale of Proposal

According to the New Broward County Targeted Industries Study conducted by DCG Corplan Consulting, LLC firm for Broward County, the International Trade and Logistics industry is among the top 10 new target industry cluster. The International Trade and Logistics cluster has 11 industry components and a potential job gain of 6,473 jobs with 5,543 of those being in the high skill/high wage category.

According to the Bureau of Labor Statistics, May 2008 Occupation Employment and Wages Estimates for the Fort Lauderdale Metropolitan area for Occupational Title, First Line Supervisors/Managers of Helpers, Laborer and material Movers, Occupational Code 53-1021, the following data is available:

Total Employment = 2270; Hourly Mean Wages = \$22.90; Annual Mean Salary = \$47,630.00

According to the 2010-11 Statewide Demand Targeted Occupational List (TOL) for Occupational Code 53-1031, Material - Moving Vehicle Operators, the following data is available: Annual Growth Rate = 1.69; Annual Openings = 401; Mean Hourly Salary = \$26.80; Entry Level Salary = \$17.83 In an article published by the South Florida Sun-Sentinel by Doreen Hemlock on March 2, 2010, Port Everglades plans a \$2 billion expansion project that will support 185,000 more jobs in the region. Port Everglades now produces an estimated \$18 billion a year economic impact in South Florida.

### Recommendation

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

### **VII. Reports/Announcements**

- a. **Leo Stitsky, Professor, Visual/Performing Arts, South**  
Leo's presentation was moved to **Old Business, Line 7.**

## Curriculum Minutes for

Monday, March 15, 2010

North Campus: Building 46, Room 152

**b. Deborah Hefferin, Chair, Curriculum Committee**

Deb stated that this summer, 2010, an Ad Hoc committee will need to meet in order to review the Curriculum Committee *Procedure and Guidelines Manual* ; reporting back to the committee in September. The committee will consist of Elaine Cohen, Deb Hefferin, Greg Lindeblom, Debbie Martin, Martin McClinton, Barbara Piscitelli, Jan Shakespeare and Leo Stitsky.

- c. The Committee extended a ‘thank you for a job well done’ to Chair Hefferin, VPAA, Russ Adkins, and District Director of Curriculum Services, Dr. Martin McClinton

**VIII. Adjournment**

There being no further business, the meeting was adjourned at 4:23pm

The next Curriculum Committee meeting will be  
April 19, 2010  
South Campus, Building 71, Room 101  
Please confirm your attendance with  
Chair Deborah Hefferin,  
[dhefferi@broward.edu](mailto:dhefferi@broward.edu)

*Respectfully submitted on:*

*April 14, 2010 By:*

*Barbara Piscitelli*

*Senior Executive*

*Curriculum Specialist*